

# ITEM

## **Minority Communities Diversity Forum Update**

### **Employment Statistics – Moving Forward**

The addition to 'Working for the Council – employment statistics report' dated August 2007 is attached.

# **Addition to 'Working for the Council – employment statistics report' dated August 2007.**

**Here is a new Section 6 – Moving forward – which includes some aims and initiatives to increase the diversity of our workforce.**

## 6 Moving forward...

Once the statistics were collected, we examined them in more detail and have suggested some initiatives for moving forward in improving equality and fairness in all areas of employment at the Council. This section gives the details of the initiatives.

Our Best Value Performance Indicator employment aims up to 2008/2009 are...

<b>Performance indicator</b>	<b>2007/2008</b>	<b>2008/2009</b>
BVPI 11a - % of top 5% earners who are women	51.5%	52%
BVPI 11b - % of top 5% earners who are minority ethnic people	8%	8.5%
BVPI 11c - % of top 5% earners who are disabled people	4.5%	5%
BVPI 16a – the number of disabled employees declaring they meet the DDA definition	3.5%	4%
BVPI 17a – the number of minority ethnic employees	12%	12.5%

Our Strategic Human Resources Group, which comprises officers from each Council department, has been discussing the findings of all these employment statistics. They have looked at each department's figures and the best value performance indicator aims. From these, they have come up with a set of initiatives to further improve our performance in equality in employment at the council. These initiatives have been endorsed by their Departmental Senior Management Teams and the Council's Assistant Director Group.

Here are the initiatives set by each department....

### **Corporate and Adult Social Services**

#### **BVPI 11a – Percentage of top 5% earners who are women**

By the end of 2008/9 the Council is looking to achieve a percentage of 52%. According to the figures, Corporate and Adult Services has 46.34%. However based on the latest information for

the current year this has fallen back to 45.66%. There are now 58 women managers at SCP 41 and above out of a total of 127 posts at this level. To achieve the best value performance indicator, our figures would need to increase by 8 women employees.

The possibility of achieving this aim in step changes of 2 to 3 posts a year over the next 3 years is however constrained by the availability of funded posts. Recruitment activity for these types of post in the current year has been flat and this is a trend that may continue. Our achievement of these aims is also dependant upon the existing base of female employees already at this level not deteriorating within the time frame, and one of our aims will be to work to avoid this by developing effective working arrangements.

### **BVPI 11b – Percentage of top 5% earners who are minority ethnic people**

By the end of 2008/9 the Council is looking to achieve a percentage of 8.5% of minority ethnic employees in the top 5% of earners. Corporate and Adult Services has currently achieved 6.3%, which is out of 127 posts there are 8 minority ethnic employees, 3 of whom are Pakistani. To achieve our aim, our figures would need to increase by 3. Even at the rate of recruitment at 1 each year, given present levels of recruitment this will be a challenging aim. And will again depend on the existing base figures not being eroded. In setting this target we will also attempt to increase the representation from the Pakistani community.

### **BVPI 11c – Percentage of top 5% earners who are disabled people**

By the end of 2008/2009 the Council hopes to achieve 5% of disabled people in the top 5% earners. Corporate and Adult Services has already achieved this with 9 disabled people at this level out of 127 employees. We recognise, however the requirement both to maintain this and if possible to increase representation by a further 1%, which is one disabled employee.

### **BVPI 16a – Percentage of the number of disabled employees declaring they meet the DDA definition**

The statistics show that Corporate and Adult Services has a good overall record in terms of the employment of disabled people, latest figures showing 7.21% as opposed to a Council figure of 3.1%. We currently have 140 disabled people working for us. The

Directorate's aim is to maintain and enhance the overall percentage of disabled employees in 2008/09 and to encourage any of our disabled employees to self declare to us that they consider themselves to be disabled people. We aim to increase our figures by a further 1% - 15 disabled people.

In Adult Services, we have the Learning Difficulty Service and a further aim of ours over the coming year will be to secure employment for 5 people from that service who are job ready. The people will require jobs appropriate for their impairment and skills. We will do this by working with the Job Coaches who work in that service.

As previously mentioned, any increase in numbers recruited however, is dependant upon there being posts available. Given the changes to services and their funding we are no recruiting at a high level, particularly in Adult Services, and this will affect our ability to achieve our aims.

