











## PROGRESS AGAINST OUR ACTIONS


	No progress made on action
	Action completed but outside of timescale
	Action completed within timescale

## COUNCIL-WIDE ACTIVITIES

- To ensure that all Councillors, Council employees and those working with or for the Council understand their responsibility for implementing equalities, the standards of behaviour required by the Council and the consequences of unacceptable behaviour.*


Ref	What we will do...	To achieve...	By when...	Achievement	Indicator	Notes
CA1	Establish steering group	A strategic management of Herefordshire Council's approach to race equality	July 2002	Group set up by 2 <sup>nd</sup> October 2002	/	
CA2	Undertake research into minority ethnic residents within Herefordshire	An understanding of the spread of minority ethnic residents in Herefordshire	March 2003	Invitation to tender issued April 2003	/	Several Tenders were submitted and subsequently researchers have been commissioned to undertake the work.  A final date for the completion of the research is still under negotiation
CA3	Introduce amendments to policy development process and Forward Plan	A mainstreaming of race equality considerations into key decision making	December 2002			
CA4a	Identify priority services based on the initial assessments undertaken in March 2002	An appreciation of those services having the greatest impact on and relevance to minority ethnic residents	September 2002	The initial assessments were of little use as there had been no uniformity in how they had been filled in		A new assessment grid is proposed to be circulated in September 2003 which will clarify the extent to which individual services impact upon Black and Minority Ethnic Residents and enable priorities to be defined. The research which has been commissioned will inform this assessment.

Ref	What we will do...	To achieve...	By when...	Achievement	Indicator	Notes
				in		
CA4b	Develop and oversee the implementation of monitoring procedures for all priority services	A better alignment of services to the needs of Herefordshire's residents	December 2002	A monitoring pilot has been set up under the complaints procedure		Performance under CA4a impacts negatively upon this action. Lessons learnt from action ..... will be used to enhance performance after priorities are decided
CA5	Revise business planning framework and self-assessment	A mainstreaming of race equality considerations into service planning and delivery	September 2002			The Business Planning Framework is currently under review as part of the New Performance Management Framework. Consideration is being given as to how the Equalities Agenda should be incorporated
CA6	Undertake further assessment of functions and policies	An up to date and robust approach to race equality	May 2005			
CA7a	Provide equality training for new Council Members as part of the Member Induction programme	A better approach to the promotion of equality, good race relations and elimination of discrimination	May 2003			It is proposed that all training should be inclusive of the entire diversity agenda  This is an issue that will be put to the Strategic Diversity Group
CA7b	Provide equality training for Cabinet and Strategic Monitoring Committee	A more focused implementation and scrutiny of the Council's approach to race equality	April 2003	See CA7a		Timetable was inappropriate given the elections.
CA8a	Review the formal complaints procedure to ensure that all explicit race harassment and victimisation complaints are accelerated into the	A commitment to confronting and dealing with explicit racism within Herefordshire	September 2002			

Ref	What we will do...	To achieve...	By when...	Achievement	Indicator	Notes
	formal procedure					
CA8b	Ensure a unique identifier for complaints relating to racial discrimination	A better appreciation of the number and scale of complaints of racial discrimination against the Council	September 2002	A Racial Harassment Form Pilot has been underway since May 2003	/	Through Herefordshire Race Equality Group, a harassment reporting form has been introduced at a number of key community access points such as Info shops and the CAB
CA8c	Report on findings quarterly to the Steering Group and ensure appropriate corrective action	A mainstreaming of race equality considerations into service delivery	December 2002 (first report)	See CA8b		First report is due in August 2003
CA9	Publish first annual report on the implementation of the Scheme	A greater awareness of what the Council has achieved in relation to the Scheme and its Action Plan over the year	May 2003	Report submitted June 2003	/	Due to elections timetable has slipped


## SERVICE SPECIFIC ACTIVITIES

- To eliminate barriers for anyone who needs or wishes to access services delivered by the Council, including barriers relating to affordability, language, accessibility, culture and attitude.

Ref	What we will do...	To achieve...	By when...	Achievement	Indicator	Notes
SA1	Implement formal monitoring of priority services in each Directorate/Department	A better alignment of services to the needs of Herefordshire's residents	March 2003	See CA4a & b		Will revise timetable.






## CONSULTATION






- To consult with the community, including its own employees, to ensure that people take part in identifying needs and allocating resources to meet those needs.






