

Comprehensive Corporate Equality Plan 2012-2015

Introduction

This Corporate Equality Plan provides a three year action plan detailing how the objectives laid out in the Council's Comprehensive Equality Policy will be achieved. The plan details the Council's response to its general and specific duties under various pieces of legislation listed in the Comprehensive Equalities Policy.

The policy updates the Council's commitment to equality in light of new legislation and the Equality Framework for Local Government. It lays out the Council's key objectives in relation to equality and the roles and responsibilities of different parts of the Council to achieve these objectives.

This plan incorporates and replaces the Council's previous Comprehensive Corporate Equality Plan 2008-2011. The plan and policy provides a single framework for all equality groups to ensure that the Council's duties under The Equality Act 2010 are addressed in a combined strategic document.

Equality Impact Assessment Programme

The Corporate Equality Plan also includes our planned programme of Equality Impact Assessments over the next three years. The assessments will identify how our different services and policies impact on different parts of the community and will make recommendations to improve equality in service delivery and employment. The assessments will be published and consulted on. The programme was developed in light of our list of functions relevant to our equality duties. This list can be found in the Council's Generic Equality Scheme at our website www.eastherts.gov.uk.

Contacting the Council

We welcome feedback on this plan and our work on equality. If you have any comments about any part of the Council's work on equality please contact the Community Projects Team on:

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Hertford, Herts, SG13 8EQ

Corporate Equality Plan 2012-2015

Objective	Actions/Activities	Responsible Team / Officer	Timeline
Promoting Community Leadership And Community Cohesion			
The Council will continue with the Comprehensive Corporate Equality Plan which sets out more detailed targets and actions for each service that will be delivered each year to implement this policy.	Refresh Comprehensive Corporate Equality Plan every 3 years or when legislation requires. Monitor Equality Plan annually.	Corporate Management Team, Heads of Service Equalities Officers Group	Review annually
To develop leadership ensure members and senior managers have an understanding of equality.	Review training needs	People and Organisational Services, Democratic Services, CMT & Equalities Officers Group	Review annually
Improving Consultation, Community Engagement And Communication			
Utilise consultation mechanisms which include the participation of minority communities, disadvantaged groups and those who are socially excluded	Consult with minority community organisations on improving engagement.	Strategic Direction, Community Projects Team	Review annually
All public meetings to be held in venues accessible to people with disabilities ensuring compliance with the Disability Discrimination Act wherever possible	Minimum access requirements for buildings produced as guidance for departments when using venues. Guidance adopted by all departments.	Strategic Direction, Equalities Officers' Group & Business Support All Services	Review annually
Publicise the Comprehensive Equality Policy and Comprehensive Corporate Equalities Plan	Publish Policy and Plan on website.	Community Projects Team supported by the Web Team	January 2012
Ensure that if needed information on key Council services can be made available in other languages and formats for non-English speakers and disabled people.	Continue with corporate guidance on translation services and alternative formats.	Equalities Officer Group, Heads of Service	Review annually

Objective	Actions/Activities	Responsible Team / Officer	Timeline
Promoting Equality In Service Delivery			
Undertake equality impact assessments of relevant functions, policies and proposed policies and publish the results.	Continue to implement equalities impact assessment programme.	Corporate Management Team, Heads of Service	Review annually
Incorporate equality objectives into service plans ensuring all services are flexible and respond to the needs of different groups within the community.	Equality Action Plans to be integrated into all service plans and updated annually.	Heads of Service and Strategic Direction	Review annually
Continue to implement equalities impact assessment programme.	Ensure Equality Impact Assessment process is simple, useful and compliant	Equalities Officers Group, Heads of Service	Review annually
Ensure Equality Impact Assessment training is available for managers and staff who manage services, develop policies and strategies	Review training needs and provide ongoing guidance and support	Community Projects Officer (Equalities), Equalities Officers Group	Review annually
Ensure that procurement procedures for commissioning and awarding of tenders are free from all institutional discrimination.	Review procurement procedures in line with national guidance.	Procurement Officer & CMT	Review annually

