

15 November 2007

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 under community and living and then equality and diversity.

The Council's Equality Standard 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?

Ann Webster
Equality Standard Project Manager

Contact details
Phone 01332 255384 minicom 01332 258427 fax 01332 255520
ann.webster@derby.gov.uk

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
Children and Young People					
	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	

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
	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	August 2007	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	

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
	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	
	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

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
	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	

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
	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	August 2007	Officers trained and on track for EIA completion date	

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
	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	
Corporate and Adult Social Service					

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
	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

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
	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

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
	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	August 2007		

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
	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

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
	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	November 2007		
	Pay and payments code	Rod Wood and Ed Cicinski	April 2008	This has been deferred until the outcome of the Pay	

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
				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	

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
	Performance Management Procedures	Rod Wood and Val Mclaughlan	March 2008	New procedures	
	Succession Planning	Rod Wood and Mark Edwards	December 2007	New policy	
	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		
Environmental					

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
Services					
	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		
	Waste Management including refuse collection, public toilets and the recycling plan	Andrew Hopkin and Mick McLachlan	August 2007		Yes
	Sports and Leisure	Jim Burns and		Partly completed	

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
	- Play	Andrew Beddow/John Brown			
	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		
Regeneration					

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
and community					
	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
	Arts Strategy	Ray Rippingale	November	Draft Strategy is in	

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
		and Pete Meakin	2007	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 tactile surfaces	Christine Durrant and Jim Connolly	TBC		

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
	Community Cohesion Strategy	Sharon Squires and Tony Hurrell			Yes
	Silk Mill Refurbishment	Ray Ripplingale and Anneke Bambery	December 2007	Refurbishment Plan to be finalised by November 2007: consultants appointed April 2007.	
	Museums "Soldiers' Story" Gallery	Ray Ripplingale and Anneke Bambery	March 2008	Project specifications to be finalised December 2007. EIA will follow	
	Big Screen Derby	Ray Ripplingale	August 2007	Technical specifications being finalised May 2007 and EIP preparations being	

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
				made	
	QUAD	Ray Rippingale 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 will start in October 2007	
	Transport Asset Management Plan	Christine Durrant and Martin Follows	31 March 2008		
	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		
	Urban Design	Richard	TBC		

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
	Supplementary Planning Document	Williams and Nicola Handa			
	Information and Signage Strategy	Richard Williams and Helen Oakes	TBC		
	City Centre Eastern Fringes Area Action Plan	Richard Williams and Steven Lee	TBC		
Resources					
	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
	Customer Service	Kath Kennedy	April 2007		Yes

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
	information System	and Andy Elliott			
	Recovery of housing benefit overpayment policy	Kath Kennedy and Mark Homes	April 2008		Yes
	Redevelopment of Council website	John Cornall and Jason Gruber	December 2007	Need to involve Andrew Auld	
	Bailiff collection guidelines	Kath Kennedy and Marj Morrice	March 2008		Yes
	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

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
	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 including BACS	Pam Vernon and Chris Perry	April 2006		Yes
	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		

Department	Title of assessment	Responsible Assistant Director and Head of Service	Target date	Latest position/comments	Completed
	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 Fenton	April 2008	Work under way	
	Corporate Plan		August 2007		Yes