Achieving Level of Equality Framework for Local Government

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Summary and Recommendation:

Report on the Councils Progress towards the Achieving Level of the Equality Framework for Local Government. (EFLG)

Recommendation:

1   Note the report

2   Review the progress made.

 3   Make recommendations regarding OSC involvement

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1.   BACKGROUND

1.1 The Council is committed to reaching the "Achieving" level of the Equality Framework for Local Government by March 2011. The level has to be externally validated. Following the receipt of CIEP funding the six District Councils in Cumbria are now working together with the assistance of the County Equalities and Cohesion Officer towards a joint assessment towards the end of the year.

2.   PROGRESS

a. The Council has appointed an Equalities Officer.

b. An Action Plan has been drawn up, and is updated on a monthly basis though consultation with Corporate Team and Managers Group.

c. All evidence is being collated by the Equalities Officer.

d. The Dates for the Peer Challenge have been set, 29th & 30th November 2010

e. Managers are completing EIA'S for their respective Service Areas and have a deadline of 20th September for completion.

f. All EIA's will be reviewed on 23rd September by the Copeland Equality Group.

g. Scripts for the Narrative report and Self Assessment are being prepared.

h. Equality Awareness training has been introduced into the Staff Induction Program.

i. All Members have been made aware that they also need to complete the on line training.

j. The Equalities pages on the Website have been revised and update to reflect the current position.

3.   CHALLENGES

i. Although we have made good progress we need to keep the momentum going   which could prove difficult with everything else on the agenda.

ii. The Deadline for submission is 18th October and we need everything in place by end September so a review of the documentation can take place prior to submission.

iii. Staffing Resources to produce the necessary documentation.

iv. Mainstreaming Equality as standard in all processes

4.   CONCLUSION

For the Council to succeed it will need the commitment of all staff and members to embrace Equality as part of every decision they make.

Appendix A – September Action Plan
Appendix B –

Consultees:

Copeland Borough Council
LGEF Achieving Status Action Plan 2010/2011

Aim		Action	Responsibility	Action by Date	Risk (RAG)	EFLG Assessment Criteria*	Questions and Issues*
					Evidence	*The LGEF Action Plan for 2010/2011 has been developed to help Copeland BC reach the 'achieving' level of the Equality Framework for Local Government. For this reason the EFLG criteria and prompt questions for this level of the Framework are reproduced in the two columns.*	
Knowing our communities - equality mapping							
Current, useful and relevant local information on equality issues is used to inform service delivery and development.	1.1	Publish an Equality Profile for each of the six equality strands in Copeland Borough, including data from Place Survey and Mosaic. Work in partnership with Locality Team and Customer Focus Group.		31/08/2010	Cumbria Observatory, Place Survey, Future Generation, Sustainable Community Strategy research, Corporate Implementation Plan, Mosiac	Relevant and appropriate information is gathered efficiently using a range of techniques, across the local community, to inform the authority: corporate policy and strategy, sustainable community strategy, local area agreements and to identify key equality gaps	Are different techniques being deployed to gather data? How often is data gathered? Are national and regional data used and analysed? What systems are in place to assess the changing nature of local communities? Is information from ward councillors gathered in a systematic way? How are equality gaps identified and measured?
	1.2	Update equality profiling and the findings of Equality Impact Assessment are reflected in the Council's Corporate Aims and Key Priorities, and in service level plans and budgets		31/08/2010	Mosaic Concentration of 6 areas (Julia to confirm), Place Survey analysis (RQ)	Information and data are disaggregated and analysed corporately and at service/unit level to monitor and assess and set equality objectives. (Links to 2.4, 2.17 and 2.25)	Is information disaggregated and analysed on a regular basis? What changes have been made as a result?
	1.3	Corporate Equality Objectives and Targets to be established and monitored	Corporate Team, Corporate Equality Group	30/07/2010	Covalent system used for collation and disaggregation	Relevant and appropriate information and data (including data relating to the National Indicator Set) is mapped, disaggregated and used with partners, to assess and set equality objectives.	What information is available across partnerships? Is data disaggregated using the same or similar categories? How is the information being used to inform and achieve equality outcomes?
Place Shaping, Leadership, Partnership and organisational commitment							
A robust and comprehensive statement of our commitment to Equality is in place. This can be articulated by members and officers at all levels of the organisation and is reflected in our business and service delivery plans.	2.1	Update and Adopt a Single Equality Scheme reflecting consultation responses and peer assessment and changes arising from the Equality Act. New LSP to have Equality as core function in set up.		31/08/2010	SES will be produced once Equality bill becomes statuate, Evidence of GOLDEN THREAD!!!!!!! needed	Clear organisational and partnership equality priorities have been set and are owned and understood by all key stakeholders, including the voluntary and community sector.	Is there evidence of a link between equality schemes, equality objectives, corporate and service plans, and the corporate performance management system? Are equality objectives integrated into partnership strategies? What evidence exists to demonstrate challenge by all stakeholders? Does this challenge contribute directly to the development of the authority's targets and objectives?
	2.2	Introduce monthly performance report to Corporate Team, OSC, Portfolio Holder and Copeland Equalities Group monitor self-assessment using Covalent		07/06/2010	System in place to produce reports	Equality and cohesion priorities are monitored regularly by partners, the authority's political and senior managerial leadership, and appropriate resources are being allocated. (Links to 2.20)	In what ways do partners and the authority's leadership demonstrate that they continuously monitor, review and evaluate the performance of equality objectives? Is equality integrated into performance management frameworks? Do councillors/partners scrutinise EqIAs and action plans which lead to major new policies or initiatives?
	2.3	Update on progress of the Achieving Equality Project as a standing item for Management team		In Place	SLA with Copeland Disability Forum, AWAZ & Outreach Cumbria to monitor schemes.	Action is being taken to implement commitments within the equality schemes and monitored regularly by political and senior managerial leadership.	How are the schemes monitored and reviewed? How often? What steps are taken if deficiencies are identified? Is the community involved in the monitoring? How?