Ref	What we will do...	To achieve...	By when...	Achievement	Indicator	Notes
C1	Refine policy development process	A mainstreaming of race equality considerations into key decision making	December 2002			At present this action is still undertaken via the "considerations" part of a report
C2	Identify community groups for consultation purposes	The direct involvement of minority ethnic people in Council planning and decisions	May 2003	It has not been possible to identify any community groups suitable for this purpose	/	Work is underway via Herefordshire Race Equality Group to develop links set up by The Herefordshire Partnership Race Relations Development Officer in order to create a Multi-agency Consultative forum

## EMPLOYMENT AND TRAINING

- To ensure that everyone is treated fairly in recruitment to, and employment with, the Council.
- To understand customers' needs by reflecting the diversity of the local community (such as ethnic origin, gender, age, disability, etc) in the workforce.

Ref	What we will do...	To achieve...	By when...	Achievement	Indicator	Notes
ET1a	Use ethnic press to advertise Council vacancies	Promotion of equality	May 2002	Ethnic Britain Directory is being used	/	It was decided that the cost of further use of the Ethnic Minority Press was too costly to pursue
ET1b	Analyse how easy the Council makes employment opportunities available	Promotion of equality	September 2002	Please see CA2		
ET2a	Introduce appropriate equality monitoring systems for employment to cover:					
	Recruitment and selection	A fairer treatment for all applicants	April 2002			
	Staff employed	A fairer treatment of all staff employed	April 2002			
	Access to training opportunities					
	Staff involved in grievance processes	A fairer treatment of all staff employed	May 2002			
	Staff involved in disciplinary processes					

Ref	What we will do...	To achieve...	By when...	Achievement	Indicator	Notes
	Staff involved in harassment and bullying complaints					
	Staff who benefit or suffer detriment from performance assessment procedures					
	Staff turnover statistics	A fairer treatment of all staff employed	July 2002			
ET2b	Report on the findings of statistics in relation to ET2a above in line with the requirements of the Race Equality Scheme	An equality balance with the wider economically active population	October 2002 (first report)			
ET3a	Revise Staff Review and Development scheme to ensure that equality training is highlighted as part of the annual process	A mainstreaming of equality considerations into employee development	October 2002			It is proposed that all training should be inclusive of the entire diversity agenda  This is an issue that will be put to the Strategic Diversity Group
ET3b	Revise policies to ensure that they comply with the equality statement including, for example, recruitment and selection, equal opportunities in employment, disciplinary procedures,	A better promotion of equality and elimination of discrimination	December 2003			

Ref	What we will do...	To achieve...	By when...	Achievement	Indicator	Notes
	grievance procedure and harassment and bullying procedure					
ET4a	Specialist training for Steering Group	A strategic management of race equality implementation	September 2002	Training for group was undertaken in May 2003	/	
ET4b	All new starters to receive equality training as part of central induction	A better promotion of equality and elimination of discrimination	September 2002			Further development of this is still being undertaken
ET4c	Training for each member of the Managers' Forum	A strategic management and mainstreaming of race equality implementation	March 2003			This will be an outcome of ET4a
ET4d	Training for all Complaints Officers	A mainstreaming of race equality issues into service delivery	December 2002			This will be an outcome of ET4a
ET5	Incorporate diversity training workshop into the generic skills training programme – run two modules	A better promotion of equality and elimination of discrimination	October 2002 March 2003			This will be influenced by action ET4a although it will also require the input of the Strategic Diversity Group
ET6	Develop a common set of management competencies to involve a measurement of management competence for promoting equality	A better promotion of equality and elimination of discrimination	December 2003			



Ref	What we will do...	To achieve...	By when...	Achievement	Indicator	Notes
	and fairness in the workplace					
ET7	All managers to take a proactive approach to eliminating racist jokes and inappropriate comments/behaviour	A better promotion of equality and elimination of discrimination	March 2005		/	This action will be an outcome of an awareness campaign currently being implemented by the group. A poster campaign has already been launched throughout the Council. This will be followed by a Core News Special outlining the Council's work with relation to the Race Relations Agenda and a guide to what to do should you or someone you know be a victim of racial harassment.
ET8	Develop support networks for minority ethnic staff	A better promotion of equality and elimination of discrimination	December 2003		/	Part of the core News Special would be a "tear-off" slip allowing people to reply should they wish to become part of a BME staff group which would not only provide support but contribute to development of the overall diversity agenda.