

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

REQUIREMENT	ACTION TAKEN TO DATE (MAY 07)	ACTION TO BE TAKEN	PROGRESS MADE Aug 07
2.1 LEADERSHIP & CORPORATE COMMITMENT			
2.1.1 Publish Corporate Equality Plan (CEP)	Equality and Inclusion Policy and Plan published on website, thus issued to Stakeholders, manager, staff – went to full CABINET & Equality & Diversity Steering Group EDS Statement that is available in other languages and formats	Check that statement is itself in large print	Large print signposting is now a standard requirement
2.1.2 Demonstrate corporate engagement in an equality impact & needs/requirements assessment (INRA) process	Equality Impact Assessments: have identified high/medium/low priorities on services. Schedule on priorities produced Dec 2006. 40 completed	Need to put completed ones on the web and improve quality. Need to set process in place for reviewing policies. Need to send to EDS	There is a logical schedule of who is responsible, when the eias will be completed and eias are placed on the web site.
Publish an action plan for the extension of equality impact assessment to sexual orientation, religion or belief and age.			An action plan exists for extension of impact assessments to religion/belief, age and sexual orientation.
Develop corporate framework for equality consultation and guidance			A revised and refreshed consultation strategy is to be produced through the Wiltshire Improvement Partnership

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

on Consultation methods			
2.1.3 Develop corporate mechanism for assessing development of service level equality objectives & targets	Action points derived from impact assessments used to inform Service planning (see document Dec 2006)	Action points need to go to EDS	Action points are now being taken forward in a report Sept 07
2.1.4 Create corporate structure for overseeing development of information & monitoring systems	HR have some monitoring information Other data collection is rather adhoc and needs systematic collection and analysis	Are weaknesses in HR monitoring (this has been identified in all 3 equality schemes) Need a centrally agreed protocol and standard	The system (what system? DP) lists all eia and actions, which are monitored. Data collection has been improved on equalities categories.
2.1.5 Ensure that mechanisms for responding to harassment on the grounds of race, disability & gender are in place	Procedures for dealing with racial incidents are in place and information is to go onto the web	Need mechanisms for responding to and analysing harassment on grounds of disability, gender transgender. Need system for identifying grounds of unlawful harassment and responding appropriately	Information on racial harassment incidents is put on the web and there is a policy on reporting on all forms of harassment and a common form to do so (although there is an additional form re race)
CONSULTATION & COMMUNITY DEVELOPMENT & SCRUTINY			
2.2.1 Ensure that draft Corporate Equality Action Plan has been circulated to designated community, staff &	Equality and Inclusion Policy and Plan published on website, thus issued to Stakeholders, manager, staff – went		

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

	stakeholder groups with consultation timetable & is published in an appropriate range of languages & formats	to full CABINET & Equality & Diversity Steering Group EDS Statement that is available in other languages and formats		
2.2.2	Review equality content of 'Community Strategy'	Some work done by previous member of staff.	Need to check what has been done and follow up the review	This is being followed up by a member of staff and with Development Services (NB I probably should see confirmation of this from Helen)
2.2.3	Establish consultation with designated community, staff & stakeholder groups on all aspects of equality policy	Consultation has been done re the Race Equality Scheme, Gender Equality Scheme and Disability Equality Schemes	Further consultation needed on wider generic equality policy, specifically to pick up issues of Age, Religion or Similar philosophical belief and Sexual Orientation	A revised and refreshed consultation strategy is to be produced through the Wiltshire Improvement Partnership
2.2.4	Engage in consultation with employee representatives, departments & service areas on equality impact & needs/requirements assessment & all aspects of the CEP			The structure of the CESG is to change with an Assistant Directors group and a wider group to include employees engaged in service delivery. There is also a staff disability forum and a BME staff forum.
2.2.5	Each department & service area to engage in consultation with	This is variable; some departments seek to gather all the data before	Little consultation done in relation to Equality Impact Assessment	Departments beginning to be aware of the journey to be made and there is more evidence of engagement.

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

	designated staff & stakeholder groups on its equality impact & needs/requirements assessment & its service delivery	they consult		
2.2.6	Each department & service area to engage with equality self-assessment, scrutiny & audit on its service delivery	The prioritisation process re services took place	All departments need to engage in process of impact assessing policies. Self assessment and scrutiny needs to be put in place	There needs to be more work in rooting the self assessment and scrutiny which will be crucial for level 3 validation
2.2.7	Seek to ensure that the equality policy & objectives are incorporated in "partnership" arrangement engaged in by the authority	Procurement have engaged in this process There are partnership documents with the voluntary sector that state this	The implementation of the equality aspects of partnerships needs to be followed through and compliance checked	
SERVICE DELIVERY & CUSTOMER CARE				
2.3.1	Engage in department & service area impact & needs/requirements assessment	Only Services eia completed Has been some training on eias	All departments need to engage in process of impact assessing policies. More training required and consistency of approach	
2.3.2	Engage in development of department/service level		Objectives to be derived from impact assessments	

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

equality objectives & targets			
2.3.3 Review of services should include the procurement function & all contracted services & partnership agreements	Procurement aware of this issue, which has been included as an action point in Equality Schemes	Check implementation	
2.3.4 Each department & service area to establish planning groups for monitoring & information systems	This is included in some customer satisfaction surveys, e.g. in Youth services	Monitoring is not capturing all the issues, questions not always asked about ethnicity and sexual orientation	
2.4 EMPLOYMENT & TRAINING			
2.4.1 Develop fair employment & equal pay policy element of CEP	This has been developed (see 2.4.3)		
2.4.2 Engage in employment equality assessment of the Local Labour Market	Some information collected by Intelligence unit	Further clarification sought from Intelligence unit re breakdowns by wage, grade, types of employment and	

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

		equality categories	
2.4.3 Engage in workforce profiling & an equal pay review	A joint management and TU team have job evaluated and negotiated a new deal. Counsels' advice is that this is equal pay compliant. However one Union has yet to clear the deal	Await Union's agreement, probably likely after judgement in the Allen case v GMB	
2.4.4 Adopt procedures to ensure that publicity for vacancies does not unfairly restrict the range of applicants	As well as advertising in Guardian, professional & local press and on web site, do advertise in Bristol press	Revamped web site will go wider with its connections. Explore whether ads are reaching widely enough to BME Communities out of County but in travel to work area	
2.4.5 Produce a standard range of application forms & job descriptions that are clear & explicit	Standard range of applications and clear jobs exist. Date of birth removed	Consider omitting title field in personal details, so gender not apparent	
2.4.6 Review personnel information system for monitoring suitability including supporting the authority's statutory monitoring	Monitoring forms are detached and information entered, automatically, analysed so can compare, applied, short listed, appointed by equality categories. Information on those who have been disciplined, taken grievance and received	Problems with managers not always sending Back monitoring data envelopes	

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

	duties Review personnel information system for	training as well as leavers and reason for leaving is also added and reported annually		
2.4.7	Have all employment procedures been made consistent with current legislation & all relevant employment Codes of Practice?	Three year rolling programme of reviewing policies in place. When new legislation, e.g. on age, comes in then policies also reviewed		
2.4.8	Develop a programme of equality training to support the CEP & departmental service objectives. Ensure that the training programme is consistent with the training arrangements in the authority's Race Equality Scheme	There are a variety of equality training initiatives	Implement recommendations from Review of Learning and Development	