AGENDA MANAGEMENT SHEET

Name of Committee	**Resources Performance and Development Overview and Scrutiny Committee**
Date of Committee	**19 September 2006**
Report Title	**Race Equality Scheme - Progress**
Summary	Progress towards achieving the County Council's Race Equality Scheme
For further information please contact:	Arun Kang Corporate Policy Advisor (Race Equality) Tel: 01926 476713 arunkang@warwickshire.gov.uk
Would the recommended decision be contrary to the Budget and Policy Framework?	No.
Background papers	None

CONSULTATION ALREADY UNDERTAKEN:-   Details to be specified

Other Committees	☐	
Local Member(s)	☐	
Other Elected Members	☒	Cllr Atkinson, Hicks and Booth
Cabinet Member	☐	
Chief Executive	☐	....
Legal	☒	David Carter, Sarah Duxbury
Finance	☐	....
Other Chief Officers	☐	....
District Councils	☐	....
Health Authority	☐	....
Police	☐	....

Other Bodies/Individuals ☐ ....

FINAL DECISION   YES

SUGGESTED NEXT STEPS: Details to be specified

Further consideration by ☐ ....
this Committee

To Council ☐ ....

To Cabinet ☐ ....

To an O & S Committee ☐ ....

To an Area Committee ☐ ....

Further Consultation ☐ ....

Warwickshire
County Council

Agenda No

Resources Performance and Development Overview and Scrutiny Committee – 19 September 2006

Race Equality Scheme - Progress

Report of the Strategic Director for Performance & Development

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Recommendation

That the progress on developing the Council's Race Equality Scheme be noted

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1. Background to the Race Equality Scheme

1.1   The first year of the new Race Equality Scheme action plan is completed. This was introduced under the provisions of the Race Relations (Amendment) Act 2000 (RR(A)A 2000), which requires all public authorities (as listed under schedule 1a of the Act) to eliminate racial discrimination, promote equality of opportunity and good race relations.

1.2   Producing a Race Equality Scheme (RES) was one of the specific duties under the Act. It required us to review all our new and existing major policies and functions for relevance to race equality and where relevant, assess them for any adverse impacts and make any necessary improvements. Progress has been reported annually to this Committee and this report updates where we have got.

1.3   Even though new policy and legal frameworks are being introduced they do not replace the statutory duty under the RR(A)A 2000 to have a Race Equality Scheme and the Commission for Race Equality, which monitors public authorities' progress does advise that the RES be explicit in any strategic documents that it may be incorporated into.

2. Progress in Implementing the Race Equality Scheme:

2.1   **Identifying and Screening Relevant Functions and Policies.** All major Council functions and policies were screened specifically for relevance to race equality in the initial year of the scheme. They were subsequently screened for a second time as part of the generic screening of services (including gender, disability, sexual orientation, age and religion) required to meet the requirements of the Equality Standard and the Employment (Equality) Regulations 2003.

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2.2 **Development of Action Plans.** The first year action plans were developed using the results from the equality impact assessments as well as evidence from consultation with staff and communities. The work was conducted through the old nine departments focussing on employment and service delivery. These Plans are attached as an Appendix to this report to show the progress made.

3. The Way Forward

3.1 A new structure to implement equalities into the County Council was recently endorsed and a new Strategic Equality and Diversity Group has been formed to oversee and undertake lead responsibility of the departmental RES action plans.

3.2 Due to the restructure of the County Council, the new six directorates will need to develop action plans that reflect the work of the directorates. These action plans will be developed through the new Strategic Group and the departmental equality groups.

3.3 The directorates are presently working on their impact assessments, which will build the foundation to the new directorate equality action plans that will explicitly show the race equality element to the plans. The new action plans are hoped to be in place in the autumn.

DAVID CARTER
Strategic Director Performance &
Development Directorate
Shire Hall, Warwick

11 September 2006

Warwickshire
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<u>Corporate Equality Action Plan - 2005/06</u>

Action/Task	Lead Officer	Outcome/Performance Indicator	Progress
Prepare and publish annual Race Equality report reviewing progress against the Corporate Race Equality Action plan for 2005/06	Policy Advisor (Race Equality) RELOG	Report is produced and widely circulated. Council can demonstrate continuous improvement on race equality issues. Report informs Best value performance plan.	Report produced and presented at Employment and Inclusion committee. Departmental progress reports widely circulated. Report informs Best value performance plan.
Annual Race Equality Action Plans: Departments to implement their 2005/06 annual race equality action plans	All departments	Departments successfully implement their 2005/6 action plans and achieve outcomes	Departments have achieved year 1 actions. And detailed progress reports were presented at Employment and Inclusion committee and to the Corporate Race Equality Group
Annual Race Equality Action Plans: Departments to produce their 2006/7 annual race equality action plan	All departments	DMT endorse 2005/6 action plans	Present work on Year 2 is still to commence due to the reorganisation of departments. It was agreed at the Corporate Race Equality Group meeting in March 2006 for the new directorate to develop action plans by September 2006.
To develop a consistent mechanism/system to collate all recorded racist incidents (staff and service delivery) and monitor the outcomes	CHRS - HR Officer Equalities/Community Safety	Revised system in place that incorporates staff and service delivery incidents.	The new system is developed in draft and will need to get full endorsement from Cabinet and SDMT.
To guide departments on the needs of new and emerging communities (including gypsy and traveller communities) and to include into impact assessment process.	Policy Advisor (Race Equality)	Impact assessment guidance incorporates the needs of all communities of Warwickshire and the impact assessment process reflects this.	Guidance has been included within the new training programme for employees and within EIA training programmes.
Review consultation	Policy Advisor	Implementation of revised	The new consultation

