Cheshire East Borough Council Interim Single Equality Scheme 2009-2010 **Appendix B**

ACTION PLAN

Cross-cutting Equality Priorities	Council Actions	Outputs/Expected Outcomes	Lead	Time	RACE	DISABILITY	GENDER	AGE	SEXUAL ORIENTATION	RELIGION & BELIEF
To have a modern and diverse workforce	To develop consistent employee monitoring for all equality strands	Six strand monitoring forms for recruitment and selection of new employees	HR Strategy HR Delivery	Nov 2009	✔	✔	✔	✔	✔	✔
	Develop a Council wide Learning and Development programme for equality and diversity	Equality and diversity training is embedded in the strategy for learning and development Increase in knowledge and competency of equality and diversity at all levels The Council delivers a range of learning and development interventions to support Councillors and officers to deliver equality outcomes	HR Organisational Development	March 2010	✔	✔	✔	✔	✔	✔

Cross-cutting Equality Priorities	Council Actions	Outputs/Expected Outcomes	Lead	Time	RACE	DISABILITY	GENDER	AGE	SEXUAL ORIENTATION	RELIGION & BELIEF
	Develop a workforce profile and identify targets for the inclusion of underrepresented groups within the Council	Workforce profile in place with plans to ensure equal pay outcomes and improved representation where appropriate	HR Strategy	March 2010	✓	✓	✓	✓	✓	✓
To foster community engagement and satisfaction	Undertake a review of engagement with equality groups and partnerships	Review undertaken and recommendations made about the effectiveness of our current arrangements Appropriate arrangements and support is in place for effective contribution and involvement with equality groups	Senior Partnership Manager	Dec 2009	✓	✓	✓	✓	✓	✓

Cross-cutting Equality Priorities	Council Actions	Outputs/Expected Outcomes	Lead	Time	RACE	DISABILITY	GENDER	AGE	SEXUAL ORIENTATION	RELIGION & BELIEF
To have responsive services and excellent customer care	To develop systems for monitoring of diversity incidents	Monitoring system where strand specific issues can be logged Evidence base which can be utilised in service planning and improvements, policy reviews and impact assessments and to identify/target training needs	Team Manager Policy and Research	March 2010	✔	✔	✔	✔	✔	✔
	To develop a framework for translation, interpreting and formatting information and literature	Improved access to services by providing information in differing formats and languages consistently and cost effectively	Team Manager Policy and Research	Nov 2009	✔	✔	✔	✔	✔	✔
	To produce and roll out a written style guide based on Plain English	We will have improved access to services by providing information in clear language	Communications	Nov 2009	✔	✔	✔	✔	✔	✔

Cross-cutting Equality Priorities	Council Actions	Outputs/Expected Outcomes	Lead	Time	RACE	DISABILITY	GENDER	AGE	SEXUAL ORIENTATION	RELIGION & BELIEF
	Develop a policy for the planning and managing of external events, meetings and activities	We will have improved access to services by ensuring our events are accessible	Communications	Dec 2009	✓	✓	✓	✓	✓	✓
	Develop and maintain the equality and diversity website	Central point information, data, and support tools are shared across the Council, with partners and communities of interest in order to achieve equality outcomes	Team Manager Policy and Research	March 2010	✓	✓	✓	✓	✓	✓
To understand and know our community	To develop a Borough profile for Cheshire East Mechanisms to Equality Map and identify social isolation and vulnerable groups	Evidence base in place to inform policy development and service planning in order that the Council can improve service delivery The ability to map communities of interest and need as well as having the ability to define communities by geography	Planning and Performance Manager	Jan 2010	✓	✓	✓	✓	✓	✓

Cross-cutting Equality Priorities	Council Actions	Outputs/Expected Outcomes	Lead	Time	RACE	DISABILITY	GENDER	AGE	SEXUAL ORIENTATION	RELIGION & BELIEF
	Scope the need to undertake a Quality of Life Survey in 2010	A possible mechanism to identify social isolation and vulnerable groups and to look at the actual experience of people in their communities Outputs which meet the needs of the Equality Framework for local Government, CAA requirements and incoming equality legislation	Planning and Performance Manager	Dec 2009	✓	✓	✓	✓	✓	✓