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Place Shaping, Leadership, Partnership and organisational commitment

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	2.4	See action at 1.2		31/08/2010	Beacon Eia reflected in Service Plan good example of best practice . Need to embed throughout the Authority.	Appropriate resources have been allocated and action has been taken to mitigate adverse impact and improve equality outcomes where shortfalls have been identified.	Are the outcomes of all EqIAs fed into service planning processes? Are there targets with specific accountabilities and timescales? Are there indicators of how success will eventually be measured? How have targets been integrated into service plans? Have resource implications been properly assessed?
	2.5	Build the review of equality objectives and impacts into corporate overview and scrutiny systems. Promote Member awareness.		15/06/2010	Equality progress to be reported to O&S as part of performance report in August 2010.	Political overview and scrutiny processes review equality impacts and objectives.	How does the overview and scrutiny function scrutinise equality issues? How are the public involved? How challenging is the scrutiny? Is information available on the website? How do councillors scrutinise EqIAs and action plans or other equality issues? Is progress on equality issues included in scrutiny reports?
	2.6	Work in partnership with locality working in their structure and strategy; this should be able to collate information on the Council's behalf and feedback to localities. Using existing medias to inform progress on a regular basis. Update website.		30/08/2010	Copeland Matters used to communicate to residents promoting good relations, Web pages have been developed to include progress made and challenges ahead.	The authority communicates effectively about its equality and cohesion priorities, how it is responding to its communities' needs and promoting good relations.	Improve the way the authority communicates effectively about its equality and cohesion priorities, how it is responding to its communities needs and promoting good relations. (How is 'equality' success defined and communicated? What methods are used? How does the authority promote good relations across the whole community?)
Our commitment to Equality is reflected in our choice and management of suppliers	2.7	Need to set up a standard contract for all partners and contractors on Equality & Diversity issues; they will need to be made aware that they may be audited on occasion.	P Graham	31/09/2010	Our commitment to equalities and fairness in procurement is stated in the Procurement Strategy and Sustainable Procurement Policy (2010-2013), which has been revised to ensure that equalities are taken into account when procuring goods and services.	The authority ensures that contractors, commissioned services and grant receivers regularly review their services and access to them to ensure they continue to be appropriate and accessible. (Links to 2.19)	How does it ensure that contractors, grant receivers and others continue to meet the changing needs of clients? What is written into the contract? How is the contract managed over time to support good practice and continuing service improvement?
	2.7	Procurement Policies Equality Impact Assessment to be completed	P Graham	31/07/2010	EIA process still in development. Link between EIA action plans and business/corporate planning and budget setting to be established.		