mechanism with ME residents in rural Warwickshire	(Race Equality)	proposal for consultation with BME households in Stratford on Avon and North Warwickshire Outcome: Improvements to community relations and changes in public confidence	model, that has been endorsed by the community groups and the Warwickshire Race Equality partnership Board, identifies the specific needs of ME people living in rural areas of Warwickshire and a new process is currently being set up in consultation with local agencies and ME people.
Revise the Harassment contacts programme	HR Officer Equalities	Outcome: Increased support for staff suffering racial harassment and increased employee satisfaction	The programme has been reviewed and a new training programme is currently underway. Monitoring continues to be undertaken and all Harassment Contacts sent information relating to new discrimination laws. Additionally, an independent external counseling service is offered to staff who can access via line manager and/or HR staff. Harassment contacts statistics are collated quarterly.
To publicise and continue to administer and conduct diversity training for staff	Organisational Development Manager - Corporate HR Development Unit	75% of County Council staff and members at Shire Hall trained and aware of Race Equality Scheme with 70% awareness satisfaction Baseline position established and positive trends in employee satisfaction measured	232 employees have been through the Equality Training since February 2005.
To develop a corporate equalities web page	Communications/ CAMS and Corporate Equality Team	Web page created in user friendly format accessible to staff and communities	The user friendly webpage is up and running and is set up to focus on all six equality strands (race, gender, disability, sexual orientation, religion and age). The page includes policies and strategies in the differing equality

			areas. The webpage will be developed further into the second year and maintained in the long term.
Customer complaints to be monitored by ethnicity	Departmental Complaints Officers	Data gathered analysed and used: • To identify scope for improving services • To identify patterns of racial discrimination Outcome: Changes to public confidence and service outcomes and improvements to community relations	No Progress Made
Coordinate work of departments on Impact Assessments	Policy Advisor (Race Equality) and Equality Standards Coordinator	Annual departmental Impact Assessments completed	Equality impact Assessments have been conducted by all departments however some departments have worked at a faster pace and have completed the year 1 impact assessments. Other departments have struggled due to the reorganisation of the 9 departments to 6 directorates.
Implement Equalities Standards	Equality Standards Coordinator	Outcome: To progress the work of the Equality Impact Assessments and work towards level 3 and beyond	The Equality Standard has gained level 2 status and will prepare to work towards the next level once the new equality structure is implemented with a new strategic group (Strategic Equality and Diversity Group) to implement the work needed to be undertaken in regards to level 3 of the Standard. The inaugural meeting of the new Board will be in July 2006.
Make members aware of Diversity training course and assist members to enrol onto programme	Democratic Services	All Members enrolled and aware of Race Equality Scheme	40% of existing members have now been through equality and diversity training. The new induction process also included

			equality and diversity training for new members.

CONTRACT AND MANAGEMENT SERVICES

CAMS - Departmental Equality Action Plan 2005
CAMS – Equality Impact
Assessment Schedule

Finance, Admin & Human Resources

Function / Policy	Lead officer	2004/05	2005/06	2006/07
Advertising	Jeff Reading	31.08.04		
Interviewing & Selection	Jeff Reading	31.12.04		
Person Specification	Jeff Reading	31.03.05		
Bullying & Harassment	Jeff Reading		30.06.05	
Managing Absence (inc. counselling)	Jeff Reading		30.09.05	
Senior Appointments	Jeff Reading		31.12.05	
RR Employment Code of Practice	Jeff Reading		31.03.06	
Misconduct & Incapability	Jeff Reading		30.06.06	
Access to training/training support	Jeff Reading		30.09.06	
Grievance	Jeff Reading		31.12.06	
Travel Code of conduct / essential & casual users	Jeff Reading			31.03.07
Flex time / other leave	Jeff Reading			30.09.07

ICT Services

Function / Policy	Lead officer	2004/05	2005/06	2006/07
WCC Web Site Delivery	Tonino Ciuffini	31.12.04		
Extended Hours Policy	Bob Twigger		31.03.05	
Staff Development & Grading	Paul Daniel			30.09.06

Update as at March 2006.
Finance, Admin and HR Resources - all EIA completed for 2004/5, 2005/6 and 2006/7
ICT Services - completed for 2004/5 only.

6.   Consultation

Consultation within CAMS take place with two main groups; staff and its customers which are mainly internal to the County Council.

Staff

This year the departmental survey will be superseded by the corporate staff survey which is scheduled for distribution in June 2005. Opinions on equality issues are sought from staff and will provide a corporate base for comparison for the first time. CAMS will use both the full 50 questions sheet and a shorter version for site based, mainly part time staff.

The annual upwards appraisal survey allows staff to give their opinion of both their immediate and senior manager's performance and therefore indirectly covers equality issues. It is likely to be held in October 2005.

Customers

The table below summarises the consultation that will take place throughout the department for the coming year. Equality issues are picked up indirectly through feedback.

Survey Type	Details	Timing	ICT	Caterers	Cleaning & Caretaking	Finance & Admin	Schools Tech Services	Caretaking & Car Parking
WES	Goes out to all schools asking 3 generic questions covering value for money, customer care and noticeable improvement	Summer Term 2005 Completed	YES	YES	YES		YES	
SocITM	Benchmarking survey sent to approximately 1,000 users within the Council looking at quality and service issues.	Summer 2005 Completed	YES					
Help Desk	1 in 10 callers are given the opportunity to give feedback on the service provided	Ongoing Completed 2005	YES					
Best value review of ICT Services	Key stakeholders will be consulted	August 2005 Completed	YES					
E Govt	Public are consulted via the Town & Country Festival on the County web site	August 2005 Completed	YES					
Parent panel	To consult on areas such as menu and quality	Ongoing Completed 2005		YES				
Sec School	Survey of pupils using school meal facilities	Ongoing Completed 2005		YES				
Sec School	An independent consultant has been appointed to liaise with Headteachers, Bursars and Governors to assist in reshaping the service for the next 5 plus	Report June 2005 Completed		YES				
Non - educ sites	Annual survey requesting customer feedback of those sites not covered by the WES survey.	February 2006 Completed 2005			YES			
On site survey	Customer feedback form	Ongoing Completed 2005			YES		YES	
Customer survey	Customer feedback	Annual Completed 2005				YES		YES

