

Committee:	Executive	Agenda Item No.:	5.
Date:	2 nd July 2012	Status	Open
Category	Decision within the functions of Executive		
Subject:	Annual Review of the Single Equality Scheme 2011-2015		
Report by:	Assistant Director, Strategy and Performance		
Other Officers Involved	Equality Improvement Officer Improvement Group		
Director	Chief Executive Officer		
Relevant Portfolio Holder	Councillor A. Syrett, Portfolio Holder for Social Inclusion		

RELEVANT CORPORATE AIMS

SOCIAL INCLUSION – Promoting fairness, equality and lifelong learning.

The Council has general and specific statutory duties in respect of eliminating discrimination; advancing equality and fostering good relations between different groups. The Single Equality Scheme is in line with current legislation and sets out a framework towards achievement of key aims for the Council. The Scheme was approved and adopted by Full Council in March 2011. The annual review of the Scheme is a specified action within it.

TARGETS

Delivery of actions identified in the Single Equality Scheme is a target in the Corporate Plan 2011-2015.

VALUE FOR MONEY

The annual review of the Single Equality Scheme is in line with legislation and sets out progress towards the achievement of a key aim for the Council. The Single Equality Scheme ensures we deliver our services in line with legislation and the requirements of our residents.

THE REPORT

Public bodies have legal duties relating to equality which are specified in the Equality Act 2010. The public sector duty consists of a general duty with three main aims, as set out in section 149 of the Equality Act 2010; and specific

duties as set out in the Equality Act 2010 (Statutory Duties) Regulations 2011. The specific duties are designed to help public bodies meet the general duty.

The Single Equality Scheme 2011 - 2015 assists the Council in meeting these duties by setting out the Council's equality objectives and the steps it will take to achieve them. The objectives were set with the involvement of local interest groups. The Annual Review of the Single Equality Scheme evidences the progress made in 2011-2012.

Further consultation and engagement with interest groups is planned for autumn 2012, with a view to reviewing the position on this plan in March 2013 and updating as necessary.

ISSUES/OPTIONS FOR CONSIDERATION

For members of the Executive to consider the Annual Review (2011-12) of the Single Equality Scheme 2011-2015.

IMPLICATIONS

Financial : Within existing budgets.

Legal : Production of document meets legal requirements.

Human Resources : Identified within the documentation.

RECOMMENDATION

That the Annual Review of the Single Equality Scheme 2011-2015 be approved by Executive, in compliance with the Council's statutory responsibilities prior to information being made available to the public.

REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION

In order to ensure that the review of the Single Equality Scheme 2011 – 2015 is properly considered.

ATTACHMENTS: **Yes – Single Equality Scheme**

FILE REFERENCE:

SOURCE DOCUMENT:

8. Action Plan: Bolsover District Council - Single Equality Scheme 2011- 2015

Updated 8 May 2012

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
1. Publish Single Equality Scheme and undertake regular reviews	HoCSP EIO	Mar 2011	Publish Scheme	Officer time Costs of consultation & feedback	First Draft SES Jan. 2011	Completed. Single Equality Scheme approved and adopted by Council in March 2011; information circulated to interest groups and published on intranet and corporate website: http://www.bolsover.gov.uk/equality-a-diversity-home.html
	HoCSP EIO	Mar 2012 Mar 2013 Mar 2014 Mar 2015	Produce Annual Review of Scheme	Officer time Costs of consultation & feedback	Draft first Annual Review to Improvement Group on 12 June 2012 and to Executive on 2 July 2012.	
	CSAO UEO	Sept 2011 Sept 2012 Sept 2013	Undertake annual on-line equality questionnaire via Ask Derbyshire; Consultation Report showing year on year data feeding into annual review of SES	Officer time Costs of consultation & feedback	Engagement Plan 2010-11 On-line questionnaire Sept-Oct 2010/11 – baseline data analysed.	Completed. Annual Engagement Plan embedded in Corporate Plan 2011-2015. http://intranet/intranet/corporate-plan.html Equality questions incorporated into Citizen's Panel Survey, November 2011.

