

# Herefordshire Council Comprehensive Equality Policy (CEP) Action Plan 2007-2010

## Introduction

The Comprehensive Equality Policy (CEP) is the umbrella document that sets out the Council's commitment to achieving excellence and meeting its responsibilities to promote and implement equality when it is:

- Providing services
- Purchasing services
- Employing staff or
- Working in partnership with other organisations

The CEP provides the focus to ensure that the Council meets the criteria needed to reach Level 5 of the Equality Standard for Local Government by 2010.

This Action Plan is the document that sets out how we are going to achieve this. It is the action plan that brings all the strands of the diversity agenda together. It should be noted that the Race Equality Scheme (RES), the Gender Equality Scheme (GES) and the Disability Equality Scheme (DES) are sub-sections of the CEP and therefore their action plans sit as appendices to this Plan.

It should also be noted that both the RES and the DES are driven by single focus steering groups where performance and progress is monitored. These steering groups make reports to the Diversity Group, which has overall responsibility for progress on mainstreaming diversity issues through the Council, and achievement of the Equality Standard for Local Government.

This document sets out specific actions to achieve corporate objectives based on service need. It is a tool that will be used to monitor progress and report on levels of achievement. It will focus on ensuring that the Council has mechanisms, processes and procedures in place to achieve Level 5 of the Equality Standard.

The Equality Standard is split into four main areas, and this action plan has been designed to reflect this:

1. Leadership and Corporate Commitment
2. Consultation, Community Development and Scrutiny
3. Service Delivery and Customer Care
4. Employment and Training

### Key

**BV:** Best Value  
**BVPI:** Best Value Performance Indicators  
**CDT:** Corporate Diversity Team  
**CEP:** Comprehensive Equality Policy  
**DES:** Disability Equality Scheme  
**EIA:** Equality Impact Assessment  
**HCS:** Herefordshire Community Strategy  
**HEP:** Herefordshire Equality Partnership  
**HR:** Human Resources  
**IPR:** Improvement Performance Review  
**GES:** Gender Equality Scheme  
**GOWM:** Government Office West Midlands  
**LAA:** Local Area Agreement  
**LGBT:** Lesbian, Gay, Bisexual, Transgender  
**RES:** Race Equality Scheme

A shaded area means Commitment completed

Commitments shown in red are performance indicators that are reported externally.

Commitments	Lead Officer	Evidence	Target/Date	Cross-ref to other documents for specific action
<b>1. Leadership &amp; Corporate Commitment</b>				
<b>1.1. BV 2b: The level of the Equality Standard for Local Government reached</b>	Carol Trachonitis	Internal audit and external verification by IDEA	Level 3 March 2008 Level 4 March 2009 Level 5 March 2010	IPR
<b>1.2. BV 174: The number of racial incidents reported to the Local Authority and subsequently reported, per 100,000 population</b>	Carol Trachonitis/ Neville Meredith	IPR/BVPI		IPR
<b>1.3. BV 175: The percentage of racial incidents reported to the local authority that resulted in further action</b>	Carol Trachonitis/ Neville Meredith	IPR/BVPI	100%	IPR
<b>1.4. Ensure that all equality schemes are reviewed and implemented (RES, GES, DES)</b>	CDT and diversity groups	New schemes published. Actions implemented.	RES – March 2008 DES – Dec 2009 GES – March 2010	RES, DES, GES
<b>1.5. Monitor and assess use of EIA action plans in directorate service planning</b>	Performance Managers	Action plans in all service plans. Evidence of changes to service delivery documented	Service planning cycle service plans 2008/09	Performance planning framework Service and Directorate Plans. Ccentral list/database of EIAs
<b>2. Consultation, Community Development &amp; Scrutiny</b>				
<b>2.1. HCS 63: Percentage of adult residents who feel that Herefordshire is a place where people from different backgrounds get on well together</b>	HEP	Customer satisfaction survey	March 08	Community Strategy LAA
<b>2.2. HCS 87: The percentage of people who feel that people in their area treat them with respect and consideration</b>	HEP	Customer satisfaction survey	March 08	Community Strategy LAA

Commitments	Lead Officer	Evidence	Target/Date	Cross-ref to other documents for specific action
2.3. Develop a consultation group specifically to support the diversity agenda (Herefordshire 100)	Martin Heuter	Groups set up and consulted on	October 2007	Consultation Strategy
<b>3. Service Delivery &amp; Customer Care</b>				
3.1. <b>BV 2b: The quality of the authority's Race Equality Scheme and improvement</b>	Neville Meredith	Review and re-written	April 2008	RES, IPR
3.2. Ensure that equality policy and objectives are incorporated in "partnership" and procurement arrangements	Dean Hogan	Equality clauses written into contracts	April 2008	Corporate Procurement Strategy
3.3. Ensure planned programme of service area impact assessments are carried out	Carol Trachonitis	EIAs carried out and action plans developed	Rolling programme 2007/09	Service plans/local databases
3.4. Ensure that planned agreed service area equality targets and objectives are incorporated into service plans	Carol Trachonitis/ Performance Managers	Directorate and Service plan action plans	2008/09	Performance management framework. Directorate and Service Plans
3.5. Ensure that each service area has approved and established monitoring and information systems in place	Connects/ Performance Managers	Central/local database and associated reporting system?	C&YP March 08 A&CS March 08 HR March 08	EIA guidance document
<b>4. Employment &amp; Training</b>				
4.1. <b>% top paid 5% of wage earners that are female</b>	Amanda Attfield/Richard Beavan-Pearson	BVPI/IPR	2007/10	Pay & Workforce Dev Strategy, IPR
4.2. <b>% top paid 5% of wage earners with a disability</b>	Amanda Attfield/Richard Beavan-Pearson	BVPI/IPR	2007/10	Pay & Workforce Dev Strategy, IPR

<b>Commitments</b>	<b>Lead Officer</b>	<b>Evidence</b>	<b>Target/Date</b>	<b>Cross-ref to other documents for specific action</b>
<b>4.3. % employees with a disability</b>	Amanda Attfield/Richard Beavan-Pearson	BVPI/IPR	2007/10	Pay & Workforce Dev Strategy, IPR
<b>4.4. % employees from ethnic minority community</b>	Amanda Attfield/Richard Beavan-Pearson	BVPI/IPR	2007/10	Pay & Workforce Dev Strategy, IPR
<b>4.5. Review personnel information systems for monitoring including supporting the Council's statutory ethnic monitoring duties</b>	Amanda Attfield/Richard Beavan-Pearson	Accurate data produced	March 08	Pay & Workforce Dev Strategy
<b>4.6. Develop a programme of equality training to support the CEP and service area objectives. Ensure that the training programme is consistent with the Council's equality schemes</b>	Liz Wallace	Equality training incorporated into induction process / management competencies.	Dec 07	Pay & Workforce Dev Strategy, DES, RES, GES
<b>5. Tension Monitoring</b>				
<b>5.1. Monthly returns to GOWM through the HEP</b>	CDT	Monthly return	25 <sup>th</sup> of each month	
<b>5.2. Support any interventions as deemed necessary</b>	CDT/HEP	Minutes of HEP meeting		
<b>6. Community / Social Cohesion</b>				
<b>6.1. Develop, promote and host events to encourage social cohesion across all strands of diversity</b>	CDT	Support given to a number of events eg. LGBT History Month, International Day of Disabled Persons, Black History Month, Holocaust Memorial Day	Minimum of 3 events each year	DES, RES, GES
<b>6.2. Develop an Equalities Forum</b>	Neville Meredith	Event hosted	March 2008	