### **BVPI 17a – The number of minority ethnic people as a proportion of the workforce**

Corporate and Adult Services has a good record in employing minority ethnic people. Our latest figures show we currently have 14.3% of our workforce in this group against a Council average of 11.6%. This means that we currently have 278 minority ethnic people working for us, including 37 from the Pakistani community. Our aim for 2008/9 must be at minimum to sustain this level of employment and to increase it by a further 1% during this period if at all possible. This would require the employment of a further 14 minority ethnic people, from which we will also attempt to encourage Pakistani people to apply.

The constraints on recruitment are mentioned in the section above and apply equally to this target area.

### **Initiatives**

In Adult Services many initiatives are already under way in respect of recruitment and retention of employees from minority groups. This is because of the thrust over a number of years towards improving recruitment and retention in Social Care. Much work has been done in schools and the community to make people aware of the range of jobs available and to encourage

applications. Similarly it has a Foundation Management Programme that encourages the training and development of potential managers.

Here are some actions we intend to take to help increase the diversity of the workforce in this Directorate...

- 1 Continue to maintain a presence and profile at Careers and Recruitment Fairs to showcase the opportunities available within Corporate and Adult Services.
- 2 Conduct specific Corporate Services focussed outreach work in communities, targeting specific groups, to develop awareness of employment opportunities, as an extension of the work already done in Adult Services
- 3 Establish a group of Corporate and Adult Services Mentors and Ambassadors that could work with business partnerships and schools to publicise amongst younger people the opportunities available, and to attempt to avoid stereotyping of employment possibilities. This again would be an extension of the work in Adult Services.
- 4 Conduct a Corporate Services Open Day or Days that are targeted at minority groups so that people can see what is done within the department and develop awareness of what is available in employment terms. This could potentially be done with other Council House-based Departments. This is an activity already conducted in Adult Services
- 5 Extend the principal of Mentorship to managing internal talent from Minority Groups so that there is a conversion of people that are generally employed at the lower grade levels into management grades so that there is progression within the organisation.
- 6 Use the JET-based agreement that the Council has entered into to improve representation of people from the Pakistani community by establishing traineeships.

- 7 Continue to support people from under-represented groups on positive training initiatives, such as the Positive Steps programme, and to work with Corporate Employee Development to see how this can be adapted for women and disabled people.

## **Resources**

### **BVPI 11a – Percentage of top 5% earners who are women**

The Directorate has 42.1% women in the top 5% earners, compared to the Council's overall aim of 52% for 2008/2009. To achieve the best value performance indicator, our figures would need to increase by 3 women employees. It may not be possible to achieve this aim within one year, given that there has been little turnover of posts at this level this year. We will aim to attempt to recruit women at this level at the rate of one a year for the next three years. Achieving this aim is dependant upon funded posts becoming available, and the existing base of women employees already at this level not deteriorating during this timescale.

### **BVPI 11b – Percentage of top 5% earners who are minority ethnic people**

According to the latest workforce statistics, the Directorate currently has achieved only 2.63% minority ethnic employees at this level compared to the Council's aim of 8.5%. We intend to do our best to try to recruit another 2 minority ethnic employees at this level over a two year period, depending on posts becoming available.

### **BVPI 11c – Percentage of top 5% earners who are disabled people**

The Directorate has already exceeded the Council's aim of 5% disabled people at this level, with 5.3%, but we recognise that there is a requirement both to maintain this and if possible to increase representation. So, our aim is to increase this by at least one further disabled person within the timescales set.

### **BVPI 16a – Percentage of the number of disabled employees declaring they meet the DDA definition**

Resources, has a good overall record in terms of the employment of disabled people -11.05% from our very latest figures as opposed to a Council figure of 3.14%. Our aim is to maintain and enhance the overall percentage of disabled employees in 2008/09

and to encourage existing disabled employees to let us know they are disabled people, if they haven't already done so.

### **BVPI 17a – The number of minority ethnic people as a proportion of the workforce**

Resources, has a good record in employing minority ethnic people, with the current figures of 11.3%, which includes 8 Pakistani employees, in its workforce compared to a Council average of 11.6%. Our aims for 2008/9 are to increase this by a further 1%, which is a further 3 employees.

### **Initiatives**

Here are the initiatives we have come up with to help increase the diversity of our workforce...