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						Survey findings reported in 'Listening Bolsover' report and published on Ask Derbyshire website: http://www.askderbyshire.gov.uk/bolsover/CPNov2011
2. Meet requirements of public sector equality duty	HoCSP HoHRP EIO	July 2011 Apr 2012 Apr 2013 / Apr 2014	<ul style="list-style-type: none"> - Publication of required equalities data in existing formats - Publication of required equalities data in open formats - Publish open data annually - Engagement Plan(s) 2011-2014 to establish methods & timeframe for engagement 		<p>SES incorporates a range of equalities data; data analyses published in CSV format as an interim measure on the corporate website, July 2011.</p> <p>Revised publication deadline date of 31 January 2012 as per new Equality Act 2010 (Specific Duties) Regulations 2011.</p> <p>Corporate and service level data now published on website and work ongoing: http://www.bolsover.gov.uk/equalities-information.html</p>	

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3. Equality impact assessment programme	HoCSP EIO	Mar 2011	Monitor Impact Assessment process; ensure it remains fit for purpose; & feeds into decision-making processes: - Review & report to EWG / ESDG - EIAs of review to Equality Panel	Officer time	Summary of services provided to vulnerable people completed March 2010, to inform EIA rolling programme: http://intranet/intranet/equality.html Reports to EWG & ESDG	Completed. Summary of services provided to vulnerable people completed March 2010, to inform EIA rolling programme: http://intranet/intranet/equality.html
4. Promote involvement in civic & public life	EIO	Mar 2011	Evaluation of Equality Panel - Feedback on satisfaction with involvement		To be completed Jan 2011	Completed. Evaluation completed and reported to Equality Panel in May 2011.
	UEO	Mar 2015	Citizen's Panel - % by gender - % who are disabled - % who are BEM		Derbyshire Citizen's Panel at May 2009 - 49.6% females / 50.4% males	
	EIO UEO	Mar 2015	Feedback / evaluation from engagement events - Peoples' experience of involvement - Equality monitoring data		Evaluation Report on <i>Look Beyond the Label</i> engagement event, December 2010. Second <i>Look Beyond the Label</i> event planned for October 2012. Theme to be discussed at Improvement Group, June 2012.	

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5. Evidence implementation of SES through the Equality Framework or similar quality standard	All	Mar 2011	Maintain Achieving level	Officer time	Update of corporate evidence in progress.	Completed. Equality Framework 'Achieving' level maintained to March 2011.
		Mar 2011	Customer Service Excellence validation - linked to EFLG evidence	Allocated	Contact Centres achieved Customer Service Excellence in 2010; Corporate Customer Service Excellence achieved April 2011.	Completed. Corporate Customer Service Excellence standard achieved April 2011: http://www.bolsover.gov.uk/council-news-2011/1221-customer-excellence-standard.html
6. Further develop standardised procurement which takes into account requirements of SES	SPU EIO	Mar 2011	Develop Working Group to assess, prioritise & monitor key contracts	Officer time	Large contracts are more rigorously assessed for equality policy compliance through standard documentation. http://www.bolsover.gov.uk/contract-management.html 'Meet the Buyer' event in February 2011 to engage voluntary & community sector in future procurement.	Completed.
	SPU	Mar 2011	Review procurement documentation & processes		Full suite of model documentation reviewed by East Midlands Centre of Excellence to address	Completed.

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					requirements of Equality Act 2010.	
7. Raise awareness of mental health issues to address needs of customers and staff	EIO HR&P	Mar 2015	Consider training for managers & front line staff	Officer time	'Aspects of Mental Health: supporting people in employment' training by Disability Dynamics delivered to partner organisations, September 2011. Mental health awareness training for frontline staff being sourced for 2012/13.	
8. Raise awareness of needs of deaf and hard of hearing customers and staff	EIO HR&P	Mar 2015	Consider training for managers & front line staff		Representative from Derbyshire Police attended Equalities Services Development Group in January 2011, to share best practice learning from achieving Royal National Institute for the Deaf quality standard.	
	HoS	Mar 2012	Consider meeting criteria of RNID standard			
	HoS	Mar 2015	Consider BSL training for front line staff			

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9. Raise awareness of LGBT issues	EIO	Mar 2015	<p>Link into actions agreed by Derbyshire LGBT Forum</p> <p>Consider training for managers and front line staff</p>		<p>DLGBT Forum development plan, Jan 2011</p> <p>LGBT Awareness Training delivered for 16 participants on 8 November 2011 by Derbyshire Friend. Further session planned for June 2012.</p>	
10. Ensure information on specialist support agencies is distributed widely and openly to encourage those experiencing domestic and sexual violence and abuse to seek help	DVO CSO	Mar 2011	Promotion through Community Safety campaigns & events		<p>Delivered 11 Cracking Crime events April-Oct 2010.</p> <p>Participated in Operation Relentless June & September 2010.</p> <p>Produced leaflet in Polish, October 2010.</p>	Completed.
	CO CSO	Mar 2011	Ensure website signposting to sources of information, advice & support		<p>Information on sources of support provided on corporate website from June 2010: http://www.bolsover.gov.uk/component/content/article/107-domestic-violence/145-hs-dv-domestic-violence.html</p>	Completed.