7.   Targets –Action, Timescales, Resources & Outcomes

2. Race & Religion Belief Equality – Describe the focus of your work (e.g. targets to meet the general duty of the RR (amend) Act; meeting relevant BVPI's; provision of prayer facility; identifying and responding to needs of gypsies, travellers and refugees				
Action	**Outcome / Performance Indicator**	**Lead**	**Target Date**	**Resources**
Provide advice and assistance in the formation of a centralised system for the reporting and collation of racist incidents, as required by customer	Customer provided with assistance and advice	T Ciuffini	As required	Internal
Provide advice and assistance in the formation of a corporate equalities web page, as required by customer	Customer provided with assistance and advice	T Ciuffini	As required	Internal

Action	Outcome / Performance Indicator	Lead	Target Date	Resources
2. Race & Religion Belief Equality – Describe the focus of your work (e.g. targets to meet the general duty of the RR (amend) Act; meeting relevant BVPI's; provision of prayer facility; identifying and responding to needs of gypsies, travellers and refugees				
Report on BVPI's relating to race	BVPI's reported • 11b – The % pf top 5% of earners that are from the black and minority ethnic communities • 17 – minority ethnic staff as a % of the total workforce compared with the % of economically active minority ethnic community population in the area • 174 – the no. of racial incidents in employment recorded • 175 – the no. of racial incidents in employment that resulted in further action	J Reading	6 monthly estimate and annual actual	Internal
Customer complaints to be monitored by ethnicity	Data gathered to identify scope to improve service and any patterns of racial discrimination. (Centrally agreed to monitor only those complaints passed to the Complaints Officer, Nov 2006).	Service Heads/Complaints Officer	March 2006 **Reviewing progress**	Internal

2. Race & Religion Belief Equality – Describe the focus of your work (e.g. targets to meet the general duty of the RR (amend) Act; meeting relevant BVPI's; provision of prayer facility; identifying and responding to needs of gypsies, travellers and refugees				
Action	**Outcome / Performance Indicator**	**Lead**	**Target Date**	**Resources**
Review with CHRS, the list of organisations representing black and ethnic minority groups who receive a copy of the corporate vacancy list.	Wide distribution of the corporate vacancy list to local organisations representing black and ethnic minority groups.	B Edwards	Dec 2005 **Completed**	Internal

3 . Gender Equality – describe the focus of your work (e.g. ensuring equal pay; meeting the employment related BVPI; work life balance; consultation).				
Action	**Outcome / Performance Indicator**	**Lead**	**Target Date**	**Resources**
Report on BVPI's relating to gender	BVPI's reported 11a – the % of top 5% of earners that are women	J Reading	6 monthly estimate and annual actual	Internal

Chief Executive's Race Equality Action Plan 2005/06

Action/Task	Outcome/Performance Indicator	Progress
To incorporate the Race Equality Scheme action plan into the Generic Equality plan	Race Equality Action Plan incorporated and easily identifiable within the generic plan	Action Completed. The RES action plan has been included within the overall equalities action plan.
To review the race equality work within divisions in relation to the corporate action plan and incorporate the key action points into the departmental race action plan	Divisions reviewed and action points included within the departmental action plan	Action Completed. Divisional points agreed and included within RES action plan.
Seek to identify additional community groups who have active links to communities presently not represented in the wider forum (i.e. Gypsy and Irish Travellers)	Groups identified and included within the consultation arrangements for Warwickshire Race Equality Partnership	Additional groups have been identified and contact details of the group or support group have been included within the database which will be used in supporting these groups in differing ways, such as, funding to help set up a formal group or supporting the initial needs and long term aspirations of the group.
To review the community consultation process to further support the work of officers working with communities in consultation	Consultation reviewed and implemented.	A new consultation model has been developed and was endorsed at the district consultation meetings with BME communities across Warwickshire. The model was also welcomed and endorsed by the Warwickshire Race Equality Partnership Board and was endorsed
To review the criteria of funding from the Race Equality Budget to acknowledge any new and emerging groups	New criteria in place that includes promotes projects to include new and emerging groups such as asylum seekers and refugees	The criterion has been revised in response to the new identified groups in Warwickshire. The new criteria also welcomes project applications to conduct research on new and emerging groups to identify an specific initial needs which are not being met.
Continue to support BME community organisations through specific funding and closer working relationships	15 BME projects funded and 90% of Race Equality Budget spent on BME projects	15 BME projects funded and the full Race Equality Budget spent on BME projects

CHILDREN, YOUNG PEOPLE AND FAMILIES DIRECTORATE - EQUALITY ACTION PLAN 2006

Targets – action, timescale, resources, outcomes

Race and Religion/belief equality – describe the focus of your work (e.g. targets to meet the general duty of the Race Relations (Amendment) Act; meeting relevant BVPI's; provision of prayer facility; identifying and responding to needs of gypsies, travellers and refugees)