- 1 Continue to maintain a presence and profile at Careers and Recruitment Fairs to showcase the opportunities available within Resources.
- 2 Provide Directorate specific outreach work in communities, targeting specific groups, to develop awareness of employment opportunities.
- 3 Establish a group of Mentors and Ambassadors that could work with business partnerships and schools to publicise amongst younger people the opportunities available in the Directorate, and to attempt to avoid stereotyping.
- 4 Conduct Open Events, possibly in conjunction with other Directorates, to target minority groups, so that people can see what we do in the Directorate. The events will also help to develop awareness amongst groups of what jobs are available.
- 5 Extend the principal of mentoring, to managing internal talent, from minority groups, so that existing employees are ready to apply for management vacancies when posts become available.
- 6 Use the JET-based agreement that the Council has entered into to improve representation of people from the Pakistani community by establishing traineeships.



- 7 Continue to support people from under-represented groups on positive training initiatives, such as the Positive Steps programme, and to work with Corporate Employee Development to see how this can be adapted for women and disabled people.

## **Regeneration and Community**

We have examined the employment statistics for this Directorate and need to take specific action in these particular areas...

### **BVPI 11a – Percentage of top 5% earners who are women**

The Directorate only has 24.69%, of women at this level, compared to a Council aim of 52%. So our aim will be to do our best to increase this percentage by 3 posts, depending on posts becoming available.

### **BVPI 11c – Percentage of top 5% earners who are disabled people**

The Directorate only has 1.23% disabled people at this level, compared to a Council aim of 5%. We realise we need to do all we can to attract more disabled people and we will do our best to try to recruit a further disabled person in 2008/2009. We will also encourage our existing disabled employees to self declare they are disabled people.

We are already over the Council's aims for 2008/2009 for...

### **BVPI b – % of top 5% earners who are minority ethnic people**

The Council's overall aim is 8.5% and we have 8.64%

### **BVPI 16a – the number of disabled employees declaring they meet the DDA definition**

The Council's overall aim is 4% and we have 6.9%

### **BVPI 17a – the number of minority ethnic employees**

The Council's overall aim is 12.5% and we have 12.7%

## **Initiatives**

Here are the initiatives we have come up with to help increase the diversity of our workforce...

- 1 Identify suitable entry level vacancies that can be converted into temporary traineeships and we will aim for 5 over 3 years.
  - 2 Traineeships that can be filled through JET nominations and our aim is for 1 traineeship
  - 3 The Director and two Assistant Directors have volunteered to act as mentors, and one of these is a woman.
  - 4 Assistant Directors will ask for volunteers for senior manager mentors at their Management Teams
  - 5 Look into converting some suitable management vacancies into six months temporary traineeships, following more information about the positive Steps Programme.
- 1 Assistant Directors to think about a diverse representation for nominees for the Leading Manager Course and the Heads of Service Succession Planning Pool.

## **Environmental Services**

### **BVPI 11a – Percentage of top 5% earners who are women**

The Directorate has 21.6% of women at this level, compared to the Council's aim for 2008/2009 of 52%. Our aim is to try to do our best to employ another 3 women to increase the diversity of our Directorate.

### **BVPI 11b – Percentage of top 5% earners who are minority ethnic people**

The Directorate had no minority ethnic employees at this level when the 2006/2007 statistics were collected, but this may have changed for the latest statistics. The Council's aim is 8.5% for 2008/2009. So, our aim is to do our best to employ another one person, in addition to any latest workforce statistics.

### **BVPI 11c – Percentage of top 5% earners who are disabled people**

The Directorate has 5.4% of disabled employees at this level, compared to a Council aim for 2008/2009 of 5%. Our aim for 2008/2009 is to do our best to employ another one disabled person.

### **BVPI 16a – Percentage of the number of disabled employees declaring they meet the DDA definition**

The Directorate has 4% of employees who are disabled people compared with a Council aim for 2008/2009 of 4%. We want to increase this percentage so our aim is to do our best to employ another 5 disabled employees.

### **BVPI 17a – The number of minority ethnic people as a proportion of the workforce**

The Directorate has 8.7% minority ethnic employees, compared with a Council aim of 12.5% for 2008/2009. Our aim is to employ another 30 minority ethnic employees to improve the diversity of the workforce in the Directorate.