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	CSO DVO EIO	Mar 2015	Service user monitoring data	Officer time	Reported in Gender Equality Scheme to 2011; SES; and Community Safety Partnership Annual Reports	
	CSO DVO EIO	Mar 2011	Improve practice and participate in case reviews where appropriate - N. Derbyshire Domestic Abuse Group - Police Public Confidence Panels	Officer time	Hate crime and domestic violence cases now reviewed by Police Public Confidence Panels. Officer attendance at PPCP November 2010 and July 2011.	Completed.
11. Link into county-wide work to tackle sexual violence	CSO	Mar 2011	* Work led by Local Criminal Justice Board's Sexual Violence Group Community Safety Campaigns & SCTAG actions		Some service user data reported in Gender Equality Scheme & Single Equality Scheme Participation in Operation Relentless, June & September 2010.	Completed. Actions set out in Derbyshire Community Safety Agreement 2011-2015: http://www.bolsover.gov.uk/images/departments/community_Services/csp_plan_2012.pdf
12. Reduce repeat victimisation rate to 29% (National Indicator 32*)	HoCS Housing Legal	Mar 2011	County target for * NI 32 - Performance monitoring (data on cases reviewed at Multi Agency Risk Assessment		Safer Derbyshire performance data reported in Gender Equality Scheme & SES Repeat victimisation rate: - 13.04% in 2009-	Completed. Outcome 2010 - 2011: 24.16% * National Performance Indicator now removed by government

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			Conferences)		10. - 15.45% at June 2010. - 17.93% at September 2010. (MARAC implementation on track).	
13. Carry out scheduled reviews to Equal Pay Audit	HoHRP	Dec 2011	Carry out a light touch review of the Equal Pay Audit, December 2009.	Officer time	Gender pay gap reported in Gender Equality Scheme from 2007- 2011 and in SES. Review date to be revised following third tier Strategic Alliance.	
	HoHRP	Dec 2014	Carry out a complete Equal Pay Audit of all posts	Officer time	The authority is undertaking some service reviews during 2012 following our third tier Strategic Alliance with North East Derbyshire District Council in 2011. The Equal Pay Audit will be addressed once the review process is complete.	
14. Workforce diversity	HoHRP	Mar 2011	Local Performance Indicator retained to 2011: - Top 5% of earners who are female	Officer time	Local Performance Indicator retained for 2011 – 2012. Top 5% of earners who are female:	Completed. Local performance indicators retained for 2011 – 2012 and reported with our equality

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			<ul style="list-style-type: none"> - Top 5% of earners who are disabled - % of workforce who are disabled - % of workforce who are BEM 		<p>- 45.16% out-turn for 2009-10.</p> <p>- 45.16% at June 2010.</p> <p>- 43.75% at September 2010.</p> <p>- 45.16% Outturn 2010 - 2011.</p> <p>Top 5% of earners who are disabled:</p> <p>- 6.45% at June 2010.</p> <p>- 9.37% at September 2010.</p> <p>- 9.67% Outturn 2010 - 2011.</p> <p>% of disabled employees:</p> <p>- 5.65% at June 2010.</p> <p>- 7.33% at September 2010.</p> <p>- 7.06% Outturn 2010 - 2011</p> <p>% of workforce who are BEM:</p> <p>- 0.64% at June 2010.</p> <p>- 0.63% at September 2010.</p> <p>- 0.64% Outturn 2010 – 2011.</p>	<p>information: http://www.bolsover.gov.uk/equalities-information.html</p>

