

West Dunbartonshire Council

Equality Scheme 2009-12

Action Plan

No.	Action	Timescale	Responsibility
Reporting & Review			
1	The Council will report the progress of the Equality Scheme in an annual 'Equality Report' at the end of each calendar year.	Dec 2010 and annually	Corporate Policy Corporate HR
2	The Council will consider the use of the Equality Framework for Local Government as the means to assess its performance in promoting equal opportunities.	June 2010	Corporate Policy Corporate HR
3	The Scheme will be reviewed and revised in response to anticipated changes in legislation.	Nov 2011	Corporate Policy
Consultation and Involvement			
4	The Council will draw up an Equalities Consultation plan in line with its Community Engagement Strategy.	June 2010	Equality Liaison Group Corporate Policy Corporate HR
5	The Council will use the Citizens Panel and other partnership approaches to provide an equalities perspective on a range of issues.	Ongoing - include in annual equality reports	Corporate Policy

Employment			
6	The Council will review its equal pay statement in September 2010.	Sept 2010	Corporate HR
7	A revised Equality Employment Policy will be supported by guidance for managers and employees covering all equality strands.	Feb 2010	Corporate HR
8	The Council will support equality groups to have effective access to the recruitment portal.	Nov 2010	Corporate HR
9	The Council will address harassment of employees through its Dignity at Work policy and procedures.	Nov 2010	Corporate HR All depts. to apply
10	The Council will monitor gender segregation and identify areas for action.	Continuing – will be included in annual equality report	Corporate HR All depts. to support
11	The Council will promote the employment opportunities available through the LEP Agreement.	Continuing – will be included in annual equality report	Corporate HR
12	The Council will use its Workforce Management System in the implementation of the Job Evaluation Scheme and to support equality across employment.	Start April 2010 Include in annual equality reports	Corporate HR
13	The Council will use employee surveys to measure the impact of its promotion of equality issues in the workforce.	Every 2 years from Dec 2009	Corporate HR
14	The Council will take account of equality issues in its employment support programme.	Annual reports	HEEDS (Economic Development)

Service Planning and Monitoring			
15	Each directorate will identify key equality objectives within its area of responsibility and the means by which these will be taken forward	In line with Joint Planning & Budget Guidance	Corporate Policy All departments
16	The Council's equality scorecard will be developed to provide an analysis and report on the equality of provision in key services.	Continuing – will be included in annual equality report	Corporate Policy Corporate HR
Impact Assessment			
17	The impact assessment process will include key financial decisions and will be extended to take into account a wider range of equality strands, with a minimum number set.	In line with guidance on new legislation	Corporate Policy All departments
18	Further work will be carried out to link impact assessment with the PSIF improvement framework.	In line with Improvement Service project	Corporate Policy
Procurement			
19	The Council will roll-out guidance and procedures for equality in procurement.	To be determined following ratification of guidance.	Corporate Policy Procurement Unit
Training			
20	The Council will continue to provide face to face and on-line training and set annual targets.	Ongoing – will be included in annual equality report	Corporate HR Corporate Policy
21	The Council will draw up an equalities training plan.	June 2010	Corporate HR Corporate Policy

Communication			
22	The Council will draw up a Communication plan to support its equality and diversity goals.	March 2010	Corporate HR Corporate Policy
23	The Council will continue to promote 'Communicating Effectively' and corporate publication standards will reflect good practice in communication.	Continuing – will be included in annual equality report	Equality Liaison Group Corporate Policy
24	The Council will seek ways to record people's communication needs so that these can be anticipated for subsequent contacts	To be set out in Communication Plan (see action 23)	Corporate Policy All departments
25	The Council will complete the publication of summary leaflets for the public and its employees on its equality objectives.	To be set out in Communication Plan (see action 23)	Corporate Policy
26	The Council will publicise its performance on equalities on the web and publish an annual Equality Bulletin.	Timescale will be determined by publication schedules	Corporate Policy
27	The Council will use its publicity material to promote positive, non-stereotypical images of equality groups.	Continuing – will be included in annual equality report	Corporate Communications Corporate Policy
Challenging Harassment			
28	The Council will consult with equality groups on the issue of harassment as part of its equalities consultation plan.	To be set out in Consultation Plan (see action 4)	Corporate Policy
Partnership Working			
29	The Council will assist community planning theme groups to review the equality issues in their objectives, and support equality impact assessments where appropriate.	To be set following further consideration with CPP	Comm Planning Team Corporate Policy

