




Appendix 1.

Race Equality Scheme Action Plan 2005-2008

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

Due to corporate style changes the new symbols will be introduced and used alongside the face symbols in this document. In the future we will use only the new symbols to identify progress on this action plan

✓ Everything is OK - Performance on target, milestone or required progress towards it achieved, action completed by due date or required progress towards its completion by the due date, appropriate action taken to mitigate risk

? Something's not right: performance isn't on target, or the milestone isn't going to be achieved, or the action isn't going to be delivered on time, or a risk hasn't been mitigated

✘ Things aren't going to plan - more than one of the following has happened: performance isn't on target, or the milestone isn't going to be achieved, or the action isn't going to be delivered on time, or a risk hasn't been mitigated

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.*

What we will do...	Council's timescale...	Lead responsibility...	Achievement..	Notes
Statutory requirement:				
Prioritise relevant functions and policies	May 2005	Chair of the Race Equality Steering Group (RESG)	☺✓	A list of policies and functions is published on the Internet and Intranet as part of the Race Equality Scheme
Produce an action plan for prioritised policies/functions (high, medium, low)	August 2005	Chair of the RESG	✓	Work on track
Conduct the year one impact assessments (IAs) and identify the priority services	May 2005	Director of Policy and Community	☹✗	Quality Assurance will be undertaken in July and consultation will be carried out between October '05 and January '06.
Quality assurance of the Year 1 Impact Assessments	July 2005	Director of Policy and Community	?	Training taken place for Diversity group June. Work on track
Conduct the year two IAs	March 2006	Director of Policy and Community	✓	Training for staff is on track
Conduct the year three IAs	March 2007	Director of Policy and Community		

What we will do...	Council's timescale...	Lead responsibility...	Achievement..	Notes
Introduce procedure for assessing every new and proposed policy	July 2005	Corporate Policy and Research Manager	?	Draft guide lines drawn up June - work passed to CP&R team
Develop and oversee the implementation of monitoring systems and procedures for all priority services (high, medium, low), identified by policies/functions assessment and the IAs	July 2005 - ongoing	RESG Chair	?	Audit to be carried out identifying monitoring systems currently in place.
Review the formal complaints procedure to ensure that all explicit race harassment and victimisation complaints are incorporated into the formal procedure	December 2005	Head of Performance Management	✓	Consulation process started and review of complaints system June 05. Agreement that all complaints of a discriminatory nature will be picked up by the Corporate diversity team when new system is implemented
Produce a summary of the Race Equality Scheme and distribute to Council's interface with the public	June 2005	RESG Chair	☹?	Draft produced and will be distributed in July
Analyse racial incidents and publish reports annually	2006	Head of Performance Management		
Ensure that Race Equality implications are considered in the Council's approach to procurement	2006	County Secretary and Solicitor		

What we will do...	Council's timescale...	Lead responsibility...	Achievement..	Notes
Review the Race Equality Scheme 2005/08, inc. action plan and policies/functions, reflect the overall results of the Impact Assessments	March 2008	RESG Chair		
Herefordshire Council's requirement				
Publish the research into minority ethnic residents within Herefordshire	March 2005	Corporate Policy and Research Manager	☺✓	Report was published on the Council's internet and intranet in December 2004
Ensure that the Council achieves its Best Value Performance Indicator (BVPI) 2b targets (duty to promote race equality)	March 2005 – 60% March 2006 – 70% March 2007 – 80%	RESG Chair	☹✗	47% achieved
Publish annual report on the implementation of the Scheme	July 2005 July 2006 July 2007	RESG Chair	☺✓	

What we will do...	Council's timescale...	Lead responsibility...	Achievement..	Notes
Adopt a corporate approach to translation and interpreting services provision	April 2005	Director of Policy and Community	☹?	Approach has been developed, but not yet widely publicised – this will be rolled out over July / August
Implement monitoring systems for the usage of translation and interpreting services	June 2005	Manager of Diversity and Community Leisure Partnerships	☹?	Forms on internet – implementation July/ August
Review translation and interpretation tenders, and report the findings to the Chief Executive's Management Team	November 2005 November 2006 November 2007	Manager of Diversity and Community Leisure Partnerships	✓	
Establish, agree and embed an approach re: use of employee language skills	January 2006	HR	✓	
Publish yearly results of the IAs on the Council's internal and external website	May 2005–Year 1 May 2006–Year 2 May 2007–Year 3	Manager of Diversity and Community Leisure Partnerships	✘	Action plans in development stage for Y1 EIA published through the service planning process – On track for Year 2

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.

What we will do...	Council's timescale...	Lead responsibility...		
Statutory requirement				
Ensure that Race Equality considerations are included in each Directorate and Service Plan	March 2005 (year 1 IA) March 2006 (year 2 IA) March 2007 (year 3 IA)	Corporate Policy and Research Manager	☹️❌	Not completed on time as Year 1 IA process has been delayed On track for Year 2
Herefordshire Council's requirement				
Appoint a Traveller Liaison Officer	Early 2005	Head of Environmental Health and Trading Standards	☺️✓	Officer was appointed in April 2005.

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.*

What we will do...	Council's timescale...	Lead responsibility...		
Statutory requirement:				
Conduct consultation on the proposed Race Equality Scheme and action plan and reflect the findings in the final Scheme 2005-2008	April 2005	Corporate Policy and Research Manager	☺✓	Consultation was carried out between January and April 2005.
Conduct consultation as part of the Impact Assessments	2005/6 – Year 1 and 2 2007 – year 3	Director of Policy and Community		
Consult both internally and externally on new or proposed policies relevant to duties under RRAA	July 2005 - ongoing	RESG Chair Director of Policy and Community	?	Agreement reached to use the staff group for internal consultation on new policies

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.

What we will do...	Council's timescale...	Lead responsibility		
Statutory requirement:				
Provide Council Members with Training in Community Leadership and Equality	April - ongoing	Director of Policy and Community/Head of HR	☺✓	Training programme has been developed and Members will receive their training in July
Provide diversity and equality training for Strategic Monitoring Committee	As above	As above	☺✓	As above
Provide diversity and equality training to all managers and staff	As above	As above	☺✓	Training programme is underway
Extend induction training for new starters to include relevant legislative information on diversity issues and outline employee responsibilities	February 2005	As above	☺✓	Induction training has been extended. Implementation of new programme to start ?
Herefordshire Council's requirement:				
Embed diversity awareness for all employees in key processes, such as induction training, SRD and service planning	March 2006	HR	✓	

What we will do...	Council's timescale...	Lead responsibility		
BVPI 11b – The percentage of top 5% of earners that are from black and minority ethnic communities	March 2005 – 2,75% March 2006 – 2,9% March 2007 – 3% March 2008 – 3%	HR	☺✓	3,25% achieved
BVPI 17a - Minority ethnic community staff as a percentage of the total workforce	March 2005 – 0.75% March 2006 – 1% March 2007 – 1.2% March 2008	HR	☹✗	0,51% achieved
Run at least two New Deal recruitment promotional programmes to focus on under-represented groups, including the BME groups	March 2006	HR		
Training for all Complaints Officers	2005	HR/Director of Policy and Community	✓	
To provide Diversity Training to the Race Equality Staff Group	May 2005	HR	☺✓	The Group received training in March 2005.