### **Initiatives**

There is a range of initiatives that the department can participate in to have a workforce that better represents the local Census information and that goes some way to achieving the BVPI measures. We will continue to work closely with Corporate HR colleagues to try to address under representation in the workforce where it exists. Here are the initiatives...

- 1 Continue to review our recruitment advertising methods for professional and other vacancies to try to attract more minority ethnic applicants.
- 2 Work with corporate HR colleagues in relation to the JET scheme to try to identify appropriate posts for traineeships for recruitment in the Pakistani community. Section 37 of the Race Relations Act 1976 allows employers organisations to give under-represented racial groups access to training to assist them to take up employment in that organisation.
- 3 Hold open days to raise awareness of the Council as an employer of choice, and to raise the profile of job opportunities in the department. A number of open days have in the past been held in the community and there is scope for the department to do this again. We can also use the feedback to better inform our future recruitment.
- 4 Continue to attend careers and jobs fairs to highlight the range of job opportunities.

- 5 Review our work experience practices and actively work with corporate HR to explore linking applicants on the job seeker registers for disabled people and for the minority ethnic communities into work experience placements in the department.
- 6 Consider using work placements and shadowing opportunities for employees to develop their skills. This could be an opportunity for employees to get tangible knowledge about jobs which could be more senior. Such placements can give employees a realistic picture of management roles and could assist in us making progress against BVPI 11a and 11b.
- 7 Explore with Employee Development the introduction of the previously proposed mentoring scheme for black and minority community employees.
- 8 Work with Employee Development on supporting positive training initiatives such as the positive steps programme, and support the programme being implemented for women, as detailed in the Workforce Development Plan 2007/10.
- 9 Continue to promote the role of the three employee networks – Black Employee Support Network, Disabled Employees Network and Lesbian, Gay, Bi-sexual and Transgender Employee Network LGBT - and ask them for specific feedback on actions and initiatives we could consider.

## **Children and Young People**

### **BVPI 11a - % of top 5% earners who are women**

The Directorate has 69.9% compared to a Council aim of 52% by the end of 2008-2009. Although we have exceeded this aim we recognise the importance of maintaining this level.

### **BVPI 11b - % of top 5% earners who are minority ethnic people**

The Directorate has 10.23% compared with a Council aim of 8.5% by the end of 2008-2009. We clearly want to maintain this level, but also hopefully increase it in certain areas too.

### **BVPI 11c - % of top 5% earners who are disabled people**

The Directorate has achieved 2.84% compared to the Council's aim of 5% by the end of 2008-2009. We will do all we can to increase representation and remove barriers to disabled people securing senior posts by taking reasonable steps to provide and adapt premises, facilities or equipment wherever possible. We aim to increase our figures by one disabled person for 2008-2009.

### **BVPI 16a - % of the number of disabled employees declaring they meet the DDA definition**

The Directorate has achieved 1.6% compared to the Council's aim of 4%. There are still significant numbers of employees in the department where we do not know if they are disabled people or not. So, we intend to do all we can to encourage our disabled employees to declare that they are disabled people, if they haven't already done so. We aim to increase our figures by one disabled person for 2008-2009.

### **BVPI 17a – the number of minority ethnic people as a proportion of the workforce**

The Directorate has achieved 11.6% compared to a Council aim of 12.5%. There are still significant areas of the service where the ethnic origin of our employees is not known, particularly in the schools' workforce. We will do all we can to collate this information to provide a true reflection of the workforce. We aim to increase our figures by one minority ethnic employee.

### **Initiatives**

- 1 Make sure that the department is represented at Recruitment and Careers fairs organised corporately.
- 2 Actively support corporate initiatives to raise the profile of under-represented groups such as Positive Steps, the JET scheme and job seekers registers.
- 3 Consider the feasibility of holding recruitment events in the Community such as the 2006 events we held at the Pakistani Community Centre and St. James Centre, Normanton.
- 4 Liaise with head teachers in secondary schools so we can 'promote' the City Council as a good employer and employer of choice.

## **Monitoring**

All Directorates will be monitoring the aims and initiatives identified through their Departmental Management Teams and progress on them will be reported back in the next 'Working for the Council – employment statistics report in September 2008.