Race			
30	The Council, along with its partner agencies, will take further steps to identify and develop links with the BME community in the area as a means to ensure that appropriate services are in place.	To be set out in Communication Plan (see action 23)	Corporate HR
31	The Council will identify the means to extend consultation and involvement more widely across the BME community.	To be set out in Communication Plan (see action 23)	Corporate Policy
32	The Council will assess the effectiveness of its interpretation and translation services.	Nov 2010	Corporate Policy
33	In 2011, the Council will review the list of policies and procedures which are relevant to its race equality duties.	Nov 2011	Corporate Policy
34	The Council will promote equality for the Gypsy/Traveller community through its Gypsy/Traveller Strategy.	See Gypsy Traveller Strategy	Gypsy Traveller Forum

Disability			
35	Social Work and Health services will continue to involve service users through the Joint Community Care Planning Groups.	Continuing – will be included in annual equality report	SW & Health
36	The Council will continue to improve the accessibility of its buildings and services.	Continuing – will be included in annual equality report	Corporate Policy All Depts
37	The Council will carry out 'walking audits' as a means to improve its pedestrian routes	Continuing – will be included in annual equality report	HEEDS (Roads Services)
38	The Council will undertake an awareness raising campaign about the need to keep pavements clear of hazards and obstacles	Nov 2010	Corporate Policy Roads Services
39	The Council will support the community initiative to form a Shopmobility scheme	Ongoing – will be included in annual equality report	Comm Devel Corporate Policy
40	The Council will provide an 'A-Z' of services for disabled people.	March 2010	Corporate Policy
41	The Council will promote self-directed support in its community care services.	Ongoing – will be included in annual equality report	SW & Health
42	The Council will address equality issues for children with disabilities through its Integrated Children's Services Plan.	See Integrated Children's Services Plan	SW & Health Education

Gender			
43	Gather and present information on Council services from a gender perspective and make links with partner agencies with a view to developing a wider analysis.	Nov 2010	Corporate Policy
44	The Council will address gender equality issues in its employment and HR policies.	Continuing – will be included in annual equality report	Corporate HR
45	The Council will use the new HR system to provide further information on the issue of workforce stratification by gender.	Continuing – will be included in annual equality report	Corporate HR
46	The Council will develop its capacity for consultation in relation to gender issues in service provision.	Nov 2010	Corporate Policy
47	The Council will support an action plan through the Violence against Women Partnership.	See VAWP Strategy	Violence Against Women Partnership
New 'Protected Characteristics'			
48	The Council will develop the Equality Scheme to include a wider range of protected characteristics in line with forthcoming legislation and guidance.	To follow changes to legislation and publication of guidelines	Corporate Policy
LGBT			
49	The Council will support the LGBT network to identify priorities for its action plan.	June 2010	LGBT Network Corporate Policy
50	The Council will support the LGBT network to identify the resources required to carry out its action plan.	June 2010	LGBT Network Corporate Policy

Equality in Education			
51	The authority will pilot the UNICEF Rights Respecting Schools Award to promote inclusion and equality and fairness.	June 2011	Education Equalities and Human Rights Group (EEHRG)
52	On successful evaluation of pilot, the authority will role out RRSA on a cluster basis supported by pilot schools.	June 2012	Education Equalities and Human Rights Group (EEHRG)
53	The authority will update the anti bullying policy to include prejudice-based bullying.	September 2009	Anti-bullying subgroup of EEHRG
54	The authority will support schools to implement guidelines on Consultation with Children and Young People and consider how Glow can be used to share examples of effective practice and thereby promote equality.	June 2011	Education Equalities and Human Rights Group (EEHRG)
55	The authority will further develop the use of Viewpoint in all schools for children and young people who would otherwise have difficulty expressing their view.	June 2011	Child Protection Officer
56	The authority will work with parents and carers to ensure the widest possible participation and to identify appropriate ways of involving them in policy decisions.	June 2010	Parental Involvement Strategy Group Cllr McColl
57	The authority will develop a method of consultation with parents on equality issues including issues affecting children with a disability and the involvement of parents with disabilities.	June 2012	Quality Improvement Officer Parental Involvement Strategy Group
58	The authority will further develop data gathering and equality monitoring systems in relation to equality	June 2011	Quality Improvement Officer Policy unit

59	The authority will follow corporate guidance on impact assessment	June 2011	Heads of Service Policy unit
60	The authority will continue to improve skills in awareness and understanding of equality issues.	June 2010	EEHRG with corporate staff CPD Manager
61	The authority will implement the Transition Project in partnership with the voluntary sector.	June 2011	Quality Improvement Officer Voluntary sector
62	The authority will promote the use of the Sexual Bullying pack in West Dunbartonshire schools.	June 2012	Reduce abuse project
63	The authority will develop a knowledge exchange programme for improving the life chances of children and families in severe and persistent poverty through effective co-ordination between policy and local integrated service provision	June 2011	Quality Improvement Manager
64	The authority will Conduct research into the link between social deprivation and life chances and improve coordination of services in this area	June 2011	Quality Improvement Manager