Combat Racial Discrimination in schools via: • Updating Guidelines • Offering schools training • Helping to resolve racial incidents	• New Guidelines produced, consulted on and sent out to schools in summer term 2005 • Training carried out centrally and in schools with Race Equality Support Workers • Outcome satisfaction levels of victim and perpetrators	Ongoing	• Guidance updated and re-launched with new publicity. • Briefings held for Race Equality Support Workers. • Satisfactory levels of victim / perpetrators monitored and in most cases at least satisfactory.
• Trend analysis and action of racial incidents reported to LEA • Annual monitoring of racial incidents	• Positive Images Project to raise esteem of dual heritage children • Number of Racial incidents recorded • % of Annual Returns	Ongoing	• Video produced as a result of the 'Positive Images Project' with dual heritage youngsters. • Annual Monitoring Forms requested and due by September.
To promote equality of opportunity in employment and service delivery through: • Monitoring the ethnic diversity of the workforce • Monitoring the ethnic diversity	• Compare the ethnic diversity of the workforce profile with Census data to compare equal representation • As above		• Data monitored and action plan on recruitment being developed. • Two Project Workers recruited to ensure representation of BME

of school governing bodies • Monitoring service delivery through the Single Education Plan	• Evidence showing that BME people are able to access culturally appropriate services		Governors. • Programme of EIAs underway.
Promoting good race relations through: • Intercultural education in schools and festivals • Supporting global citizenship work in schools • Race Equality website	• ICSS newsletters, school performances, pupils' work • School OfSTED reports • Attendance and feedback about four ICSS festivals • Speaking and Listening project contributing to a Talking Diversity publication, input to school pupil conferences and teacher training sessions • Highlighting community events and race equality conferences	Ongoing On going On-going	• Four ICSS Festivals – all well attended and well received. • Project completed. • Race Equality website well used.

LHTS - RACE EQUALITY ACTION PLAN - April 2005/06

Action/Task	Outcome/Performance Indicator	Progress
Progress work towards achievement of Level 5 of the Equalities Standard for LHTS by the target date if 2007.	Progress towards achievement of Level 5	The Directorate has maintained its Level 2 status with no further progress taking place on developing a response on achieving Level 3
Service Action Teams to progress programme of Partial Impact Assessments	Complete assessment and action plans. Compliant revised policies.	Library and Information Service - 85% complete Heritage and Cultural Services - 20% '' Trading Standards - 33% '' Customer Service Centre - 0% (not reported) Revisions to form part of Equality Schemes 2006/2007 (Race and Disability) A number of documents have been reviewed and the overall % complete figure will improve (currently 28.5%)
Services to undertake consultation with BME communities as appropriate if full impact assessments are undertaken or where partial impact assessments indicate a requirement	Consultation results. Action plans. Compliant revised policies.	No consultations took place as a requirement to gather data for PIA's.
Consultation and participation on library stock and stock selection to be undertaken with ethnic minority groups	Response received from consultation. Future stock purchasing decisions reflect consultation outcomes. Community representation at stock selection meetings	Due to the retirement of the Multicultural Librarian, March 2005, and the delay in recruitment until January 2006 the work on consulting with diverse communities on stock has been on hold. This work is now moving forward at a pace and will inform future stock work in particular the development of language collections to support ASR's, migrant and guest workers

Improve quality and range of library stock for multicultural services	Improved stock issues Improved customer satisfaction Improved relevance to meet corporate and community needs and priorities Improved stock turnover	Bids for funding have over the last two years been made as part of revenue pressures bids process. However, these have not been successful and this has meant that existing funds have had to be supplemented from other stock areas. A review of multicultural multimedia stock is currently underway
Explore the changing requirements for stock in an extended range of community languages and their provision through the SEALS working group	Language requirements and potential stock suppliers identified Mechanism for the acquisition of language stock in place via SEALS	Currently there are few cooperative arrangements available nationally that the Library and Information Service can use to supplement its language provision which is mainly centred on the Asian, Chinese and Polish communities in Warwickshire. However, demands for material in other languages such as Portuguese is on the increase. The SEALS service has not developed to fill this void and so partnership arrangements with Coventry Library Service are currently being discussed
Maintain a programme of events and activities in LHTS and community venues, in support of culture and diversity and to provide a particular focus during Black History Month	Programme implementation and evaluation	Although successful events and activities were held in a number of library centres the main focus was at Rugby library and the Rugby Voices community event
Through staff and community participation to develop an increasing range of multicultural service web pages to provide access to service information and content	Increase awareness and usage of new pages	Due to the delay in recruiting to the Multicultural Librarians post (Community and Diversity Officer) the range and number of pages has not increased significantly, apart from updating those pages developed to show new material in stock. The pages were developed to not only provide an information portal for the Asian community (pages developed first) but to give staff an information resource that they can use when dealing with enquiries.
Support Black History Month events via the web site by developing a portal for all	Improved promotion of events	There was a failure to progress this due to key staff leaving the County Council

activities and events during Black History month		
Review, recruit, support and train a new Inclusion and Diversity librarian who will have specific responsibility for Multicultural Services	Develop a multicultural work programme	The Library and Information Service recruited a Community and Diversity Officer in January 2006. The CDO will coordinate the Library and Information Services multicultural library service, will engage with new communities (ASR's, migrant workers, Travellers) and will take responsibility for the Race and Faith elements of the Equality Standard