# Minority Communities Diversity Forum

27 March 2008

## Equality impact assessment progress

### Aim of report

We included a timetable for doing particular equality impact assessments, in our 2005-2008 Equality and Diversity Plan. A progress table is attached to this report and you can also access the completed equality impact assessments from the Council's website at [www.derby.gov.uk](http://www.derby.gov.uk) under community and living and then equality and diversity.

The Council's Equality and Diversity Task Group will be scrutinising the assessments that have been done and the Children and Young People's Equality Impact Group will be scrutinising the assessments done as part of the Children and Young People's Plan.

### Questions for discussion

We welcome any comments you have about the equality impact assessments on our website. We will shortly be planning a new timetable of equality impact assessments when we do the 2008-2011 Equality and Diversity Plan, so please let us know of any you would like to see in the new Plan.

### Your say...

Do you have any questions you would like to ask about the report/presentation or generally about the item being discussed?

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## Monitoring equality impact assessment progress from our Equality and Diversity Plan 2005-2008 and some new ones

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
<b>Children and Young People</b>					
	Assessment framework for children in need	Rachel Dickinson and Maureen Darbon	August 2007	Officers trained and on track for EIA completion date	
	Contact Policy for children looked after	Keith Woodthorpe and Elene Constantinou	August 2007	Officers trained and on track for EIA completion date	Yes
	Leaving care	Keith Woodthorpe and Rod Jones	March 2008	Officers trained and on track for EIA completion date	



<b>Department</b>	<b>Title of assessment</b>	<b>Responsible Assistant Director and Head of Service</b>	<b>Target date</b>	<b>Latest position/comments</b>	<b>Completed</b>
	Children Looked After – Care Planning	Keith Woodthorpe and Elene Constantinou	March 2008	Officers trained and on track for EIA completion date	
	Complex Needs Protocol	Rita Sylvester and Hazel Lymbery	August 2007	Officers trained and on track for EIA completion date	Yes
	Kinship Care Policy	Rachel Dickinson and Maureen Darbon	March 2008	Officers trained and on track for EIA completion date	
	Runaways	Keith Woodthorpe and Rod Jones	August 2007	Officers trained and on track for EIA completion date	Yes
	Children Looked After – Fostering and adoption	Keith Woodthorpe and Katie Harris	August 2007	Officers trained and on track for EIA completion date	Yes

<b>Department</b>	<b>Title of assessment</b>	<b>Responsible Assistant Director and Head of Service</b>	<b>Target date</b>	<b>Latest position/comments</b>	<b>Completed</b>
	School Support Policy - primary and secondary schools	Mick Seller and Simon Griffiths	August 2007	Officers trained and on track for EIA completion date	Yes
	14-16 Curriculum	Mick Seller and John Young	August 2007	Officers trained and on track for EIA completion date	Yes
	Continued Professional Development Programme 2007/2008	Mick Seller	August 2007	Officers trained and on track for EIA completion date	Yes
	Access Service – Allocation of Support	Mick Seller and Angela Cole	August 2007	Officers trained and on track for EIA completion date	Yes
	Traveller Service – Allocation of Support	Mick Seller and Angela Cole	August 2007	Officers trained and on track for EIA completion date	Yes
	Aim higher programme – how target groups are	Mick Seller and Paul Briggs	August 2007	Officers trained and on track for EIA completion date	Yes

<b>Department</b>	<b>Title of assessment</b>	<b>Responsible Assistant Director and Head of Service</b>	<b>Target date</b>	<b>Latest position/comments</b>	<b>Completed</b>
	selected for the programme				
	Personal Social Health Education and citizenship Programme – Anti-bullying Strategy	Mick Seller and Angela Cole	August 2007	Officers trained and on track for EIA completion date	Yes
	Marketing and communications including governor support	Jayne Stone and Sian Hoyle	August 2007	Officers trained and on track for EIA completion date	Yes
	Fair Funding of School Scheme – review of department funding	Keith Howkins	March 2008	Officers trained and on track for EIA completion date	
	Admissions – co-ordinated system of admissions of	Keith Howkins and Cathy Ford	August 2007	Officers trained and on track for EIA completion date	Yes