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Place Shaping, Leadership, Partnership and organisational commitment							
All groups are appropriately represented and have equal opportunities to participate fully in civic and public life	2.8	Need to look at all areas of life e.g. opportunities and barriers of taking the post of a councillor. Support civil society groups in the consideration of their constitutions. Review member training to increase member awareness. Continue the Borough Council's participation in the county-wide elected members Equality Group.	M Jepson C2C Board	31/03/2011	Campaign to promote awareness to the public with regard to becoming a councillor at the Whitehaven Festival and in Copeland Matters. (FEEDBACK)	Work is being undertaken to promote equality of opportunity in terms of the participation of under-represented groups in civic and public life, including as elected representatives.	How is the community being made aware of the opportunities that are available? Has any outreach work or public campaigning been undertaken?
The public, and our employees have confidence in the Council's willingness and ability to respond appropriately to hate-related incidents and to support victims	2.9	Review the procedure guidelines to make all Crime as well as Hate Crime easier to report via the Website. Need to work more closely with the Police to get more detailed analysis of hate crimes. Need to Relaunch and advertise the Service to the wider public.	A Walton/A Crane	31/12/2010	Amanda Crane & S Hill re analysis. HCR awareness by Police to Copeland Direct. AW now HCR Officer	The quality of community relations and harassment and hate crimes are monitored and analysed regularly. Appropriate action is taken to address the issues that have been identified.	What data is available? How frequently is it analysed and acted upon? Have there been any changes? Are relevant stakeholder groups and customers involved in the monitoring? How?
Community engagement and satisfaction							
Our community engagement procedures and standards ensure that our engagement is effective and accessible to all.	3.1	Gain feedback following all consultation, Evaluate engagement structures and host joint Community events.		31/08/2010	Customer Focus Group established, Neighbourhood Forum involvement, Locality Working Groups now in place.	Community engagement structures are working efficiently and effectively.	Does community engagement take place on an ongoing basis? How is its effectiveness monitored? Are there inclusive, open, and participative forums where community groups can participate? What arrangements are made to meet special needs? What ESOL (English for speakers of other languages) provision is there? How are interpretation services organised? Are there facilities for disabled people who are attending? What is the experience of the community and the voluntary and community sector?
	3.2	Following consultation ensure all feedback is recorded on a central database and use existing medias for reporting back to consultees.		31/03/2011	You said we did (Copeland Matters) Data base of consultees	Involvement and consultation influences and informs equality priorities and feedback is given to those consulted. Provide information on implementation	Are there processes and plans throughout the authority to ensure stakeholder and voluntary and community sector involvement in informing equality priorities? How is feedback given? How often? How are people in the community able to challenge? How are their views taken account of?
	3.3	Use existing Locality working groups and partnerships to improve consultation and feedback.		31/03/2011	You said we did (Copeland Matters) Data base of consultees	Consultation influences and informs equality priorities and feedback is given to those consulted.	Are there processes and plans throughout the authority to ensure stakeholder and voluntary and community sector involvement in informing equality priorities? How is feedback given? How often? How are people in the community able to challenge? How are their views taken account of?
	3.4	Produce evidence of the effectiveness of partnership working in relation to the LSP, CSP (CDRP), investigate setting up SLA's with local equality and diversity partnerships, etc.		31/03/2011	Good evidence available!!!!	Partners work together to balance diverse, but sometimes conflicting interests, in the locality.	Are there any examples where the authority and its partners have had to take unpopular decisions to prioritise but still managed to keep local communities on board?

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Responsive services and customer care

Aim		Action	Responsibility	Action by Date	Risk (RAG) Evidence	EFLG Assessment Criteria*	Questions and Issues*
Our services services meet the diverse needs of our customers	4.1	Agree adoption of project Thematic EIA list, ensure a rolling program of review, EIA's to be produced for all policies and decisions recommended to Council		31/07/2010	Need Evidence	A set of equality outcomes/ objectives/goals have been produced at service/unit level to meet the needs of identified equality target groups, and those who are most vulnerable.	How have these objectives been arrived at? What will the outcomes for users be? How are the objectives addressing inequality and equality gaps?
	4.2	Action at 1.2		31/08/2010	Need Evidence	Appropriate resources have been allocated and action has been taken to mitigate adverse impact and improve equality outcomes where shortfalls have been identified.	Are the outcomes of all EqIAs fed into service planning processes? Are there targets with specific accountabilities and timescales? Are there indicators of how success will eventually be measured? How have targets been integrated into service plans? Have resource implications been properly assessed?
	4.3	Action at 2.8 Ensure Audit process installed in process		31/03/2011	NCL contract, KP to provide additional info	Mechanisms are in place to ensure that service equality objectives are delivered by contractors and providers through contract management, and that they are monitored properly.	Are there monitoring requirements built into contracts to ensure equality issues are addressed? Is there evidence that provision is being monitored using quantitative and qualitative analysis, and the results considered and analysed by both contractor and client? How do authorities ensure that contractors, grant receivers and others continue to meet the changing needs of clients? What is written into the contract? How is the contract managed over time to support good practice and continuing service improvement?
	4.4	Action at 2.2 and 2.3		31/07/2010	System in place to produce reports	Equality and cohesion objectives are monitored regularly by portfolio holders and departmental management teams (DMTs).	In what ways do portfolio holders and DMTs demonstrate that they continuously monitor, review and evaluate performance for equality objectives? Is equality integrated into the service performance management framework
	4.5	Action at 1.2 . Increase staff awareness to the E&D Issues through training.		31/08/2010	Staff attitudes/culture, Need Evidence	The identified needs of vulnerable and marginalised groups are addressed and services are designed to ensure that customers and citizens are treated with dignity and respect.	How are the needs of vulnerable and marginalised groups taken account of? What specific initiatives have been taken?
	4.6	Action at 1.2. Repeat Human Rights Training to all staff		31/12/2010	Staff attitudes/culture, Need Evidence	Human rights issues are considered and addressed when delivering services to customers and clients.	How are human rights issues taken into account? What guidance is available for staff? Are manuals updated regularly with regard to changing case law?
	4.7	Action at 2.2, 2.3 Roll out Mosaic to all Managers to assist them with understanding the communities we are serving and ensure this is taken into consideration when Service plans are drawn up.		31/03/2011	Need Evidence	Access to and appropriateness of services is monitored regularly by portfolio holders and DMTs.	How do portfolio holders and DMTs demonstrate that they continuously monitor, review and evaluate access to services?

