

Appendix A

Equality and Diversity Policy

Guidance for the Preparation of Directorates' Equality and Diversity Action Plans and Annual Reports



December 2006

Dudley Metropolitan Borough Council

Equality and Diversity Policy

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1. Introduction

1.1. These guidance notes are for the use of officers in directorates with lead equality and diversity responsibility and other staff who have a role in preparing directorates' equality and diversity action plans and annual reports. They are a supporting document to the Council's equality and diversity policy and are intended to ensure that action plans and annual reports:

- have a consistent approach and contain similar types of information
- are part of the overall strategic planning arrangements in directorates
- relate to the overall Council objectives for equality and diversity
- are useful equality performance management tools
- fulfil the requirements set out in the Equality Standard for Local Government
- meet the needs of a range of audiences

1.2 They should also be read in conjunction with the latest guidance on directorate strategic planning available through the Corporate Policy and Research Team.

2. Why Are Action Plans and Annual Reports Required?

2.1. The equality and diversity policy commits the Council to take action to ensure that its services and employment policies and practices are free from discrimination, promote equality and respond to the diverse needs of the Borough's communities. All directorates are obliged to demonstrate that they are taking action to meet the requirements of the policy. This action needs to:

- be carefully planned and researched
- be related to Council or directorate objectives expressed for example in the Council Plan, the Equality Scheme and directorates' strategic plans

- have clear outcomes for priority groups or communities
- be a matter of public record and debate

2.2 Directorates should ensure that equality and diversity action planning is integrated into wider directorate strategic planning so that there is a coordinated approach to planning the business of the directorate. Top level equality and diversity objectives should be incorporated into the directorate's strategic plan. A detailed and distinct equality and diversity action plan is, however, still required to be produced so that progress with and plans for equality and diversity can readily be identified, performance managed and scrutinised.

2.3 As with directorate strategic plans, equality and diversity action plans are to be prepared or updated annually to cover the year from 1st April to 31st March, but they should identify and demonstrate progress towards three-year equality and diversity objectives where possible. Annual reports will report on achievements against targets in the previous year's action plan.

3. Corporate Equality and Diversity Planning

3.1 Directorate equality and diversity planning arrangements need to relate to the corporate arrangements which are:

- The Equality and Diversity Policy sets out the Council's overall commitment to promoting equality and diversity.
- The Equality Scheme meets the statutory requirement for the Council to have in place Race, Disability and Gender Equality Schemes. The Scheme sets out in more detail the Council's approach to promoting equality and diversity and contains a three-year action plan covering 2007-10. This action plan forms the framework for directorate plans.
- The Annual Review of Equality and Diversity summarises progress with implementing the Equality Scheme and with key performance indicators, and sets out detailed employment monitoring data across the Council. This is produced for the Select Committee on Regeneration, Culture and Adult Education and the Cabinet.

4. What Should Action Plans and Annual Reports Contain?

4.1 Action plans and annual reports must follow the same corporate format, both to aid comparison between directorates and to ensure minimum standards are

met, but also so they are identifiably Dudley MBC documents and are related to the overall planning framework of the Council. The issues covered and targets set must be justified to demonstrate that action planning is based on addressing identified needs, rather than just being seen as pursuing 'good ideas'.

4.2 The **action plan** should cover the following:

(a) Introduction/purpose of plan

An outline of the contents and the timescale of the plan.

(b) Relationship with other plans

The 'level' of the plan and how it relates to the Council Plan, Equality Scheme, annual review of equality and diversity, directorate strategic plan, etc.

(c) Vision and values

The directorate should explain its commitment to tackling discrimination and promoting equality in its employment and service delivery and identify its key long-term equality and diversity objectives. The action plan should describe who is responsible and what resources are available for achieving these objectives and outline any changes the directorate proposes to make to its own equality and diversity policy.

(d) Key issues and targets

The key issues and targets that are addressed in the action plan including:

- relevant equality targets set out in the Equality Scheme
- the directorate's programme of equality impact assessments (EIAs) for the year (to include EIAs of current services/policies and any relevant new policies or substantially revised policies to be drawn up during the year)
- other directorate priorities
- service delivery issues
- employment issues

The reasons for the selection of the key issues and targets should be explained. Some issues will have been identified in previous EIAs and actions arising from these need to be incorporated in the action plan.

Targets may be set to establish a baseline, or to improve performance, for example, on the equality Best Value performance indicators (see Appendix 1), where a baseline has already been established. Three year targets should be included where available.

(e) Action plan summary

Proposed action for the coming year, and future years if appropriate, should be summarised on the attached pro-forma (see Appendix 2a – this is the same pro-forma used for directorate strategic plans). For each action item, ‘SMART’ targets need to be established and lead officers identified; milestones towards achieving the target should be identified where appropriate; and performance indicators assigned to the targets so that progress can be measured.

