

ASSESSMENT & CONSULTATION GAP ANALYSIS – EQUALITY STANDARD LEVEL 2 - WEST WILTSHIRE COUNCIL

Requirement	Action Taken	Future Action @ 8.5.7	Update August 07
2.1 LEADERSHIP & CORPORATE COMMITMENT			
2.1.1 Publish Corporate Equality Plan (CEP)	<ul style="list-style-type: none"> ➤ Corporate Equality Plan & strategy published 	<ul style="list-style-type: none"> ➤ Updated and revisions to be made during 2007-8. ➤ Other schemes will be attached as appendices ie: disability, gender, race 	
2.1.2 Demonstrate corporate engagement in an equality impact & needs/requirements assessment (INRA) process	<ul style="list-style-type: none"> ➤ All service areas have completed Impact Assessments regarding Equalities 	<ul style="list-style-type: none"> ➤ Update the Impact Assessments undertaken ➤ Need Phase 2 template 	<ul style="list-style-type: none"> ➤
2.1.3 Develop corporate mechanism for assessing development of service level equality objectives and targets	<ul style="list-style-type: none"> ➤ Service and Resource planning process captures equalities actions and progress monitored quarterly through BVPI – link to Corp priorities 	<ul style="list-style-type: none"> ➤ Continue with work and ensure that assessments pick up all strands of Equality & Diversity – different schemes actions all link to Corporate plan 	<ul style="list-style-type: none"> ➤
2.1.4 Create corporate structure for overseeing development of information and monitoring systems	<ul style="list-style-type: none"> ➤ In place – HR collects all employee/recruitment data. ➤ Service areas responsible for data 	<ul style="list-style-type: none"> ➤ Central site on the intranet dedicated to equalities work ➤ Service areas will be asked to capture and summarise results in this 	<ul style="list-style-type: none"> ➤

	collection in each area	➤ area Need clear structure for services monitoring	
2.1.5	Ensure that mechanisms for responding to harassment on the grounds of race, disability and gender are in place.	<ul style="list-style-type: none"> ➤ Mechanisms are in place for this – developed a corp induction module on Equalities and Diversity, that all new staff attend ➤ Have a reporting mechanism and policies to deal with harrassment 	<ul style="list-style-type: none"> ➤ Look at customer complaint process to check levels of any complaints that may be connected with harrassment

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Requirement	Action to Date	Future Action	
CONSULTATION & COMMUNITY DEVELOPMENT & SCRUTINY			
2.1.1 Ensure that Draft Corporate Equality Action Plan has been circulated to designated community, staff and stakeholder groups with consultation timetable and is published in an appropriate range of languages and formats.	<ul style="list-style-type: none"> ➤ This has occurred with existing plan ➤ Doing some work on this currently regarding expectations and reasonableness of requests, Looking at joint translation service 	<ul style="list-style-type: none"> ➤ Following revisions a further round of consultation will occur. 	
2.2.2 Review Equality content and 'Community Strategy'	<ul style="list-style-type: none"> ➤ Area that requires focus 	<ul style="list-style-type: none"> ➤ Work with sustainable communities to achieve. 	
2.2.3 Establish consultation with designated community, staff and stakeholder groups on all aspects of Equality Policy	<ul style="list-style-type: none"> ➤ Some work has occurred in this area using existing links and resources 	<ul style="list-style-type: none"> ➤ Further activity required following revisions to the scheme and adoption of other schemes. This is programmed in. 	
2.2.4 Engage in consultation with	<ul style="list-style-type: none"> ➤ Process in 	<ul style="list-style-type: none"> ➤ Continue to 	<ul style="list-style-type: none"> ➤

	employee representatives, departments and service areas on Equality Impact and needs requirements assessment and all aspects of the CEP	place – new schemes involving and engaging different representatives for input into this.	build on this – plan cycle of consultation	
2.2.5	Each department and service area to engage in consultation with designated staff and stakeholder groups on its Equality Impact and needs/requirements assessment and its service delivery	➤ Completed to a degree	➤ Strengthen process	➤
2.2.6	Each department and service area to engage with Equality self – assessment, scrutiny and audit on its service delivery	➤ Completed to a degree	➤ Service areas need further support for this from central resources to co-ordinate our response.	➤
2.2.7	Seek to ensure that the Equality Policy and objectives are incorporated in ‘partnership’ arrangements engaged in by the authority.	➤ Completed	➤ Procurement arrangements and partnership arrangements reflect this.	➤

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Requirement	Action Taken		
SERVICE DELIVERY & CUSTOMER CARE			
2.3.1 Engage in department and service area impact and needs/requirement assessment	➤ Completed	➤ Programmes of updating to ensure all strands are included	➤

2.3.2 Engage in development of department/service level equality objectives and targets	➤ Completed	➤ As above	➤
2.3.3 Review of services should include the procurement function and all contracted services and partnership agreements	➤ Completed	➤ As above	➤
2.3.4 Each department and service area to establish planning groups for monitoring and information systems	➤ Work commended in this area	➤ Identify relevant information and necessity and an easy method of data collection	➤

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Requirement	Action	Action Outstanding	
2.4 EMPLOYMENT & TRAINING			
2.4.1 Develop fair employment and equal pay policy element of CEP	➤ Completed Equal pay audit and Phase 1 of pay reform project	➤ Awaiting national Union agreement	➤
2.4.2 Engage in employment Equality Assessment of the local labour market	➤ Further advice needed in this area	➤	➤
2.4.3 Engage in workforce profiling and an equal pay review	➤ Completed	➤ Roll out and implementation required	➤
2.4.4 Adopt procedures to ensure that publicity for vacancies does not unfairly restrict the range of applicants	➤ Robust recruitment and selection policy and process in place. All Managers received training – extended where sending vacancies	➤ Working with new recruitment agency. TMP to help with this.	➤
2.4.5 Produce a standard range of application forms and job descriptions that are clear and explicit	➤ Application forms updated to reflect all equalities	➤ Ensure ongoing compliance and production of form in different format if applicable	➤
2.4.6 Review Personnel information system for monitoring suitability including supporting the authority's statutory ethnic monitoring duties	➤ All personal information has been collected and monitored for a number of years.	➤ Continue work – identify some clear and achievable objectives for improvement	➤
2.4.7 Have all employment procedures made consistent with current	➤ Yes	➤ Ongoing check of compliance with	➤

<p>Legislation and all relevant Employment Codes of Practice?</p>		<p>relevant legislation is necessary</p>	
<p>2.4.8 Develop a programme of Equality Training to support the CEP and departmental service objectives. Ensure that the training programme is consistent with the training arrangements in the Authority's Race Equality Scheme</p>	<ul style="list-style-type: none"> ➤ Have a corporate induction module dedicated to equalities and diversity. ➤ Officers have received equalities and diversity training. 	<ul style="list-style-type: none"> ➤ Further equalities and diversity training is scheduled in corporate training plan for 2007/8 	<ul style="list-style-type: none"> ➤