A modern, diverse and reflective workforce

Aim		Action	Responsibility	Action by Date	Risk (RAG) Evidence	EFLG Assessment Criteria*	Questions and Issues*
Our commitment to equality is evidenced through the delivery of our workforce strategy and our recruitment, management and treatment of staff.	5.1	Update workforce strategy to include clear reference to equality and diversity issues in the workforce	H Mitchell-HR Team- Equalities Officer	31/03/2011	Plans in place to review and develop workforce strategy	The equality aspects of the workforce strategy are implemented and monitored.	How are the equality aspects of the workforce strategy being implemented and tracked? Are specific actions being taken? How are processes changing?

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A modern, diverse and reflective workforce							
	5.2	Set equality and diversity objectives in the workforce strategy	H Mitchell-HR Team-Equalities Officer	31/03/2011	Plans in place to review and develop workforce strategy	Employment objectives have been set based on internal monitoring, staff consultation and the assessment of the local labour market and barriers.	What objectives have been set? Where workforce data indicates that targets or objectives are not being met, are there appropriate examples of positive action to ensure they can be met? Where there is evidence of disproportionality, what action is being taken to reverse the trends?
	5.3	Publish employment data and historical data on Borough Council website	H Mitchell	30/09/2010	Historical data available and refresh in August 2010	The authority regularly monitors, analyses and publishes employment data to fulfil its statutory duties.	Is there evidence that workforce data is analysed and published to help establish targets and objectives? What information is published and where? Are trends identified? What action has been taken as a result of the monitoring? Is monitoring SMART (specific, measurable, achievable, relevant and timely)? What has been the councillor/scrutiny response?
	5.4	All employment procedures be subject to Equality Impact Assessment under action at 4.1	H Mitchell	30/11/2010	Deadline of Oct 2010 for all employment procedures	All employment procedures have been impact assessed and action has been taken to mitigate adverse impact and promote equality outcomes.	Have people management processes been impact assessed against all the equality strands? What action has been taken to ensure equality outcomes?
	5.5	Publish progress report on Job Evaluation Scheme	H Mitchell	30/08/2010	Evaluation process and pay modelling complete. We have finished whole process; only things outstanding are Flexi time & Mileage Allowances.	The authority has made significant progress on its equal pay review and is working towards reaching agreement with unions.	Has the review checked for equal pay gaps? Has a new pay structure been agreed, even if not all issues and grading have been finalised? Have the new proposals been impact assessed? Has an offer been made to the unions in good faith? Are negotiations continuing where final agreement has not been reached? Have managers and employees received information about equal pay?
	5.6	Develop a learning and development plan for equality and diversity and review progress	H Mitchell	31/07/2010	Same Difference relaunched. ALL NEW STAFF ENROLLED	It delivers a range of learning and development opportunities to support councillors and officers to deliver equality outcomes.	Are different methods used to promote learning to a wide audience? For example standard courses, coaching, mentoring. Does equality and diversity form part of councillor training and development? What evidence is there that that equality issues are mainstreamed into all training (e.g. training on customer care and segmentation)?
	5.7	Publicise Harassment and Bullying Procedures and Reporting facilities	H Mitchell	31/07/2010		Harassment and bullying incidents are monitored and analysed regularly. Appropriate action is taken to address the issues that have been identified.	Are harassment and bullying incidents monitored? What action is being taken to address problems? What information/ support is available to staff?
	5.8	Develop appropriate mechanisms for ensuring that equality is built into individuals performance management and staff appraisals.	H Mitchell	31/07/2010	Plans in place to review and develop workforce strategy	Equality implications inform the setting of objectives in management and individual appraisals.	How do appraisal processes ensure staff and managers are aware of their responsibilities and accountabilities? How are employees made aware of equality objectives or any changes or improvements?
	5.9	Choosing to Change(C2C), Service reviews to include staff engagement.	H Mitchell	30/03/2011	Staff development event held 26/04/2010 introduction to C2C. Service Reviews have commenced," Meet the Chief "	Staff are engaged positively in service transformation and in developing new roles and ways of working.	What evidence is there that staff have been proactively engaged? Are there any improvements?