

South Cambridgeshire District Council Equality
Standard for Local Government Level 1
Progress 19.10.07

1.1 Leadership and Corporate Commitment					
	Checklist item	Evidence or action	Lead	Date	
1.1.1	Formulate and adopt a comprehensive equality policy for the authority covering race, gender and disability	<ul style="list-style-type: none"> Has the authority formulated and adopted a comprehensive equality policy covering race gender, disability and marital/family status and gender reassignment? 	<ul style="list-style-type: none"> A draft comprehensive equality policy containing specified elements is available <i>Comprehensive equality policy to cabinet 13 December 2007</i> 	IM	13 /12/07
1.1.2	Ensure that the written policies are in line with current legislation: Race Relations Act (as amended), Sex Discrimination Act, Equal Pay Act, Disability Discrimination Act and Codes of Practice issued by the three equality Commissions	<ul style="list-style-type: none"> Are all authority policies consistent with all current equality legislation? Are all authority policies consistent with the Codes of Practice issued by the CRE, DRC and EOC? 	<ul style="list-style-type: none"> Report evaluating consistency of authority policies with equality legislation and relevant Codes of Practice <p>Discussion on minutes of Equal Opportunities Steering Group</p>	EDO	19/10/07 Completed

<p>1.1.3 Make a corporate commitment to developing a Corporate Equality Plan (CEP) indicating how equality policy will be implemented. The CEP should incorporate or be consistent with the authority's statutory Race Equality Scheme</p>	<ul style="list-style-type: none"> • Is the authority committed to developing a Corporate Equality Plan (CEP) that will pursue specific race, gender and disability equality objectives? • Have specific staff been given responsibility for overseeing the progress of the CEP? • Is there a commitment within the CEP to address multiple discrimination? • Will the CEP enable the identification of outcomes, which are meaningful and relevant to the lives and aspirations of currently disadvantaged groups ie existing and potential service users and employees? • Has the authority made a corporate commitment to equality action planning and equality target setting within all departments and service areas? • Is there a commitment to making the CEP consistent with or incorporate the authority's Race Equality Scheme? • Has the authority started the corporate planning process? 	<p>Cabinet or committee minute(s) expressing commitment to development of a CEP with details of scope, desired outcomes, targets, monitoring arrangements and resource allocation. Details of how the CEP will be consistent with, but separately identifiable from, the authority's Race Equality Scheme should be specified</p> <p><i>Comprehensive equality policy to cabinet in 13 December 2007</i></p>	<p>IM</p>	<p>13/12/07</p>
		<p>Minute of initial meeting of corporate equality planning group detailing its make-up, internal allocation of responsibilities and objectives</p>	<p>IM</p>	<p>9 July 2007 Completed</p>
		<p><i>First meeting of equal opportunities steering group 9 July 2007</i></p>		<p>Completed</p>
		<p>Terms of Reference of Equal Opportunities Steering Group</p>	<p>IM</p>	<p>Sept 2007 Completed</p>

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<p>1.1.4 Make a corporate commitment to carrying out a process of equality and needs/requirements assessment including those assessments of organisational and individual requirements required for compliance with the DDA</p>	<ul style="list-style-type: none"> The commitment to initiate an impact and needs/requirements assessment should be part of the development of the CEP 	<p>As 1.1.3; Demonstrate that assessment(s) will comply with the DDA by specifically committing to the identification and provision of reasonable adjustments</p> <p><i>Comprehensive equality policy to cabinet in 13 December 2007</i></p>	<p>IM</p>	<p>13/12/07</p>
<p>1.1.5 Make a corporate commitment to a fair employment and equal pay policy</p>		<p>As 1.1.3 (as above)</p>	<p>IM</p>	<p>13/12/07</p>
<p>1.1.6 Make a corporate commitment to earmark specific resources for improving equality practice</p>	<ul style="list-style-type: none"> Are resources specifically dedicated to developing the CEP? Has staff time been allocated to developing the CEP? 	<p>The minute detailing corporate commitment to the CEP should contain identifiable resources for developing this work</p> <p><i>(as above)</i></p>	<p>IM</p>	<p>13/12/07</p>

1.2 Consultation and Community Development and Scrutiny				
	Checklist item	Evidence or action	Lead	Date
1.2.1	<p>Corporate commitment to consult with designated community, staff and stakeholder groups on all aspects of equality policy</p> <ul style="list-style-type: none"> • Have the contents of the comprehensive equality policy been discussed by designated community, staff and stakeholder groups? • Is there a commitment to consult on all developments in equality policy with: specific ethnic minority communities and groups including refugees and asylum seekers; representatives from organisations of and for disabled people; gender-based organisations? • Is there a commitment to consult the trade unions, staff association and/or employees on all aspects of equality policy? • Has a decision been taken to address the access rights of disabled people in the consultation process? • Has a commitment been made to involve designated consultation and scrutiny groups from the community in the development of the Corporate Equality Plan (CEP)? • Will all equality policy documents be made available in appropriate 	<p>Minuted decision to consult widely with trade unions, community groups and other stakeholders using new or existing consultative machinery. The consultative process should demonstrate inclusiveness in respect of disabled people</p> <p><i>Consultation programme for draft comprehensive equalities policy</i></p> <p>Minutes of meetings giving commitment to consultation and participation by stakeholders in the development of the CEP. Minutes of meetings held to define appropriate groups and a schedule of meetings on CEP, with details of how the access rights of disabled people will be addressed in</p>	IM/EDO	<p>October 2007</p> <p>Completed</p>

