

RESOURCES DIRECTORATE

DRAFT EQUALITIES ACTION PLAN 1999/2000

Update as at 12.01.2000

Action no.	Description of action (Include outcome or product of action)	Person responsible	Completion date	Equalities standard - areas addressed	Comments
R1	To ensure equalities objectives are included in Directorate Plan Update –service plans are now being written for the March Policy and Resources Committee and will include detailed equalities objectives	SDR/HoS	31.03.00	Level 1 – Area 1 – Policy and Planning	Further development Apr-Oct 2000 Implementation against objectives to be measured from April.
R2	To establish directorate equalities action plan Update – this will summarise the actions included in the service plans	SDR/HoS	31.03.00	Level 1 – Area 1 - Policy and Planning	Further development Apr-Oct 2000 Implementation against the plan to be monitored from April

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R3	To require all managers to review equalities training provision for their staff and support attendance at appropriate courses Update – all directorate appraisals will now check whether staff have received this training and follow up with suitable courses to train or refresh knowledge.	SDR/HoS	On-going – immediate implementation	Level 1 – Area IVb – Employ.	
R4	To ensure specific equalities objectives are included in service plans where relevant e.g. legal, administration, council tax, human resources, information technology Update – This list should also include property matters. Specific objectives will be included in individual service plans.	HoS	31.03.00	Level 1 – Area II – Service Delivery	Further development Apr-Oct 2000 Implementation and monitoring to begin in April.

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R5	To ensure that literature, publications and notices produced by Resources e.g. electoral registration forms, council tax leaflets, etc are available where possible/relevant in a range of languages Update: This will be included in service plans but is also being implemented immediately as part of an on-going review.	HCA/TRE	On-going	Level 2 – Area III – Comm Devel	
R6	Contracts – to include relevant equalities aspects in all contract documents produced by the Council Update: Guidance under Best Value is being reviewed to identify the most effective means of achieving this.	HCA	31.3.00	Level 2 – Area V – Marketing	Formal monitoring of this to begin from April..

HUMAN RESOURCES ACTIONS — Most of these actions would relate to the HR Service Plan; however, it needs to be recognised that most of these actions will have resource implications, even to achieve Levels 1 and 2.

Action no.	Description of action (Include outcome or product of action)	Person responsible	Completion date	Comments	Cross Reference
Area 1 Policy and Planning					
L1 (b)	Revisit the Council’s Equality Policy in relation to Human Resources (full review took place in 1998) <ul style="list-style-type: none"> • Include “ethnic or national origin”, as in CRE Code of Practice, in the Council’s Equalities Policy • Consult if necessary on any changes to equality policy. Communicate updated policy to staff. • Produce summary document of equalities policy for wider distribution 	Gill Drew/ Cindy Stanton Social Policy Programme Group	April 2000	HR Service Plan 2000-2003 will include significant programme of work on nine identified key employment policies of which equalities is one. This will be a programme of policy review, communication and training.	

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Area II Service Delivery and Customer Care					
L2 (f)	Establish ethnic, gender and disability monitoring system of the workforce.	Stewart Gilchrist	April 2000	A new integrated HR personnel/payroll system is being implemented and is due to go live in February 2000. Regular monitoring reports will be produced to monitor HR activity across the authority and to provide managers with HR information.	
	Clarify reporting requirements for DMT's, COB, Members, etc	Stewart Gilchrist	31 Mar 2000		
L2 (j)	Ensure staff delivering services are trained to provide an appropriate and informed response to all service users without unlawful racial, sexual or disability discrimination. Assess training requirements and categorise as discretionary or mandatory.	DMT's Richard Solly Human Resources	Ongoing	Link to McPherson Report requirements once training elements are clarified and prioritised. Considerations : - content - cost - corporate/directorate budgets - timescales	