<b>Department</b>	<b>Title of assessment</b>	<b>Responsible Assistant Director and Head of Service</b>	<b>Target date</b>	<b>Latest position/comments</b>	<b>Completed</b>
	looked after children				
	Access Strategies	Keith Howkins and Gail Thornton	August 2007	Officers trained and on track for EIA completion date	
	School Place Planning Strategy			Deferred until 2008/2009	
	Youth Service – Darley Barn outdoor activity centre	Rachel Dickinson and David Finn	August 2007	Officers trained and on track for EIA completion date	Yes
	Out of term taking policy	Rachel Dickinson and Kevin Murphy	August 2007	Officers trained and on track for EIA completion date	Yes
	Children left at school policy	Rachel Dickinson and Kevin Murphy	August 2007	Officers trained and on track for EIA completion date	Yes
	Early Years – Children in the City Policy	Rachel Dickinson and Chris Evans	March 2008	Officers trained and on track for EIA completion date	

<b>Department</b>	<b>Title of assessment</b>	<b>Responsible Assistant Director and Head of Service</b>	<b>Target date</b>	<b>Latest position/comments</b>	<b>Completed</b>
	Transitions policy	Keith Howkins and Jaqui Jenson	August 2007	Officers trained and on track for EIA completion date	
	Adult Learning Service- Village Learning Store relocation	Mick Seller and Kath Harcula	March 2008	Officers trained and on track for EIA completion date	Yes
	Social Care recording			Deferred until new children's system in place	
<b>Corporate and Adult Social Service</b>					

<b>Department</b>	<b>Title of assessment</b>	<b>Responsible Assistant Director and Head of Service</b>	<b>Target date</b>	<b>Latest position/comments</b>	<b>Completed</b>
	Fair Access to care services	Sheila Downey and Anne Hinks	June 2007		Yes
	Legal Services	Stuart Lesley and Olu Idowu and Andrew Thomas	TBC		
	Care programme approach and care management	Sheila Downey and Adrian Perry	August 2007		
	Electoral Registration	Steve Dunning and Jason Spencer	August 2007		Yes
	Property Management	Chris Edwards			Yes
	Markets	Chris Edwards			Yes
	Repair and maintenance of all council property,	Chris Edwards			Yes

<b>Department</b>	<b>Title of assessment</b>	<b>Responsible Assistant Director and Head of Service</b>	<b>Target date</b>	<b>Latest position/comments</b>	<b>Completed</b>
	except housing				
	Work life balance in Legal Services	Stuart Lesley and Olu Idowu			Yes
	Communication Strategy	Steve Dunning and Andrew Auld		Deferred until 2008/2009 and to be included in the new three year Equality and Diversity Plan	
	Job sharing policy	Rod Wood and Val McLaughlan	July 2007	Not needed now as replaced by Worklife Balance initiatives	
	Consultation Strategy	Steve Dunning			Yes
	Adult Protection	Sheila Downey			Yes
	Energy Conservation	Chris Edwards			Yes
	Disability Services	Sheila Downey			Yes

<b>Department</b>	<b>Title of assessment</b>	<b>Responsible Assistant Director and Head of Service</b>	<b>Target date</b>	<b>Latest position/comments</b>	<b>Completed</b>
	Procedures				
	Residential care manual to care services	Sheila Downey			Yes
	Home Care Manual	Sheila Downey and Pat Gallimore	June 2007		Yes
	Recruitment and Selection Policy including career development scheme	Rod Wood			Yes
	Redeployment policy	Rod Wood and Val McLaughlan	August 2007		Yes
	Mayoralty	Steve Dunning and Phil O'Brien	March 2008		



<b>Department</b>	<b>Title of assessment</b>	<b>Responsible Assistant Director and Head of Service</b>	<b>Target date</b>	<b>Latest position/comments</b>	<b>Completed</b>
	Physical interventions for adults with learning difficulties	Sheila Downey and Jenny Leiw	August 2007		Yes
	HIV and infectious diseases guide	Rod Wood and Nigel Parkes-Rolfe	March 2008		
	Registration of births marriages and deaths	Steve Dunning and Jim Clark	June 2007		Yes
	Community grants	Sheila Downey and Phil Holmes	August 2007		Yes
	Corporate complaints procedure	Steve Dunning and Dave Romaine	June 2007		Yes

