

**Assessment and Consultation Gap Analysis re: Equality Standard Level 2 - SALISBURY Council**

REQUIREMENT	ACTION TAKEN TO DATE @ 1.6.7	ACTION TO BE TAKEN	PROGRESS MADE
<b>2.1 LEADERSHIP &amp; CORPORATE COMMITMENT</b>			
2.1.1 Publish Corporate Equality Plan (CEP)	The Equality Action Plan has been taken to Cabinet.	The CEP needs to be published on the website and availability signposted in different formats.	
2.1.2 Demonstrate corporate engagement in an equality impact & needs/requirements assessment (INRA) process	Equality Impact Assessments have been carried out by all Service Units, and summarised.	Need to update the Impact Assessments and improve consistency and quality, <i>as staff and members base knowledge of equality is weak.</i>	
2.1.3 Develop corporate mechanism for assessing development of service level equality objectives & targets	POD use data on equality issues when profiling the workforce.	Action points from the Equality Impact Assessments need to be used to inform service planning in all units, and corporate mechanisms developed.	

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<p>2.1.4 Create corporate structure for overseeing development of information &amp; monitoring systems</p>	<p>➤ POD have data which they use, but the structure in other units is less well developed.</p>	<p>Need a centrally agreed system and structure for monitoring</p>	
<p>2.1.5 Ensure that mechanisms for responding to harassment on the grounds of race, disability &amp; gender are in place</p>	<p>We have a dignity at work policy for staff, and the corporate complaints system (Passport to improved services) for the public. <i>and Harassment Officers are in place.</i></p>	<p>Work has been done to provide internal support on harassment. However there seems to be no procedure in place (as legally required) for the public to report racist incidents.</p>	

REQUIREMENT	ACTION TO DATE		
<b>CONSULTATION &amp; COMMUNITY DEVELOPMENT &amp; SCRUTINY</b>			
<p>2.2.1 Ensure that draft Corporate Equality Action Plan has been circulated to designated</p>	<p>Equality and Inclusion Policy and Plan published on website &amp; went to full CABINET &amp; Equality &amp; Diversity Steering Group EDS</p>	<p>Not sure it went directly to designated community reps and stakeholder groups. <i>CE Action</i></p>	

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<p>community, staff &amp; stakeholder groups with consultation timetable &amp; is published in an appropriate range of languages &amp; formats</p>	<p>(reps from each unit with in SDC)</p> <p>SDC are compliant with the guidelines published by the Web Accessibility Initiative (WAI) from the World Wide Web Consortium (W3C), available at <a href="http://www.w3.org/TR/WCAG10/">www.w3.org/TR/WCAG10/</a><sup>1</sup>. ( - t may have reached the attention of SUH's through its route to cabinet.)</p>	<p><i>Plan has not been circulated to staff or Unions. I</i></p> <p>The SDC has some translation ability using Google however is limited.</p>	
<p>2.2.2 Review equality content of 'Community Strategy'</p>	<p>The Equality and Diversity element is strong within the Community Strategy. There is a section on Diversity and another on Social Inclusion. A Social Inclusion review was undertaken in SW and completed February 2007. <a href="http://www.salisbury.gov.uk/social-inclusion.pdf">www.salisbury.gov.uk/social-inclusion.pdf</a> - We currently consult with staff through Unions. We hold a POD/Union meeting every month.)</p>	<p>SWDP is the delivery arm of the actions identified within the strategy, but the council should review its strategy</p>	
<p>2.2.3 Establish consultation with designated</p>	<p>A consultation process was agreed to be implemented and a paper submitted to</p>	<p>Further consultation required with external partners /</p>	

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<p>community, staff &amp; stakeholder groups on all aspects of equality policy</p>	<p>SMT to meet ES level 2 however this has not happened due to undertaking this work. Some consultation has been undertaken with some aspects of the E&amp;D agenda e.g. BME community through the Safe and Sound Report. Consultation was limited re the Equality &amp; Diversity Policy with only representatives from the internal E&amp;D group and Cabinet (and Unison) commenting on the Policy</p>	<p>community</p>	
<p>2.2.4 Engage in consultation with employee representatives departments &amp; service areas on equality impact &amp; needs/requirements assessment &amp; all aspects of the CEP</p>	<p>As above. Identified service areas undertook EIA. An element of consultation took place at EEMT.</p>	<p>The EIA were very generic and only as good as the knowledge and understanding of those completing them.</p>	
<p>2.2.5 Each department &amp; service area to engage in</p>	<p><i>Happens within POD,</i></p>	<p><i>unable to say if it happens in a consistent manner in other</i></p>	

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<p>consultation with designated staff &amp; stakeholder groups on its equality impact &amp; needs/requirements assessment &amp; its service delivery</p>		<p><i>service units. )</i></p>	
<p>2.2.6 Each department &amp; service area to engage with equality self-assessment, scrutiny &amp; audit on its service delivery</p>	<p>As above.</p>		
<p>2.2.7 Seek to ensure that the equality policy &amp; objectives are incorporated in “partnership” arrangements engaged in by the authority</p>	<p>Procurement have engaged in this process: <b>Objective 5 – Promoting Equality and Diversity</b></p> <p>There are service agreements and grant criteria with the voluntary sector that state this.</p>		