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	languages and formats eg a range of languages, Braille, tape and large print and be made available through appropriate outlets eg libraries, Citizen's Advice Bureaux?	this process including the range and availability of appropriate formats <i>Minutes of consultation meetings/events</i>	IM/EDO	Oct 2007 Completed
1.2.2	Each department and service area to make a commitment to contribute to the consultation and scrutiny element of the CEP	Minute of departmental/service group meetings Incorporation in business plan <i>Draft service plan</i>	Corporate Managers	Nov 2007 Completed
1.2.3	Make a corporate commitment to equality self-assessment, scrutiny and audit	Minute containing a commitment to develop equality self-assessment, scrutiny and audit <i>Report to cabinet 13 December 2007</i>	IM	13/12/07
1.2.4	Each department and service area to commit to engage in consultation with designated community, staff and stakeholder groups on its service delivery	Minute and schedule of meetings including rationale for how designated groups have been chosen and the basis upon which other groups have been omitted <i>Minutes of equal opportunities steering group</i>	IM/EDO	13 Nov 2007 Completed
1.2.5	Make a corporate commitment to consult departments and service areas on equality objectives	Minute from Cabinet and departmental meetings Inclusion in business or action plan <i>Report to cabinet 13 December 2007</i>	IM/EDO	13/12/07
1.2.6	Each department and service area to commit to	Minute(s) of Corporate Management Group and departmental meetings	Corporate Managers	Nov 2007

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<p>processes of equality self-assessment, scrutiny and audit on its service delivery</p> <p>1.2.7 Incorporate equality policy as a key theme within the 'Community Strategy' drawn up by the local authority and its partners</p> <p>1.2.8 Make a commitment to establish mechanisms for responding to harassment on the grounds of race, disability and gender</p>	<ul style="list-style-type: none"> • Is there a commitment to establish a mechanism for identifying and responding to racial abuse and racial attack and for dealing with racist graffiti? • Is there a mechanism for identifying and responding to the harassment and victimisation of disabled people? • Is there a mechanism for identifying and responding to sexual harassment in employment and in service provision? • Are the details of mechanism for responding to harassment and victimisation communicated to individuals and support groups? 	<p>detailing intention to engage with self-assessment, scrutiny and audit process <i>Notes of workshop and PowerPoint 27 November 2007</i></p> <p>Community Strategy documentation is available, showing incorporation of equality as a key theme <i>Sustainable community strategy Draft priorities to Cabinet 19 July 2007</i></p> <p>Harassment and victimisation policy; proposals for harassment partnership scheme. Includes specific provision for racial, sexual and disablement harassment and victimisation; the establishment of a common definition of harassment, and participation of the authority in a multi-agency panel. Promotional material advising staff/service users of harassment</p>	<p>Corporate Managers</p> <p>SPO</p>	<p>Completed Nov 2007 Completed</p> <p>Completed</p>
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		procedures Proposals for harassment feedback scheme <i>Adoption of harassment and victimisation policy as part of comprehensive equality policy Nov 2007</i>	IM/HR	9 Nov 2007 Completed
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1.3 Service Delivery and Customer Care					
	Checklist item	Evidence or action	Lead	Date	
1.3.1	Departmental and service area commitment to a comprehensive equality policy appropriate to its service delivery	<ul style="list-style-type: none"> Does each service area have specific commitment to take action to promote equal opportunities and to redress any inequality and/or differential impact in all aspects of service delivery? 	<p>Minute demonstrating commitment at departmental meeting Minute indicating review with details of findings and action to be taken to facilitate access to services for disabled people Minute should detail commitment to the application of the social model of disability in the design and delivery of services <i>Report to Cabinet 13 December 2007</i></p>	IM/EDO	13/12/07
1.3.2	Department and service area commitment to implementing the equality impact and needs/requirements assessment for its service delivery including those assessments of organisational and individual requirements required for compliance with the DDA	<p>Minute and outline plans for equality impact and needs/requirements assessment scheme; demonstrate that assessment will comply with current requirements of the DDA and include proposals to ensure compliance with future requirements <i>Included in draft service plans</i> <i>Notes of workshop 27 November 2007</i></p>	Corporate Managers	Nov 2007 Completed	
1.3.3	Department and service area commitment to	<ul style="list-style-type: none"> Is each department/service area committed to developing the equal 	Minute committing to, and saying how, the CEP will incorporate an element		