Develop stock and information for use by the Portuguese community in Leamington	Improve stock provision to address a community need. Greater recognition of community diversity	Discussions have taken place with community and outreach workers in the Sydenham area of Leamington Spa and the various needs of the Portuguese community have been discussed. This is ongoing work.
To positively encourage and support BME communities to participate in arts and cultural activities. To offer support In fundraising and project development/ management	To engage at least one BME community in arts activities Participation in arts workshops Completion of art work Celebratory event Evaluation of project to identify future actions	The Arts Service through various funded events and activities, supported by the Social Services Arts Grant, have actively worked with BME communities in Warwickshire. A very good example of this is the Positive Images project where a resource pack and training programme has been developed to breakdown ethnicity stereotypes and to give young people a voice. Further theatre work is planned
Target consumer advice, information provision and enforcement to address the needs of BME communities	Improved protection for BME communities	Due to staffing difficulties there have been delays moving forward the Trading Standards consultation plan with BME communities. Currently there are no reports on progress.
Recruitment of a Positive Action Trainee linked to the Museums Association "Diversify" programme (joint post with Coventry City Council)	Trainee in post	Recruitment has taken place and the post of Positive Action Trainee has now been filled. This is a joint post with Coventry City Council (The Herbert Art Gallery and Museum). The new member of staff has visited Warwickshire to discuss potential programmes of work
Programme of diversity training for staff	Number of staff trained	The Directorate continue to send staff to the Corporate Diversity Training programme. The Library

		and Information Service, as part of its OCN Module programme are developing an Equality, Diversity and Learning module to be launched in September 2006. A service specific Race Equality and Diversity module will be developed after this

Property Services Race Equality Action Plan 2005/06

Department	Responsible Section/Lead Officer	Action/Task	Outcome/Performance Indicator	Target Date
Property Services	Richard Maddison	STAFF TRAINING – WCC Recruitment and Selection Training	2 further relevant staff to have attended course by March 2006 (currently all relevant staff have been trained – would now only apply to new starters who are likely to recruit) (Include as item to review for 2006/7 Training Plan)	March 2006 February 2006
Property Services	Richard Maddison	RECRUITMENT AND SELECTION – Data on applicants to be reported to DMT on a six monthly basis	Reports to DMT AGM formats Dec 2004 May/June 2005 (Yes/No) (There was no DMT in December 2005 but to changes)	Dec 2004 June 2005 Dec 2005
Property Services	Richard Maddison	RECRUITMENT AND SELECTION – Welcome applications from ethnic communities	All recruitment adverts to have welcoming message. (% rate by adverts) (Need to check corporate position – advert for Service Heads did not include this message)	Ongoing
Property Services	Richard Maddison	COMMUNICATION – Communication of Race Equality Policy to staff	RE policy given to all staff via induction programme (%) Yes RE policy available to all staff via Dept Lotus Notes system (Yes / No)	Ongoing Ongoing

Property Services	Richard Maddison	EQUALITY STANDARD – Develop PSD's response to Level 2 of the Standard particularly by reviewing Equality Impact Assessment of Corporate Property Strategy	Undertake Review of Equality Impact Assessment of Corporate Property Strategy in April 2005 (undertaken in January 2006)	August 2005
Property Services	Richard Maddison	EQUALITY STANDARD – Undertake Equality Impact Assessments on any new or revised policies that may emerge during 2005/6	Undertake reviews in June, September, December 2005 and March 2006 as to whether there are any new or revised policies to undertake EIAs on (in abeyance pending formulation of new department)	June, September, December 2005 March 2006
Property Services	Richard Maddison	EQUALITY STANDARD – Contribute as required to corporate objective of attaining Level 3 of Equality Standard (medium term objective very unlikely to be achieved during 2005/6)	Monitor requirements for PSD involvement via Equality Champions Meeting. Review progress at June 2005 and report to DMT Joint Meeting arranged with Treasurers and other central depts with consultant (George Smalling) to form detailed action plan to achieve Level 3 (26.05.05) - no action necessary at present time	Various 2005 to be scheduled June 2005

Planning, Transport and Economic Strategy – Race Equality Action Plan 2005/06

Action/Task	Outcome/Performance Indicator	Progress
BVPI 17a Ethnic minority representation in the workforce 3.7%	BVPI 17a at level of 3.7%	Current level 3.7%
To implement the new internal marketing strategy for the department	A marketing strategy available to all groups with appropriate advice on marketing to ethnic minority communities	New Marketing Strategy encourages groups to identify vulnerable groups, but there is no specific help for targeting BME goupts
Continue funding of part-time worker in Leamington Old Town to support residents into employment	Worker in place. Information being provided monitoring of take up	This is still ongoing, 28% of uptake form BME groups (figures to October 2005). Awaiting more up to date figures from Conections
Provision of multi faith Prayer Room facility	Temporary Prayer Room operating from January 2005	This has been achieved

Treasurer's Department – Race Equality Action Plan 2005/06

To meet a general duty under the Race Relations (Amendment) Act to eliminate discrimination, promote Equality of Opportunity and promote good race relations	Departmental Equality Action plan Achieved	County Treasurer	On-going
Following internal review of 2003/04 recruitment campaigns to ensure consistency and fairness, seek external verification/explanation as to possible reasons for reduction in applicants from ethnic minority groups	Review of possible causes and actions to address if necessary Target reviewed following re-assessment of data	Equality Group/CHRS	March 2006
Create a schedule of key departmental documents in terms of availability in other formats – language etc	Schedule of key documents and requirement for alternative formats Achieved	Equality Group	March 2006
Identify and address any specific race or religious requirements for Treasurers staff	Feedback from Corporate staff survey Achieved	Equality Group	March 2006
To promote and implement new corporate guidance on the 'Reporting and Recording of Racially & Religiously Motivated Incidents' and to undertake action to address such incidents	Communication to staff Effective systems in place Achieved	CHRS TRED	Sep 2005

Social Services Department – Race Equality Action Plan 2005/06

GENERIC EQUALITIES

1. Leadership and Commitment

Action	Outcome/Performance Indicator	Progress
1.1 Member of Directorate chairs RED Group monthly meeting to progress the race and equality agenda within the department.	Provides leadership and demonstrates senior management commitment to the department's race and equality agenda.	RED Group continued to meet until March 2006. Following on from the reorganization, looking at new structures to ensure the continuation of the work on the race and equality agenda.
1.2 To ensure that the Race Equality Scheme (RES) Action Pan is integrated into Department Equality Action Plan (DEAP).	Race Equality Scheme Action Plan incorporated into the Departmental Equality Action Plan, which identifies specific race, gender and disability targets.	Completed.
1.3 Directorate receives 6 monthly Progress reports on Departmental Equality Action Plan.	Ensure that the department is progressing effectively on the Departmental Equality Action Plan.	6 monthly progress reports shared with Directorate.
1.4 Continue to work towards Level 3 of the Equality Standard	Achieve Level 3 of the Equality Standard.	Work has continued in undertaking EIA in the different service areas.