4.4 The **annual report** should cover the following:

(a) Key facts

Background information about the directorate, its employees and its services:

- what services the directorate provides;
- number of employees – gender, disability and ethnicity breakdown – as of 1 April, together with comparisons with other directorates, the Council as a whole and the previous two years figures;
- key facts relevant to equality and diversity planning e.g. there are (no.) of schools in the Borough which together cater for (no.) of pupils of which (%) are female, (%) are from BME groups and (%) have special needs;
- summary of monitoring information covering key services;
- summary of equality impact assessments and relevant consultation exercises undertaken during the reporting period.

(b) Achievements against previous year's objectives

The annual report must present details of progress achieved against the targets set out in the previous year's action plan. Where targets have not been achieved, the reason for this should be explained and the targets rolled over into the next year's action plan. If this is not appropriate, then the reason for this should be indicated.

Achievements against targets from the 2006/07 action plan should be summarised on the attached pro-forma (see Appendix 2b). From 2007/08 the pro-forma will be revised to reflect the changed pro-forma used for action planning.

5. How and When Should Action Plans and Annual Reports Be Drawn Up and Approved?

Drafting of Action Plans

- 5.1 Detailed arrangements for drawing up action plans need to be determined by individual directorates. Both employees and service users/potential service users should be included. In practical terms, drafting of action plans should begin by no later than December with a draft plan circulated to members of the Equality and Diversity Advisory Group for comment during January/February. Action Plans should be approved by the directorate's management team before submission to the appropriate select committee.

Consultation and Involvement

- 5.2 The identification of issues and the establishment of targets for the action plan need to be rooted in the directorate's year round needs assessment, consultation and involvement processes. Consultation should be carried out in accordance with the Council's consultation strategy and guide available on the consultation matters pages of the website. Consultation exercises and their results must be recorded on the consultation database.
- 5.3 Members of the Community Representatives Panel must be offered the opportunity to be involved in the preparation of the action plan, particularly in the identification of issues and the establishment of appropriate targets. This should be at an early stage in the process and sufficient time must be allowed for representatives to contribute.

Approval process

- 5.4 Directorate action plans will be scrutinised by the appropriate select committee. The action plan for the coming year will be submitted to the meeting of the relevant select committee in March. Once the select committee has had the opportunity to comment, action plans need to be approved by the relevant Cabinet Member(s) for the Directorate by way of a decision sheet by 31st March (see approval timetable at Appendix 3).

Annual reports

- 5.5 Directorates should put in place arrangements for monitoring progress with their action plans throughout the year. The annual report will be completed at the year end, approved by the directorate management team and scrutinised by the appropriate select committee in June/July.

- 5.6 Action plans and annual reports, once approved, will be published on the Council's internet site.

Chief Executive's Directorate
December 2006

Equality Performance Indicators

Equality Best Value performance indicators for 2006/07, which may be useful for directorate action plans, are:

BV2a The level of the Equality Standard for Local Government to which the authority conforms in respect of gender, race and disability

BV2b The quality of an Authority's Race Equality Scheme (RES) and the improvements resulting from its application

BV2b (j) to (r) Is there evidence of measurable improvements in respect of:

- the representation in the workforce at all levels of the range of ethnic groups in the local area and relevant labour markets.
- improving staff perceptions of equal opportunities for all ethnic groups and reducing any differences?
- widening the ethnic profile of service users having regard to need and relative to the local population?
- improving satisfaction rates among service users of all ethnic groups and reducing any differences?
- reducing number of complaints from service users of all ethnic groups and reducing any differences?
- providing services that meet the needs of all ethnic groups in the communities the authority serves?
- improving service outcomes for all ethnic groups and reducing any differences?
- increasing confidence in reporting racial incidents.
- increasing satisfaction in the way racial incidents resulting in further action are handled.

BV11a % of the top-paid 5% of staff who are women (not including schools)

BV11b The percentage of the top-paid 5% of Local Authority staff who are from an ethnic minority (not including schools)

BV11c the percentage of the top paid 5% of staff who have a disability (excluding maintained schools)

BV16a % of employees with a disability

BV17a The percentage of local authority employees from ethnic minority communities

BV17b The percentage of the economically active (persons aged 18-65) population from ethnic minority communities in the local authority area

BV043a Percentage of proposed statements of special educational need issued by the authority in a financial year and prepared within 18 weeks excluding 'exceptions' set out in the Education (Special Educational Needs) (England) (Consolidation) Regulations

BV043b Percentage of proposed statements of special educational need issued by the authority in a financial year and prepared within 18 weeks including exceptions under the Education (Special Educational Needs) (England) (Consolidation) Regulations 2001

BV74b Satisfaction of ethnic minority local authority tenants (excluding white minority tenants) with the overall service provided by their landlord

BV74c Satisfaction of non-ethnic minority local authority tenants with the overall service provided by their landlord

BV75b Satisfaction of ethnic minority council housing tenants (excluding white minority tenants) with their opportunities for participation in management and decision-making in relation to housing services provided by their landlord

BV75c Satisfaction of non-ethnic minority council housing tenants with their opportunities for participation in management and decision-making in relation to housing services provided by their landlord

BV156 % of local authority buildings open to the public in which all public areas are suitable and accessible to disabled people

BV165 % of pedestrian crossings with facilities for disabled people, as a proportion of all crossings in the local authority area

BV164 Does the authority follow the Commission for Racial Equality's code of practice in rented housing and follow the Good Practice Standards for social landlords on tackling harassment included in the Code of Practice for Social Landlords: Tackling Racial Harassment?