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	HoHRP HoCSP	Mar 2012	Publish workforce monitoring data across required equality strands	Officer time	All workforce monitoring scrutinised by Union Employer Consultative Committee; minutes published on council website. Some data published in SES, Workforce data report and in open data format on website.	Completed. Workforce data published on the corporate website, January 2012: http://www.bolsover.gov.uk/equalities-information.html Gaps in workforce information identified; to be addressed in 2012-13 following internal service reviews & organisational restructure.
15. Raise awareness and address hate incidents and harassment	HoHRP	Mar 2014	Monitoring of workforce policies	Officer time	Ongoing – reported quarterly to Union Employer Consultative Committee; minutes published on council website.	
	HoHRP		Monitoring of workforce policies via Biennial Employee Survey	Officer time Costs of external support for survey analysis allocated	Ongoing – reported to Senior Management Team Employee Survey conducted in November 2011. Findings from all Employee Surveys are published on the intranet: http://intranet/intranet/consultation/employee-	

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					<p>survey.html</p> <p>From 2007-2009, there was no increase in the number of respondents to the Employee Survey stating that they have encountered harassment or bullying at work. Compared to 2004 (27%) there was a fall of 17% in 2009 (10%) in staff reporting harassment and bullying from another employee, elected member, or member of the public.</p> <p>Revised <i>Harassment and Bullying at Work Procedure</i> introduced in January 2011, following feedback through the HR and Payroll Customer Satisfaction Survey 2010 and the Employee Survey 2009: http://intranet/intranet/policies-a-plans/64-human-resources-and-payroll.html</p>	

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	CSO EIO	Mar 2011	Monitor Hate Incident Reports		Ongoing work by Community Safety. All performance is reported via the Safer Derbyshire website: http://www.saferderbyshire.gov.uk/	Completed. There were 40 police reported hate incidents in Bolsover District in 2010 – 2011. Derbyshire wide, total contacts with the Stop Hate service have increased from 33 to 157 in 2011 – 2012.
	CSO EIO	Mar 2011	Improve practice and participate in case reviews where appropriate - N. Derbyshire Hate Crime Consultative Group - Police Public Confidence Panels		Officer attendance at Police Public Confidence Panels November 2010 and July 2011	Completed.
	CO EIO	Mar 2011	Promote reporting mechanisms in the district through corporate communications - Stop Hate - Eyes & Ears scheme		Eyes & Ears Scheme re- launched September 2010: http://intranet/intranet/latest-news/247-eyes-and-ears.html	Completed.

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16. Raise awareness of Council's equality services	EIO CO	Mar 2012	Consider using 'Did You Know' touring board(s) - Contact Centres - Parish Councils - Local groups - Events - Website page Publicise in corporate communications	Officer time Costs of printing & distribution	'Did you Know' posters & flyers produced. To be distributed / publicised in June 2012.	Completed.
	CCM EIO	Mar 2011	Promote CRM system		CRM data now collected via Contact Centre leading to improved take up.	Completed.
	CCM	Mar 2014	Annual National Customer Service Week events - Outcomes	Officer time	No activity during 2011 event. Plan to arrange front line staff training during 2012 event.	
17. Audit of services to vulnerable people	HoCSP	Ongoing	Identify gaps & priorities		Summary of services provided to vulnerable people, March 2010. Circulated to Equality Services Development Group; also available on intranet.	Completed.
18. Develop community cohesion activities /	HoCSP EIO	Mar 2015	Explore development of joint project work with partner agencies		Cohesion Project Group established and project outline being developed in partnership with	

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resources			<ul style="list-style-type: none"> - Consider developing a multicultural event - Consider developing a shared history project bringing together local people 		<p>Police Migrant Worker Outreach Workers. External funding sources are being explored.</p> <p>This work has been delayed due to limited internal and external resources.</p>	
19. Actions to address any relevant targets set in Corporate Plan 2011-2015	HoS	Mar 2015	Identify any relevant targets and determine actions in service plans to achieve them		SES completion is a Corporate Plan target monitored as part of the Performance Management Framework.	

Planned actions outstanding from the Disability Equality Scheme 2010-2011, Gender Equality Scheme 2010-2011, Race Equality Schemes 2008-2011 and Corporate Equality Plan 2008-2011 have been incorporated into the Single Equality Scheme. This will ensure that reporting on performance against those actions is maintained.

Abbreviations used:

HoS Heads of Service
HoCS Head of Community Services
HoCSP Head of Customer Service and Performance
HoHRP Head of Human Resources and Payroll
SPU Shared Procurement Unit
CCM Contact Centre Manager