1.5 Equality Impact Assessments undertaken in each service and support areas as identified in the EIA Schedule 2004-2007.	Equality Impact Assessments for Year 1 and 2 completed in the following service and support areas:
	
	Children's Services
	    Life Chances for Children
	
	    Safeguarding Children
		Continued work on EIAs as identified on EIA schedule.

Action	Outcome/Performance Indicator	
	Health & Disability Young People Adult Services Older People Disabilities Mental Health Supporting People Older People Community Care Services Organisational Development Human Resources Workforce Development Customer Relations **Resources Management** Information Strategy Finance Section Transport/Buildings	
1.6 All EIAs Reports to be completed and presented to RED Group.	i) EIA reports produced and publicised. ii) Action Plans identify areas of work to remove any barriers or adverse impact. iii) Outcomes of EIAs informs race, gender and disability targets for each service/support area. This information to be transferred into action plans so that progress can be monitored. iv) Resulting Action Plan to be monitored	- EIAs reports and Action Plan produced outlining areas for improvement - EIAs outcomes incorporated into service plans - Following 3 workshops for managers, a new process developed ensuring key outcomes from EIAs feed into relevant service plans/ areas of work

Action	Outcome/Performance Indicator	
	by RED Group. v) All reports made available to Corporate Equalities Team.	
1.7 To revise EIA Schedule to include any new functions or policies.	EIA Schedule updated for Year 3.	EIA schedule updated.

2. Consultation, Community Development and Scrutiny

Action	Outcome/Performance Indicator	Progress
2.1 To communicate race and equalities issues and policies to all staff.	All staff are kept informed through a range of means: i) Race and equality is a regular agenda item on team/unit meetings. ii) Through REDGAP - on SSD Departmental Document Library. iii) 'Equality Now' newsletter and race and equality updates in SHARES. iv) Access to a range of equality and diversity training. v) Support groups/networks e.g. Black Workers Group. vi) Advice and support from SEDC/EDCs	Continued efforts to ensure staff are kept informed. - Equality & Diversity Coordinators (EDCs) attend Team/Unit meetings and provide advice and support to deliver on their equality objectives and ensure they are updated on the equalities agenda. - Equality & Diversity training continued to be delivered.

Action	Outcome/Performance Indicator	
2.3 'Equality Now' distributed internally to all staff and externally to all BME and disability groups and other community/voluntary groups.	To share and promote awareness of department's race and equality work and activities.	'Equality Now' – produced and distributed internally and externally.
2.4 To work in partnership with BME and disability groups, other agencies including health, CVS and other local authorities.	i) Promote good community relations. ii) A positive relationship with BME and disability groups and other agencies. iii) Improving service delivery to BME and disability groups and marginalised groups.	A range of events/activities supported by Apnee Sehat (Our Health), Rugby Race & Disability Forum, Valuing People Ethnicity event, Carers Event etc.
2.5 Promote race and equality work at Customer First Conference for service users and carers.	Improved awareness of the experiences of service users to inform practice and planning.	BME service users empowered to attend and participate at the event.

3 Service Delivery and Customer Care
- Including Access to Services and Information

Action	Outcome/Performance Indicator	Progress
3.1 Continue to promote and develop ITS, British Sign Language and audio for the blind and ensure information is made available in a range of appropriate formats and languages/language line upon request.	ITS provides a quality service and reflects our changing needs. Information/leaflets are available in appropriate formats and languages/language line as requested.	ITS continuing to meet the demands of the changing needs of our service users.
3.2 Conduct EIAs in each service and support area (see EIA Schedule 2004 -2007).	i) EIAs are undertaken ii) Reports published iii) Actions identified to remove any barriers or adverse impact in service delivery or employment.	EIAs undertaken, reports and Action Plans produced.
3.3 To produce Equality Monitoring Reports in order to inform our decision-making processes around service delivery and employment	i) Equality Monitoring Reports produced by the following areas and provide an analysis by ethnicity, gender and disability. - Children's Services - Adult Services - Customer Relations - Organisational Development ii) Equality Monitoring Reports are used for planning, monitoring and reviewing of all services.	Equality Monitoring Reports are produced and reviewed to make improvements to service delivery and employment practice.
3.4 Equality Monitoring Reports to include targets and performance indicators by ethnicity, gender and disability, where appropriate.	Monitor performance in relation to ethnicity, gender and disability targets and take any action as appropriate.	All equality monitoring reports include data in relation to race, gender and disability.