Objective	Actions/Activities	Responsible Team/Officer	Timeline
Promoting Equality Of Opportunity In Employment And Training			
Recruit and treat applicants for jobs or promotion on objective criteria, having regard to relevant experience, potential, skills and abilities. No applicant or employee will be placed at a disadvantage by requirements or conditions which are not necessary to the job or which constitute direct or indirect discrimination.	Check all job descriptions and person specifications for vacant posts to ensure compliant with policy.	People & Organisational Services and Heads of Service	Review annually
Ensure that all employees understand their responsibility for implementing the Comprehensive Equality Policy and review this through the PDR process.	Ensure equality policy addressed in induction courses. Ensure equality policy covered in employee handbook. Review appraisal guidance to address equality.	People & Organisational Services, Corporate Management Team	Review annually
Ensure that staff will be trained to carry out all duties in line with equalities legislation and the implementation of the Council's commitments in the Comprehensive Equality Policy	Deliver Corporate Training Programme Include in PDRs	People & Organisational Services People & Organisational Services & ALL	Review annually
Provide a training plan which integrates diversity and equal opportunities. This plan will be consulted on with staff, managers and unions.	Review training needs in relation to equality and incorporate in Corporate Training Programme	People & Organisational Services & Equalities Officers Group, Heads of Service	Review annually
Ensure that all employment policies and procedures are consistent with current legislation and all relevant Codes of Practice.	Undertake review of policy and procedure and recommend changes. Ensure policies are regularly updated to comply with changing legislation.	People & Organisational Services	Review annually
Ensure that proactive measures are put in place to identify and address areas of inequality in all areas of human resource management.	Develop monitoring and reporting systems for HR policies with regards to equality.	People & Organisational Services	Review annually

Objective	Actions/Activities	Responsible Team/Officer	Timeline
Undertake workforce profiling by ethnic group, gender, disability, age, religion and sexual orientation, analyse implications of such profiling against community profiling, and publish the results.	Publish current data on ethnic group, gender, disability and age, religion and sexual orientation. (Undertake pilot collection of religion and sexual orientation data.)	People & Organisational Services	Report annually
Monitor by ethnic group, gender, disability, and age applicants for jobs, staff promotion and training, grievances, harassment, bullying, disciplinary action, performance appraisals, training and dismissals and report on findings.	Produce annual report to Equalities Officers Group and Corporate Management Team.	People & Organisational Services & Equalities Officers Group	Report annually
Undertake exit interviews to monitor reasons for staff leaving or transferring post.	Identify any equalities themes to exit interviews.	People & Organisational Services & Equalities Officers Group	Review annually
Provide clear employment policies and procedures which promote equal opportunities and family friendly employment practice.	Undertake review of policy and procedure and recommend changes	People & Organisational Services & Equalities Officers Group	Review annually
Monitor complaints from staff against harassment, victimisation and bullying and any other discriminatory behaviour	Provide annual report to Corporate Management Team & Members	People & Organisational Services	Report annually
Carry out a second Equal Pay Audit and Local Labour Market Review. Thereafter, monitor pay regularly in partnership with Unison.	Report produced detailing comparisons between employees of different genders in recruitment, training and retention, and shared with Unison.	People & Organisational Services	April 2012
Safeguard the individual rights of any employee who wishes to complain.	Monitor complaints of victimisation by staff.	People & Organisational Services	Review annually

Objective	Action Planned	Responsible Team / Officer	Timeline
Evaluating The Success OF Our Equalities Commitments			
Continue with self-assessment procedures to monitor performance against the Equality Framework for Local Government.	Update and maintain self-assessment against Equality Framework Achieving Level and maintain data.	Corporate Management Team, Heads of Service & Equalities Officer Group	Review annually
Share and compare experiences with other councils throughout the Hertfordshire Diversity Network in order to benchmark our progress and learn from others	Attend meetings, workshops, work on time limited projects and seek external challenge.	Community Projects Officer (Equalities), Equalities Officers Group	Review annually
Promote the use of customer feedback, service delivery feedback, Citizens' Panel survey information and information gathered from user satisfaction surveys to provide further monitoring information. and best practice	Provide guidance on sources of monitoring data and feedback.	Strategic Direction and Equalities Officer Group.	Review annually
Review the Comprehensive Equality Policy every three years, or when new legislation requires it to be reassessed.	Undertake review	Corporate Management Team	Review annually

