

Environment Directorate Equalities Action Plan 1999/2000

Action no.	Description of action (Include outcome or product of action)	Person responsible	Completion date	Equalities standard - areas addressed	Comments
Area I Policy and Planning					
E 1	Each Directorate to appoint a senior member of staff to the Corporate-wide Equalities Working Party.	LK	Dec 1999		
E 2a	Each Directorate to appoint a sub-group to the Corporate-wide Equalities Working Party to implement the Directorate Equalities Action Plan	LK	Jan 2000		
E 2b	A member of staff should be identified with a remit to co-ordinate this group and oversee its actions	TK	Dec 1999		
E 2c	The Directorate sub group to monitor its Directorate personnel information	DMT	Mar 2000		Awaiting 'Open Door' software operation
Area II Service Delivery and Customer Care					
E 3	The sub group to use the information in E 2c above to design interventions to develop the potential of minority ethnic staff, women and disabled staff who are shown to be under-represented. Schemes such as the following to be considered: <ul style="list-style-type: none"> • Mentoring schemes • Shadowing schemes • Networking • Positive action training for women, minority ethnic staff and disabled staff 	DMT	Mar 2000		as above
E 4	The sub group to identify good practice in the implementation of equality of opportunity within their Directorate and arrange for expertise to be disseminated across the Directorate and Corporately where appropriate.	DMT	Feb 2000		
E 5	Directorate-wide Equalities training events with mixed peer groups to be organised to ensure the sharing of experience and expertise. These events should also draw on the expertise of existing community groups within Milton Keynes and organisations such as the REC.	DMT	Mar 2000		

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E 6	The sub-group to be responsible for the development of an Equalities Service Plan with clear targets, deadlines, time scales and resource allocation.	MDS / SR	In Hand		see footnote
E 7	The sub group to be responsible for planning and implementing a consultation strategy for all service delivery that is monitored and evaluated and linked to a corporate consultation strategy.	DMT	Mar 2000		
E 8	All staff to be trained in the implications of the Council's Equalities Policy.	DMT	Mar 2000		
E 9	Implementation of equalities issues in Environment Directorate Plan				
E 9 a	<p>Access to buildings and facilities</p> <ul style="list-style-type: none"> Work will be done through the Building Control, Development Control and Architecture Divisions to improve physical access to and within Council owned buildings and premises. The Transport and Infrastructure Division will seek to improve access to the built environment including highways, traffic and transport and pedestrian ways for all the people of Milton Keynes. 	Relevant Heads of Service	Ongoing		See Service Plans
E 9 b	<p>Access to Services</p> <ul style="list-style-type: none"> Access to services will be made simpler by providing clear and accurate information about our services, targeted to specific groups where necessary. This means that all information will be in a plain and understandable form which can be made available in different languages, large print, Braille, tape cassette or computer disk as requested. 	Relevant Heads of Service	Ongoing		See Service Plans
E 9 c	<ul style="list-style-type: none"> Regulatory Services such as Trading Standards and Environmental Health ensure that all customers and traders benefit from fair conditions and a clean and safe environment to live in by ensuring that all businesses in the community are aware of and advised on legal requirements. 	Relevant Heads of Service	Ongoing		See Service Plans

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E 9 d	Anti-poverty Initiatives These will be developed in the way services are delivered so that those in the community who are economically or socially disadvantaged will have equal access to our services.	Relevant Heads of Service	Ongoing		See Service Plans
E 9 e	Personal Safety Through the planning process we will ensure that personal safety is incorporated into the good design principles of the Council's and others' developments.	Relevant Heads of Service	Ongoing		See Service Plans
Area III Community Development					
E 10	The sub group to review the Directorate's services and support of community initiatives and relate provision to the needs of target groups.	DMT	Annually		see service Plan
E 11	Existing provision to be evaluated and consideration given to providing long term funding for successful initiatives to ensure stability.	DMT	Mar 2000		Budget Dependant
Area IV Employment					
E 12	A procedure should be developed for Directorates to communicate and celebrate successful examples of good equality practice. This would ensure staff and initiatives are valued and their expertise disseminated widely.	DMT	Mar 2000		
E 13	All team meetings to have a monthly agenda item to discuss Equalities issues.	All Heads of Service	Immediate		
E 14	Work loads at all levels to be monitored and considered in annual appraisals to ensure a long hours' culture does not discriminate against staff with caring responsibilities.	All Heads of Service	Mar 2000		
E 15	Review Job Descriptions and Person Specifications, as each post becomes vacant and use Policy and Managers guide when produced.	All heads of Service	Nov 2000		

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Area V Marketing and Corporate Image					
E 16	Advertisements and recruitment literature should positively reflect equality and cultural diversity in text and illustrations. Ensure reliable checks to ensure no racially discriminatory criteria or unwelcoming images.	Human Resources Environment Equalities Sub-group	Mar 2000		

n.b.

- 1) **The Environment Strategic Committee Plan 1998/9 contained a detailed matrix showing the actions within each Environment Division in relation to:-**
 - a) **access to employment**
 - b) **access to buildings / facilities**
 - c) **access to services**
 - d) **anti-poverty initiatives**
 - e) **personal safety**
 - f) **equality in the community**
- 2) **The Environment Strategic Committee Plan 1999/2000 developed the Equalities issues from 1998/9 in a series of actions linked to the corporate strategic aim *to tackle disadvantage and promote equality* and an Environment committee aim *to address issues of anti-poverty social exclusion and equality by taking account of the particular requirements of minority groups within the community and the young, elderly and disabled when providing services and in localities where there are indications of especial needs***

All these were developed in the Divisional plans for action by named individuals.
 The actions resulting from the recent Equalities Audit (shown above) will be incorporated into the Strategic Committee Plan for 2000/2001.