Action no.	Description of action (Include outcome or product of action)	Person responsible	Completion date	Comments	Cross Reference
L2 (j) cont\...	Training, co-ordination and delivery	Morag Shaw	Ongoing	Potential to work with other agencies, eg Thames Valley Police (TVP), Bucks Personnel Officers Group (POG)	
Area IV a Employment (Recruitment and Selection)					
L1 (a)	<p>Make clear to recruiters and selectors the need for non-discriminatory practices. Decide whether this training should be discretionary or mandatory, set up system for monitoring.</p> <p>Policy and managers guide produced (training to follow).</p>	<p>Morag Shaw – HR Policy Framework Project Manager</p> <p>Gill Drew/ Cindy Stanton</p>	<p>Ongoing</p> <p>April 2000</p>	Linked to HR policy framework and other mandatory/discretionary training options.	
L1 (b)	<p>Develop a policy that ensures that advertising is widened, explore other means of increasing interest.</p> <p>Avoid restricting publicity for vacancies and opportunities to sources which would provide a narrow range of applicants.</p>	<p>Suzanne Pangbourne</p> <p>All Managers</p>	July 2000	<p>Link to workforce and recruitment monitoring information.</p> <p>Equalities/business case needs careful cost benefit analysis of effectiveness linked to the internal Performance Indicators.</p>	

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L1 (d)	<p>Consider amending the policy so that the desirable criteria from all job descriptions is removed.</p> <p>Job descriptions and selection criteria are clear and explicit.</p>	<p>Suzanne Pangbourne</p> <p>All Managers</p>	<p>April 2000</p> <p>Ongoing</p>	<p>When/if removing desirable criteria, best practice with regard to “managing very large shortlists” must be in place.</p> <p>Advice to be sought from EOC/CRE.</p>	
L1 (e)	<p>Make all procedures consistent with the CRE Race Relations, the EOC and DDA Codes of Practice in Employment. Consider whether Equalities monitoring form should be detachable from the application form.</p>	<p>Suzanne Pangbourne</p>	<p>April 2000</p>		
L2 (a)	<p>Analyse workforce monitoring information and recruitment monitoring and if necessary, explore a range of options to encourage under-represented groups.</p>	<p>Suzanne Pangbourne</p> <p>All Managers</p>	<p>July 2000 onwards</p>	<p>Link to a local PI???</p> <p>Dissemination of HR data should assist managers to take positive action to encourage representation from these groups.</p> <p>Positive action requires careful research, planning and communication internally and externally.</p>	

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L2 (c)	Provision of guidance and training on relevant recruitment and selection equality issues.	Morag Shaw	May 2000 onwards	The introduction of the “Open Door” system will enable monitoring of take-up across the Directorates. Linked to HR Policy framework and other mandatory/discretionary training options.	
Area IV b Employment (Developing and Retaining Staff)					
L1 (b)	Inform new staff about established networks and support groups.	All Managers	Existing and ongoing	Equalities and Code of Conduct as part of induction – compulsory for all - already in place in “Working for MKC” - corporate induction course.	
L1 (c)	Incorporate equality provision into action plans for all staff. Appraisal system to be reviewed to address equalities and other discretionary/mandatory training requirements.	Morag Shaw	Sept 2000	Equalities and Code of Conduct as part of induction – compulsory for all - already in place in “Working for MKC” - corporate induction course.	

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L2 (i) (f) and L2 (ii) (f)	Explore the issues that contribute to a fair and effective working environment, eg. Examine the policy that relates to Religious and Cultural needs, family friendly/carer policies, etc	Gill Drew/ Cindy Stanton	July 2000	The introduction of legislation will require certain changes to policy and practice. Research capacity - minimum to meet legislative requirements will be achieved.	
Area V Marketing and Corporate Image					
L2 (d)	Produce guidance for key staff on the implications of the policies for selection, training, management of staff and monitoring.	Cindy Stanton/ Gill Drew	April 2000	Direct link with HR policy framework and HR Service Plan 2000-2003.	