BV174 The number of racial incidents reported to the Local Authority, and subsequently recorded, per 100,000 population

BV175 The percentage of racial incidents reported to the Local Authority that resulted in further action

BV225 Actions against domestic violence – the % of questions from a checklist to which a local authority can answer 'yes'

Audit Commission and IDeA library of local performance indicators

The Audit Commission and IDeA maintain a library of local performance indicators and have produced proposals for equality and diversity local PIs which directorates may find useful in their action planning. There is a link to these from the equality and diversity intranet site on insidedudley.

Quality service matters Priority 1		Lead Directorate:			Action Plan 07/08	
ref	Critical Success Factors <i>(key actions/initiatives that support the desired outcomes)</i>	Timescales		Linkages with other plans	Lead officer	
		Start	Finish			
Key Performance Indicators Measure		2006/07 result /forecasted outturn	Targets			Reporting Directorate
			2007/08	2008/09	2009/10	
Risk Register						

Council action plan & DSP template
Example

Safety Matters						Council Plan 2010		
Priority 1 Reduce overall crime & anti social behaviour						Lead Directorate: Chief Executive		
ref	Critical Success Factors <i>(key actions/initiatives that support the desired outcomes)</i>		Timescales		Linkages with other plans			Lead officer
			Start	Finish				
S1.1	Implement the actions of community safety strategy 2005/08		June 2007	March 2008	Community Safety Strategy & CEX Directorate Strategic Plan			Dawn Hewitt
S1.2	Implement anti-social behaviour strategy		June 2007	March 2010				Andy Winning
S1.3	Deliver the section 17 implementation strategy		June 2007	March 2010				Phil Dent
Key Performance Indicators Measure			2006/07 result /forecasted outturn	Targets			Reporting Directorate	
CEX CS 001	Reduce overall crime by 5%		15655	14872	14129	13423	Chief Executive	
CEX CS 008	Reduce commercial crime		3000	2850	2707	2572		
L&P LDS 017	The number of Antisocial behaviour orders issued		30	25	25	25	Law & Property	
Risk Register	02S/05/1695: Failure to meet the community safety partnership targets							

A range of enabling actions which contribute to the desired outcomes. Action check list.
Are all actions supporting improvement?
Are all actions measurable?

Determine measures that provide data that show the progress/change for the overarching priority.

Provide 3 year targets
** This may not be possible for DSP's.

Plans which contain further detailed actions etc.

Associated risk for the priority & identified on the risk register.

_____ Directorate – Progress Report on the Equality and Diversity Action Plan for (date)

Objective (and lead officer)	Council Plan Priority	Target Date/ milestones	Planned outcome/performance indicator	Progress/final outcome

Timetable for Member Approval of Equality and Diversity Action Plans and Annual Reports

Date	Event	Purpose
6 March 2007	Select Committee on Regeneration, Culture and Adult Education	Scrutiny of Chief Executive's and Urban Environment action plans
8 March 2007	Select Committee on the Environment	Scrutiny of Finance, ICT and Procurement action plan
15 March 2007	Select Committee on Community Safety and Community Services	Scrutiny of Law and Property action plan
22 March 2007	Select Committee on Health and Adult Social Care	Scrutiny of Adult, Community and Housing Services action plan
26 March 2007	Select Committee on Children's Services	Scrutiny of Children's Services action plan
By 31 March 2007	Cabinet Member(s) decision meeting	Approval of directorate action plan
(tbc) June 2007	Select Committee on Regeneration, Culture and Adult Education	Scrutiny of Chief Executive's and Urban Environment annual report
(tbc) June 2007	Select Committee on the Environment	Scrutiny of Finance, ICT and Procurement annual report
(tbc) June 2007	Select Committee on Community Safety and Community Services	Scrutiny of Law and Property annual report
(tbc) June 2007	Select Committee on Health and Adult Social Care	Scrutiny of Adult, Community and Housing Services annual report
(tbc) June 2007	Select Committee on Children's Services	Scrutiny of Children's Services annual report
(tbc) September 2007	Select Committee on Regeneration, Culture and Adult Education	Scrutiny of Annual Review of Equality and Diversity
(tbc) September/October 2007	Cabinet	Approval of Annual Review of Equality and Diversity