4. Employment and Training

Action	Outcome/Performance Indicator	Progress	Target Date
4.1 To improve monitoring on workforce profile in terms of ethnicity, gender and disability and to meet the requirements of the specific duty on employment in the Race Relations (Amendment) Act.	Effective monitoring is undertaken and all employment processes are monitored in terms of ethnicity, gender and disability. Organisational Development Data Report produced – data is used to inform future policy, target setting and any other appropriate action.	- Data cleanse of ethnicity recording undertaken to provide more accurate data to inform future planning. - Report on RR(A)A continues to provide data and evidence of change and meet statutory duty.	Annually
4.2 Continue to develop good practice in relation to the recruitment, retention and development of black staff and staff with disabilities.	All recruitment literature reflects positive images of black and disabled people. Recruitment road show publicity distributed to all BME and disability groups and other community/voluntary groups.	Active measures undertaken to promote positive images in all recruitment activities.	Ongoing
4.3 Black staff are supported to attend Black Workers Group and training identified by the group.	Participation of black staff at Black Workers Group and training sessions. Appointment of a co-coordinator to further develop role of Black Workers Group.	The Black Workers' Group is supported by a dedicated Coordinator to help develop the role of the Group. Specific training has also been commissioned to meet the needs of members of the Group.	Monthly meetings
4.6 To ensure that appropriate training is offered to all staff so they have a better understanding of the requirements of the Race Equality Scheme and Equality Standard.	i) All staff attend the appropriate training and have increased knowledge and understanding of the Department's race and equality responsibilities. ii) A range of race and equality training commissioned to meet the different needs of staff. iii) Evaluation of all training undertaken to assess outcomes. iv) Monitor take-up and access to	Continue to deliver a range of equality and diversity training to meet the appropriate needs of staff. Currently, commissioning an innovative series of interactive and participative theatre	Ongoing Ongoing January 2006

	training and development by ethnicity, gender and disability.	workshops for all staff within the ACHS Directorate.	

Fire & Rescue /Community Protection Directorate

Equality and Diversity Progress Report

Introduction:

Since our report of last year, we have continued to try and change the 'prevailing' culture within the Warwickshire Fire & Rescue Service? Over the last twelve months we have 'rolled out' a number of equality courses to all employees, which we believe will make the organisation more encompassing.

The Service has re-organised the equalities committee and some of the terms of reference to make it more focussed on the issues that are being brought to the fore. We will be inviting some colleagues from the old Community Safety Department to join the committee; basically the Service wishes to ensure that the committee represents all of the departments and levels within the service.

The Office of the Deputy Prime Minister (ODPM) has published figures and league tables showing the position of the various fire services within the country in relation to targets set by the ODPM.
Primarily target figures were centred on the 'whole-time' and retained sections of the service. These targets were originally set in1999/2000 to over-see a substantial increase in the numbers of women within the service and men and women from the BME groups.

In the year 2004/5 there has been limited rises in the figures for both BME & Female fire-fighters the main reason for this is that recruitment was limited to one period in the year ending 2005.
We aim to increase the recruitment cycle in the year 2006/7 to at least two or three periods of recruitment, which hopefully will see some rises in the figures for both groups. The Service has continued to make progress against the ODPM's recruitment target figures as the below table shows:

	Female Fire-fighter	Female Fire-fighter	BME Fire-Fighter	BME Fire-Fighter	Overall Percentage Total
	Full-time	**Retained**	**Full-time**	**Retained**	
2001/2	7 (2.5%)	6 (3.4%)	11(3.9%)	0	2.2%
2002/3	8 (3.0%)	11 (5.8%)	13 (4.8%)	1 (0.5)	3.0%
2003/4	9 (3.5%)	13 (6.2%)	14 (5.0%)	1 (0.5)	4.1%
2004/5	10 (4%)	14 (6.7%)	15 (5.3%)	2 (1%)	5.4%
2005/6	11 (4.5%)	14 (6.7%)	15 (5.3%)	2 (1%)	5.9%
Targets figures for 2009	60 (15.2%)		22 (7.2%)		

Target figures set are still achievable but a greater emphasis will have to be placed on the recruitment of more female fire-fighters

Equality and Diversity Service Plan 2005/6

ObJective	Supporting the Modernisation Agenda				
Objectives from 2005/6	Measure(s) of Success	Key Colleagues/ Partners	Responsible Owner (Priority	Resources	How this Objective moves the Service forward
Partial impact assessments (PIA's) has yet to be carried in number of area of the service namely: The Fire Safety Dept Operations Technical and Transport These remaining PIA's will be conducted over the next 2 years(2005/6) so that it can 'dove-tail' into the council's equality audit of its departments	Total Equality Impact Assessments carried out within Warwickshire Fire Service.	WCC Equalities Department Regional Management Boards Trade Unions Equality and Diversity Committee	Equality & Diversity Advisor (E & D Committee)	WCC and CRE Guidelines Staff resources within relevant departments	The impact process ensures that the Service is adhering to new legislation and keeps pace with the modernisation agenda. GOAL: 1, 2 & 3
To review recruitment processes and continue to increase the numbers women and BME fighters in the service, which is in line the regional and national agenda. The primarily concentration will be on the female element as numbers have not been as substantial as BME increases.	Improvement in female numbers, maintaining our standards for recruitment and retention. To review promotional prospects of both women and BME fire-fighters, locally and regionally	Local, regional and national guide-lines on entry into the fire services E&D Committee Training and Development Centre Policy Board	Equality & Diversity Advisor HR Department (On-going)	Financial resources for a audit process Staff resources	Reflecting the diverse communities we serve within Warwickshire. GOAL: 3 & 4

Objective	Objective				
Objectives from 2005/6	Measure(s) of Success	Key Colleagues/ Partners	Responsible Owner (Priority)	Resources	How this Objective moves the Service forward
Increasing and developing community contacts to support the implementation of the Integrated Risk Management Plan by facilitating access to the 'hard to reach groups' which is a on-going process. We are looking to build on our existing relationships in the major conurbations within Warwickshire, namely: Rugby, Nuneaton and Leamington, meetings have already taken place establish community safety workers by 2005/6	Links made with the Area Risk Teams Liaise with target groups or organisation who will help support our Service Delivery programme	Local representative organisations Area Risk Teams Regional partners	Equality and Diversity Adviser (On-going)	Station resources	Engaging more widely with the people of Warwickshire will ensure that the Service embraces diversity in promoting fire safety and risk reduction. GOAL: 4