Cross-cutting Equality Priorities	Council Actions	Outputs/Expected Outcomes	Lead	Time	RACE	DISABILITY	GENDER	AGE	SEXUAL ORIENTATION	RELIGION & BELIEF
To embed and promote equality within our Partnerships. Procurement and Commissioning	Ensure that all new commissioning and procurement arrangements are equality proofed and monitored against the corporate procurement standards and equality legislation Develop and audit the contracts database. Ensure that suppliers have appropriate Equal Opportunities Policies Audit high level contracts and contracts that have E&D as core to the contract Ensure that quality objectives are delivered and monitored by contract management	Contracts database in place showing equality compliance of all new arrangements Partnership Register reviewed so that it can show whether the partnership arrangements have undertaken EIA's The Council and partners will be demonstrating a commitment to promote equality through contracts, commissioning and partnership working arrangements The Council will be providing leadership and influencing partners and delivery agencies to promote equality and diversity through the provision of excellent services and delivery	Procurement Unit Partnerships	Nov 2009 March 2010 Dec 2009 Feb 2010 Feb 2010	✔	✔	✔	✔	✔	✔

Cross-cutting Equality Priorities	Council Actions	Outputs/Expected Outcomes	Lead	Time	RACE	DISABILITY	GENDER	AGE	SEXUAL ORIENTATION	RELIGION & BELIEF
To have an effective performance framework and demonstrate continuous improvement and leadership	Undertake a self assessment to determine levels of the Equality and Diversity activity and compliance against the Equality Framework for Local Government (EFLG) and equality legislation To become an "Achieving Council" under the framework with areas of excellence within the next 3 years Gap analysis of statutory compliance at all levels of the Authority	Self assessment report of all Cheshire East Council service Gap analysis of requirements against the EFLG in each service area. The Council will fully understand where it is in relation to equality and diversity and compliance with the EFLG, the CAA Framework and compliance with equality legislation. This information will enable the Council to identify areas of focus and improvement. This information will also enable the Council to benchmark and monitor/measure improvements effectively	Team Manager Policy and Research	Dec 2009 March 2011 March 2010	✓	✓	✓	✓	✓	✓

Cross-cutting Equality Priorities	Council Actions	Outputs/Expected Outcomes	Lead	Time	RACE	DISABILITY	GENDER	AGE	SEXUAL ORIENTATION	RELIGION & BELIEF
	Embed the EFLG into the Council's performance framework	Council equality indicators agreed and embedded within the Council's performance framework Service plans developed which integrate equality and diversity objectives	Team Manager Performance and Business Intelligence All Services	Jan 2010	✓	✓	✓	✓	✓	✓
		Systems are in place at corporate and service level to ensure the delivery, review and monitoring of the Council's priorities against the EFLG	Team Manager Policy and Research	Nov 2009	✓	✓	✓	✓	✓	✓

Cross-cutting Equality Priorities	Council Actions	Outputs/Expected Outcomes	Lead	Time	RACE	DISABILITY	GENDER	AGE	SEXUAL ORIENTATION	RELIGION & BELIEF
	To ensure that equality and diversity issues are championed at senior levels of the Council	Nominate a strategic equality and diversity champion from the Corporate Management Team Nominate a Councillor champion from the Council's Executive Work is being undertaken to promote and champion equality and diversity at a leadership level of the authority	Head of Policy and Performance Cllr D Brown Portfolioholder for Performance and Capacity	Oct 2009	✓	✓	✓	✓	✓	✓
	Develop a support programme for nominated Equality Champions	Appropriate training and briefings identified and delivered to equality champions Equality Champions are confident, skilled and fully understand the complexities and issues that the role entails	HR Organisational Development	March 2010	✓	✓	✓	✓	✓	✓