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<p>developing equal access to services plans element of CEP and setting targets within each department and service area as part of their business plans</p> <p>1.3.4 Department and service area commitment to equality action planning and equality target setting within all departments and service areas</p> <p>1.3.5 Department and service area commitment to allocate specific resources for improving equality practice</p>	<p>access to services element of the CEP containing clear race, gender and disability equality objectives for their area?</p> <ul style="list-style-type: none"> • Is there a commitment to incorporating race, gender and disability equality objectives into service plans? • Is each department and service area committed to establishing race, gender and disability equality objectives? • Is there a departmental/service level commitment to include specific provision for race, gender and disability equality monitoring? • Is there a commitment to train all frontline staff to enable them to meet the needs of all customers with equality and fairness? 	<p>that ensures equal access to services into general departmental and service level planning processes</p> <p><i>Minutes of service planning workshops</i> Minute committing to, and saying how, equality objectives will be incorporated into general departmental and business planning <i>Notes and presentation from workshop 27 November 2007</i></p> <p>Minute committing to, and saying how, equality objectives/targets will be set and monitored <i>as above</i> Develop draft monitoring schemes <i>Work programme of equal opportunities steering group</i> Report to Cabinet 13 December 2007</p> <p>Minute and report showing allocation of resources <i>Draft service plans</i></p>	<p>PPO</p> <p>IM/EDO</p> <p>Corporate Managers</p>	<p>Nov 2007 Completed</p> <p>Completed Oct 2007 13/12/07</p> <p>Nov 2007 Completed</p>
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1.4 Employment and Training					
	Checklist item	Evidence or action	Lead	Date	
1.4.1	Adopt recruitment procedures which use non-discriminatory practices	<ul style="list-style-type: none"> • Will all policies and procedures associated with equality objectives be included in the staff handbook? • Is there a commitment to train all senior managers on setting service objectives, action planning and equality monitoring? • Is there a commitment to equality objectives built into management appraisal mechanisms? • Is there a commitment to remove disabling barriers within recruitment/training and development processes? • Is there a commitment to identify and remove potentially disabling barriers within performance management schemes? 	<p>Appropriate sections in current staff handbook; clearly defined and regular review of handbook to incorporate changes in legislation/policy Cabinet or committee minutes making commitments as defined; documented service level commitments by managers with responsibility allocated Evidence of draft training plan, which will be the subject of consultation with internal groups/employees and managers Clear guidance on anti-discriminatory practices within recruitment/training and appraisal are provided to all supervisors and managers <i>Report to cabinet 13 December 2007</i></p>	IM/HR	13/12/07
1.4.2	Commitment to an employment equality assessment of the Local Labour Market Area, workforce profiling and equal pay review	<p>Minute making commitment with detail of how LLMA assessment, workforce profiling and equal pay review will be planned and how LLMA survey outputs will be used to identify targets <i>Minute of staffing and communications portfolio meeting 29 November 2007</i></p>	HR/EDO	Nov 2007 Completed	

<p>1.4.6 Commitment to produce a standard range of application forms and job descriptions that are clear and explicit</p>	<p>vacancies actively encourages applications from applicants from currently disadvantaged groups?</p> <ul style="list-style-type: none"> • Has the authority established a commitment to develop a standard range of application forms and job descriptions and to keep these up-to-date for recruitment and selection and equal pay purposes? 	<p>Minuted decision on application forms with responsibility for development specifically allocated (as above)</p>		<p>Completed</p>
<p>1.4.7 Commitment to review personnel information system for monitoring suitability including underpinning the Council's statutory ethnic monitoring duties</p>	<ul style="list-style-type: none"> • Is there a commitment to develop the capacity of the personnel information system to: <ul style="list-style-type: none"> - Produce ethnic, gender and disability monitoring reports on recruitment, promotion and retention, and - Support compliance with the authority's ethnic monitoring duty 	<p>Minuted decision on monitoring system with appropriate capacity and responsibility for development planning specifically allocated (as above)</p>		<p>Completed</p>
<p>1.4.8 Commitment to make procedures consistent with employment Codes of Practice</p>	<ul style="list-style-type: none"> • Is there a commitment to make all employment procedures consistent with current legislation and all relevant employment Codes of Practice? • Has a review of employment procedures been planned? 	<p>Minuted decision on commitment on procedures Responsibility for planning specifically allocated with timetable (as above)</p>		<p>Completed</p>
<p>1.4.9 Commitment to develop a programme for staff training in equality issues</p>	<ul style="list-style-type: none"> • Is there a commitment to a training plan that delivers comprehensive training on equality to staff at all levels? • Will the training be differentiated for staff according to levels of responsibility; evaluated and followed up for effectiveness? 	<p>Documented decision to develop a comprehensive training plan that will show types and levels of training, evaluation procedures and how effectiveness will be monitored Responsibility for planning specifically allocated with timetable (as above)</p>		<p>Completed</p>