<b>Department</b>	<b>Title of assessment</b>	<b>Responsible Assistant Director and Head of Service</b>	<b>Target date</b>	<b>Latest position/comments</b>	<b>Completed</b>
	Attendance Management Procedure - sick pay and sick pay code and Ill health procedure included	Rod Wood and Val McLaughlan	September 2007	These three procedures are being combined into one	Yes
	Travel and Subsistence Policy	Rod Wood and Val McLaughlan	TBC	The Policy is HR and the Procedures are Resources, so a shared EIA is needed	
	Training and Development Policy	Rod Wood and Mark Edwards	July 2007		Yes
	Disabled people working at Derby City Council guidelines	Rod Wood and Val McLaughlan	December 2007		Yes
	Pay and payments code	Rod Wood and Ed Cicinski	April 2008	This has been deferred until the outcome of the Pay	

<b>Department</b>	<b>Title of assessment</b>	<b>Responsible Assistant Director and Head of Service</b>	<b>Target date</b>	<b>Latest position/comments</b>	<b>Completed</b>
				Review	
	Equal pay	Rod Wood and Ed Cicinski	April 2008	This has been deferred until the outcome of the Pay Review	
	Abuse, aggression and violence code	Rod Wood and Nigel Parkes-Rolfe	March 2008		
	Voluntary redundancy, voluntary early retirement and efficiency retirement guide	Rod Wood and Val McLaughlan	September 2007		Yes
	Code of conduct and behaviour for employees	Rod Wood and Val McLaughlan	June 2007	New policy	Yes
	Pilot Career Pathways	Rod Wood and Mark Edwards	March 2008	New policy	

<b>Department</b>	<b>Title of assessment</b>	<b>Responsible Assistant Director and Head of Service</b>	<b>Target date</b>	<b>Latest position/comments</b>	<b>Completed</b>
	Performance Management Procedures	Rod Wood and Val Mclaughlan	March 2008	New procedures	
	Succession Planning	Rod Wood and Mark Edwards	January 2008	New policy – meeting planned for 9 January 2008	Yes
	Supporting People Strategy	Mark Menzies Ian Fullager		Deferred until 2008/2009	
	Allocation Policy and Homeless Strategy	Mark Menzies and Lisa Callow	June 2007	These two impact assessments are being combined as they relate closely to one another	Allocations and homelessness completed
	Affordable Warmth Strategy	Mark Menzies and Martin Gadsby	June 2007		Yes
	Black and Minority Ethnic Housing Strategy	Mark Menzies and Ian Fullager	March 2008		

<b>Department</b>	<b>Title of assessment</b>	<b>Responsible Assistant Director and Head of Service</b>	<b>Target date</b>	<b>Latest position/comments</b>	<b>Completed</b>
<b>Environmental Services</b>					
	Crematorium and Cemeteries	Andrew Hopkins and Steve Medlock	August 2007		
	Parks including management of parks and open spaces, landscape design and external play facilities	Andrew Hopkin and Steve Medlock	August 2007		
	Catering	Jim Burns and Paul Drysdale	August 2007	This has been started	
	Waste Management including refuse collection, public toilets and the recycling plan	Andrew Hopkin and Mick McLachlan	August 2007		Yes

<b>Department</b>	<b>Title of assessment</b>	<b>Responsible Assistant Director and Head of Service</b>	<b>Target date</b>	<b>Latest position/comments</b>	<b>Completed</b>
	Sports and Leisure - Play	Jim Burns and Andrew Beddow/John Brown		Partly completed	
	Environmental Services including public health, taxi licensing, dog and pest control, trading standards, pollution control, food safety, statutory nuisances, licensing and communicable diseases	John Tomlinson		These procedures have been streamlined into three common areas for equality impact assessment – routine inspections, complaints, and advice	Yes - all three done
	Licensing Policy	John Tomlinson	January 2008		
	Smoke free requirements	John Tomlinson	January 2008		

<b>Department</b>	<b>Title of assessment</b>	<b>Responsible Assistant Director and Head of Service</b>	<b>Target date</b>	<b>Latest position/comments</b>	<b>Completed</b>
<b>Regeneration and community</b>					
	Local Transport Plan	Christine Durrant and Pete Price	30 September 2007		Yes
	New Mickleover Library	Ray Rippingale and David Potton			Yes
	Highways and Advertising boards	Christine Durrant			Yes
	Cathedral Green Plans	Richard Williams			Yes
	Connecting Derby	Christine Durrant and Dave Powner	30 September 2007	Partly done	
	Winter maintenance	Christine Durrant and John Hansed		Partly completed but objectives need clarifying	Yes