ObJective	Supporting the Modernisation Agenda				
Objective for 2005	Measure(s) of Success	Key Colleagues/ Partners	Responsible Owner	Resources	How this Objective moves the Service forward
To revise and up-date the existing Warwickshire Fire and Rescue Fire Service Equality Scheme which also be added to the web-site. Hard-copies in different languages will also be available on request	Meets the requirements the Race Equality Schemes for 'Public Organisations' also supports the Freedom of Information Act requirements	Equality & Diversity Committee	Equality & Diversity Advisor (high priority)	Human Resources Department	WFRS is fulfilling it statuary obligation to inform the community of Warwickshire and other organisations what we have done and where we hope to go GOAL:
Equality Training to be cascaded throughout the brigade. A programme has been put together to start the process from September 2005 to March 2006	WFRS employees will be conversant with equality issues. This particular training process is also a requirement of the council	FBU & RFU	high	Equality & Diversity	WFRS will be full-filling the corporate requirement to put in place training on Equality and Diversity to its employees GOAL: 7

The Equality Standard process is being lead corporately, the primary function of the Equality Impact **Assessments is to test whether existing or new policies could be discriminatory or does not meet the needs of certain groups within the wider community.**

 Part of the process is an initial screening and assessment process; Warwickshire Fire and Rescue Service has started carrying out the partial impact assessments on its own individual departments. (as the chart below shows)

Warwickshire Fire and Rescue Service would like to thank the corporate race equality team for their guidance and help in this particular process

FUNCTION/PLAN/POLICIES	LEAD OFFICER	2004/05	2005/06	2006/07
(Fire Safety Department) Community Safety Policy	D. Patterson **(DO Grant)**		✓	
(Human Resources) Recruitment , Selection & Entry Requirements into the Service based on • Fitness tests • Medical Tests • Skills criteria • Interviewing/Assessments Retirement procedure's are also to be looked at	*D. Patterson* **(National initiative)**			✓
Positive Action initiatives within the different ethnic communities to redress the current imbalances in the current 'make-up' of the fire-service	*D. Patterson* **(National initiative)**			✓
Develop a national, regional or local recruitment campaign within under-representative community groups	*D. Patterson* **(National initiative)**		✓	✓
Training & Development Department. Equality training to be reviewed to achieve a balance between command and control, diversity and service delivery issues	*D. Patterson* (D.O Frost) (ADO Edwards) **Rosie Nicola (Equalities Trainer)**	✓	✓	✓
Control Room Still under control testing is the Enhanced information System Emergency Controls(**EISEC**) which allows the Service to respond to a call if a person cannot make him/herself understood	D. Patterson (FCO Spicer)		✓	
Premises (primarily HQ) Disability Access	D. Patterson (Stn Officer. Briggs)	✓		

Warwickshire Fire and Rescue Service is now actively engaged in the West Midland's Regional Management Board (RMB). The Equality and Diversity, remit is being led by Hereford and Worcester Fire Service and the agenda is being driven by the 'political portfolio' holder Warwickshire's Councillor Shilton.

Work is continuing on a regional basis, the West Midlands Regional Management Board, is now firmly established and WFRS has been tasked with coordinating equality standards through-out the region.

The purpose of the RMB is to measure progress in various areas across the different regions; these range from equality standards, training, to auditing processes and equality policies. This will also feed into and complement the work done by the WCC equalities department.

We have also been involved in national and regional initiatives; the Service was on the committee of the 'Fire-Works' project that was looking at processes of recruitment and retention of Women and BME fire-fighters, a report has recently been published (in February) which is being scrutinised by fire brigades nationally.

The process of delivering diversity training across the service is now firmly entrenched within WFRS which will be delivered by a external trainer (Rosie Nicola) We have identified employees who are willing to be trained in this area as trainers, so that it can be delivered to all employees (primarily to retained staff and volunteer workers) of Warwickshire Fire and Rescue Service.

Warwickshire Fire and Rescue Service web-site now has a specific created
 web-page for   Equalities issues. The Equalities web page will be expanded to encompass community areas of working. The site can also accessed, via other equality sites on Warwickshire County Council web-site.

Future Actions

By working more closely with our newly appointed the African Caribbean Project Community Liaison Worker; both the Youth Development and the Community & Schools Liaison Departments, hope to increase our community contact links which will foster a more inclusive approach.

It is also intended to up-date our own Race Equality Scheme, to ensure that it will be more relevant for the next three years. This will also 'feed into' and complement the Warwickshire County Council's own Race Equality Scheme.

Warwickshire Fire and Rescue Service, is continuing the Partial Impact Assessments (PIA's) in a number of its departments in the coming year, these will be in the Fire Safety Department and the Control Room.

The Service had intended to audit our employees in isolation to find out how the equality and diversity agenda was perceived and being implemented, but this has been superseded by a proposed regional wide audit that will encompass all the fire services of the region.

The Service hopes to put in place a mediation service, it is envisaged that this will add another layer to the 'care of duty' for   its staff. The mediation process will help individuals

or colleagues who are in dispute to come to 'binding agreements' to work in a productive and non- threatening manner, it will be available to any-one in the organisation who requires it.

The Equality and Diversity Advisor has continued to attend the Warwickshire County Council lead Corporate Race Equality Group and Race Equality Lead Officers Meetings on behalf of Warwickshire Fire and Rescue Service.

Warwickshire Fire and Rescue Service will continue to be at the fore-front of the new diverse culture of the UK fire service and has put in place a number of policies that compliments existing or proposed working directives.
Warwickshire started the process 3 years ago and intends to sustain the momentum we have generated in that period.