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REQUIREMENT	ACTION TAKEN	ACTION TO BE TAKEN	
<b>SERVICE DELIVERY &amp; CUSTOMER CARE</b>			
2.3.1 Engage in department & service area impact & needs/requirements assessment	<ul style="list-style-type: none"> <li>➤ CSU Equality Impact Assessment undertaken</li> <li>➤ All CSU documentation incorporates equality and diversity criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Annual review of EIA</li> <li>• Corporate form to be designed (Col agreed lead)</li> <li>• Consultation and agreement with Wiltshire Partners to develop consistency county wide</li> </ul>	•
2.3.2 Engage in development of department/service level equality objectives & targets	<ul style="list-style-type: none"> <li>➤ Ensure equality of access to all customers through provision of accessible buildings and facilities</li> <li>➤ All staff have receive diversity training</li> </ul>	<ul style="list-style-type: none"> <li>• Increase access to signers for customers</li> <li>• Equality, access and diversity processes to be scripted into CRM for corporate use</li> <li>• Awareness sessions for CSU staff</li> <li>• <b>Process for setting targets needed</b></li> </ul>	•
2.3.3 Review of services should include the procurement	<ul style="list-style-type: none"> <li>➤ We follow corporate procurement procedures for</li> </ul>	<ul style="list-style-type: none"> <li>• Review at a corporate level</li> </ul>	•

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	function & all contracted services & partnership agreements	contracts (which includes some equality criteria)		
2.3.4	Each department & service area to establish planning groups for monitoring & information systems	<ul style="list-style-type: none"> <li>➤ CSU monitors CRM – which is the corporate customer database</li> <li>➤</li> </ul>	<ul style="list-style-type: none"> <li>• Other units to monitor databases holding customer information</li> <li>• Consider corporate group role for monitoring and information systems</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

REQUIREMENT	ACTION		
<b>2.4 EMPLOYMENT &amp; TRAINING</b>			
2.4.1	Develop fair employment & equal pay policy element of CEP	Job Review Scheme, Pay & Benefits Policy, Corporate Equality and Diversity in Employment, Recruitment Guide, Dignity at work and Harassment Officers in place. Equal Pay Review completed in September 2006. Scheduled reviews planned through the POD Gender and Disability Action Plans.	Carry out reviews in accordance with a prioritised schedule.
2.4.2	Engage in employment	Data route identified and data gathered and	Current data source is limited

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equality assessment of the Local Labour Market	assessed in January 2007 through the Workforce Plan. Yearly assessment planned.	(Wiltshire & Swindon Intelligence Network) Continue to look to improve quality of data, perhaps through expanding local knowledge/partnerships/networks.	
2.4.3 Engage in workforce profiling & an equal pay review	Workforce profiling and equal pay review undertaken for 2006. Yearly reviews planned.	Expand and develop workforce profiling. Review Equal Pay in line with Gender Equality Duty.	
2.4.4 Adopt procedures to ensure that publicity for vacancies does not unfairly restrict the range of applicants	Recruitment Guide in place and imbedded. Advice given from R&R Officers. Policy for Employment of People with Disabilities in place. Review of Recruitment & Retention Strategy planned for August 07. SDC place adverts through an Advertisement Agency (a Wiltshire Partnership contract).	Review of Recruitment Guide. Check the Advertisement Agency contract to ensure it meets expectations. Analyse existing practices and consider further strategies.	
2.4.5 Produce a standard range of application forms & job descriptions that are clear & explicit	In place.	Schedule a review.	
2.4.6 Review personnel	System suits needs. Data extraction monitoring	Continue to develop.	

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<p>information system for monitoring suitability including supporting the authority's statutory ethnic monitoring duties</p>	<p>and reporting is under development.</p>	<p>Schedule a review. Report on ethnic monitoring</p>	
<p>2.4.7 Have all employment procedures been made consistent with current legislation &amp; all relevant employment Codes of Practice?</p>	<p>Employment procedures are reviewed in line with relevant Codes of Practices and new procedures developed as necessary. This process is currently managed through a p&amp;p review schedule.</p>	<p>Ensure the policy/procedure review schedule is prioritised and includes all policies and procedures.</p>	
<p>2.4.8 Develop a programme of equality training to support the CEP &amp; departmental service objectives. Ensure that the training programme is consistent with the training arrangements in the authority's Race Equality Scheme</p>	<p>In-house training available and T&amp;D Manager in process of scoping specific training needs. Online training provided to all office based staff. Further online training available through Learning Pool. Members Training Pack includes awareness raising of the CEP.</p>	<p>Need to raise the awareness of equality issues amongst staff and members through programmed events. Also need to support managers to impact assess effectively.</p>	