Equality Impact Assessment Programme 2012-2015

Department	Service / Policy For Assessment	Lead Officer	Target Completion Date
Strategic Direction	Communications Performance Consultation Strategy	Lois Prior Ceri Pettit Lorna Georgiou in conjunction with Community & Cultural Services	2012 2012
Housing	Housing Strategy Housing Register and Allocations Policy Homelessness & Homeless Prevention Strategy Local Investment Plan Private Sector Housing Enforcement Policy Empty Homes Strategy Affordable Warmth Strategy Private Sector Housing Assistance Policy	Claire Bennett Claire Bennett Claire Bennett Claire Bennett Sheila Winterburn Sheila Winterburn Sheila Winterburn Sheila Winterburn	New 2013/14 Review 2012/2013 Review 2014/2015 New 2012/2013 2013 2013 2013 2014
Community and Cultural Services	Leisure Grants Sustainable Community Strategy (incorporating Cultural Strategy & LSP) Economic Development Strategy Community Engagement Strategy Youth Engagement Strategy Parish Conference Community Transport & Bus Subsidies Hertford Theatre	Mark Kingsland Claire Pullen Marianne McWhinnie/ Mekhola Ray Paul Pullin Mekhola Ray Valdis Belinis/Mekhola Ray Valdis Belinis/Mekhola Ray Valdis Belinis/Will O'Neill Rhys Thomas/Will O'Neill	2012 2013 2012 2012 2012 2012 2013 2012 2012 2013

Environmental Services	Refuse and Recycling Healthcare Waste (contained in Refuse & Recycling) Environmental Crime (Enforcement) Street Cleansing Pest Control Animal Services Parks and Open Spaces Play Areas Grounds Maintenance	Cliff Cardoza/Jean Petrie	September 2013 September 2013 September 2013 September 2013 September 2013 September 2013 April 2013 April 2013 September 2013
Planning and Building Control	Statutory Planning Policy Building Control Development Control Application Process Duty Planning Officer	Bryan Thomsett/Claire Sime Trevor Clements Paul Burt Paul Burt	2012 2013 2013 2012
Customer Services	Parking Strategy Customer Service Strategy Website FOI/Data Protection	Andrew Pulham Neil Sloper Alasdair McWilliams Chris Cooper	March 2012 March 2012 March 2012 March 2012
People and Organisational Services	Personnel – Recruitment & Selection PDR Process Learning & Development Reward – Equal Pay Policies Payroll IT	Jaleh Nahvi Jaleh Nahvi Helen Farrell Claire Kirby Jaleh Nahvi Gill Coleman David Frewin	2013 2013 2013 2012 2012 2013 2013
Democratic and Legal Support	Democratic Services Legal	Jeff Hughes Jeff Hughes	2012 2012

Revenues and Benefit Services	Fraud Policy Overpayments Policy Appeals Benefits Council Tax Billing and Collection Discretionary Housing Payments Take up Strategy Baliff Code of Practice Corporate Debt Policy Fit and Proper Landlord Test Safeguard Policy Visiting Team	Su Tarran	2012 2012 2012 2012 2012 2012 2012 2012 2012 2012 2012
Community Safety, Licensing & Health Services	Licensing Enforcement Policy Statement of Gambling Principles Statement of Licensing Policy Taxi Licensing Policy Community Safety Plan	Chris Clowes Paul Newman Paul Newman Paul Newman Lizzie Robertson	Annually January 2013 January 2014 New January 2012 Annually April
Financial Services	Asset Management and Valuation Accountancy	Martin Shrosbree Mandy Barton	2012 2012
Business Support Services	Building Surveyors Engineers Facilities	Roy Crow	2013 2013 2013
Corporate Risk and Procurement	Insurance and Risk Assurance Procurement	Graham Mully Chris Gibson	July 2013 July 2013