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	Arts Strategy	Ray Rippingale and Pete Meakin	November 2007	Draft Strategy is in preparation. The EIA will be published as part of the final version.	
	Community Strategy including neighbourhood renewal	Helen Osler		This has been deferred until 2008 to take account of the new sustainable communities strategy being produced for 2009. It will be included in the new 2008-2011 Equality and Diversity Scheme	
	Street furniture and paving including	Christine Durrant and	TBC		



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	tactile surfaces	Jim Connolly			
	Community Cohesion Strategy	Sharon Squires and Tony Hurrell			Yes
	Silk Mill Refurbishment	Ray Rippingale and Anneke Bambery	December 2007	Refurbishment Plan to be finalised by November 2007: consultants appointed April 2007.	
	Museums "Soldiers' Story" Gallery	Ray Rippingale and Anneke Bambery	March 2008	Project specifications to be finalised December 2007. EIA will follow	
	Big Screen Derby	Ray Rippingale	August 2007	Technical specifications being finalised May 2007 and EIP	

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				preparations being made	
	QUAD	Ray Ripplingale and Mike Brown	December 2007	Capital project under way. Programme development under way.	
	Alvaston District Centre	Christine Durrant and Tony Gascoigne	31 March 2008	EIA is being done in November 2007	Yes
	Transport Asset Management Plan	Christine Durrant and Martin Follows	31 March 2008	EIA team being recruited from community groups	
	Smarter Choices Strategy	Christine Durrant and Pete Price	31 March 2008		
	Land Drainage and Flood Defence Strategy	Christine Durrant and Neil Besley	31 March 2008		

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	Urban Design Supplementary Planning Document	Richard Williams and Nicola Handa	TBC		
	Information and Signage Strategy	Richard Williams and Helen Oakes	TBC		
	City Centre Eastern Fringes Area Action Plan	Richard Williams and Steven Lee	TBC		
<b>Resources</b>					
	Reception and telecommunications	Kath Kennedy and Andy Elliott		Completed, but amendments needed	
	Fair Debt Policy	Pam Vernon and Chris Perry	April 2006		Yes
	IT Training Strategy	John Cornall	April 2007		Yes
	Debt collection and direct debit	Kath Kennedy and Marj Morrice	April 2006		Yes

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	Customer Service information System	Kath Kennedy and Andy Elliott	April 2007		Yes
	Recovery of housing benefit overpayment policy	Kath Kennedy and Mark Homes	April 2008		Yes
	Redevelopment of Council website	John Cornall and Jason Gruber	January 2008	This is being amended to be an assessment of the website strategy – deferred from December to give enough time for BSL interpreters to be booked to consult with the Deaf community	Yes, but equality objectives need adding
	Bailiff collection guidelines	Kath Kennedy and Marj Morrice	March 2008		Yes

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	Housing Benefit outreach service	Kath Kennedy and Maurice Curtain	April 2006		Yes
	Professional training policy for minority ethnic employees	Pam Vernon and Chris Perry	April 2006		Yes
	Extending internet payments	Pam Vernon and Chris Perry	April 2007	In progress	Yes
	IT governance and standards including e-mail and internet usage	John Cornall and Alison Jones	September 2007		Yes
	HR Vision System Project	Pam Vernon and Linda Innocent	April 2008		
	Replacement Financial System	Pam Vernon	April 2008		
	Payment methods	Pam Vernon	April 2006		Yes

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	including BACS	and Chris Perry			
	Purchasing and Procurement	Pam Vernon and Dawn Moran	July 2007	Extremely important that this gets done before September 2007	Yes
	Networking and telephone strategy	John Cornall and Mike Thompson	April 2008		
	ICT Strategy	John Cornall and Mike Thompson	July 2007		Yes
	Benefit take up strategy	Kath Kennedy and Maurice Curtain	April 2006		Yes
	Benefit Fraud Prosecution Policy	Kath Kennedy and Dawn Wiggington	April 2007		Yes
	Customer Services Strategy	Kath Kennedy and Bernard	April 2008	Work under way	

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		Fenton			
	Corporate Plan		August 2007		Yes