

Committee:	Executive	Agenda Item No.:	6.
Date:	8th April 2013	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 second 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 second Annual Review of the Single Equality Scheme evidences the progress made in 2012-2013.

Further consultation and engagement with interest groups is planned for autumn 2013.

ISSUES/OPTIONS FOR CONSIDERATION

For members of the Executive to consider the second Annual Review (2012-13) 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 second 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 accordance with the Executive function.

ATTACHMENTS: **Yes**

FILE REFERENCE:

SOURCE DOCUMENT:

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

Updated March 2013

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
1. Publish Single Equality Scheme and undertake regular reviews	JADSP 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.html
	JADSP EIO	Mar 2012 Mar 2013	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. Also reported to Equality Panel in September 2012 and at look Beyond the Label event on 5 October 2012. Draft second Annual Review to Improvement Group on 19 March	

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		Mar 2014			2013 and to Executive on 8 April 2013. Also reported to Equality Panel on 15 March 2013.	
		Mar 2015				
	IEM UEO	Sept 2011	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	Completed. Annual Engagement Plan embedded in Corporate Plan 2011-2015. http://www.bolsover.gov.uk/corporate-plan.html http://intranet/intranet/corporate-plan.html Equality questions incorporated into Citizen's Panel Survey, November 2011. Survey findings reported in 'Listening Bolsover' report and published on Ask Derbyshire website: http://www.askderbyshire.gov.uk/bolsover
		Sept 2012			On-line questionnaire Sept-Oct 2010/11 – baseline data analysed.	
		Sept 2013				
2. Meet requirements of public sector equality	JADSP JADHR &P EIO	July 2011	- Publication of required equalities data in existing formats		SES incorporates a range of equalities data; data analyses published in CSV format, July	

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duty		Apr 2012	- Publication of required equalities data in open formats		2011. Corporate and service level data published on website and work ongoing: http://www.bolsover.gov.uk/equalities-information.html	
		Apr 2013 /	- Publish open data annually		Open data published on corporate website and updated periodically: http://www.bolsover.gov.uk/equalities-information.html	
		Apr 2014	- Engagement Plan(s) 2011-2014 to establish methods & timeframe for engagement		Engagement Plan produced annually: http://www.bolsover.gov.uk/have-your-say-home.html	
3. Equality impact assessment programme	JADSP EIO	Mar 2011	Monitor Impact Assessment process; ensure it remains fit for	Officer time	Summary of services provided to vulnerable people completed March 2010, to inform EIA	Completed. Summary of services provided to vulnerable people completed March

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			purpose; & feeds into decision-making processes: <ul style="list-style-type: none"> - Review & report to EWG / ESDG - EIAs of review to Equality Panel 		rolling programme: http://ericssrv.bolsover.gov.uk/intranet/index.php?option=com_content&view=article&id=44&Itemid=586 Reports to EWG & ESDG.	2010, to inform EIA rolling programme: http://ericssrv.bolsover.gov.uk/intranet/index.php?option=com_content&view=article&id=44&Itemid=586
4. Promote involvement in civic & public life	EIO	Mar 2011	Evaluation of Equality Panel <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - % by gender - % who are disabled - % who are BEM 		Derbyshire Citizen's Panel at May 2009: <ul style="list-style-type: none"> - 49.6% females / 50.4% males Bolsover Citizens Panel Report May 2012: <ul style="list-style-type: none"> - 48.9% females / 51% males - 99.5% White British or Irish / 0.4% Ethnic minority including White Other http://www.askderbyshir	

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					e.gov.uk/bolsover/strategy-performance/0-2012-13-citizenpanelmay	
	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 events, December 2010 and October 2012. 2012 event focused on Welfare Reform with public consultation on local council tax support scheme. http://www.bolsover.gov.uk/equality-a-diversity.html	
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-

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						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 requirements of Equality Act 2010.	Completed.
7. Raise awareness of mental health issues to	EIO JADHR &P	Mar 2015	Consider training for managers & front line staff	Officer time	'Aspects of Mental Health: supporting people in employment' training by Disability	

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address needs of customers and staff					Dynamics delivered to partner organisations, September 2011. Mental health awareness training for frontline staff being sourced for 2013.	
8. Raise awareness of needs of deaf and hard of hearing customers and staff	EIO JADHR &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.	
	JADs HoS	Mar 2012	Consider meeting criteria of RNID standard			
	JADs HoS	Mar 2015	Consider BSL training for front line staff		'Disability in the Workplace' training by Disability Dynamics, delivered to partner organisations, October 2011	
9. Raise awareness of	EIO	Mar 2015	Link into actions agreed by		Derbyshire LGBT Forum development plan, Jan	

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LGBT issues			Derbyshire LGBT Forum Consider training for managers and front line staff		2011 – actions met for publication of equality data. LGBT Awareness Training delivered for 23 participants in November 2011 and June 2012 by Derbyshire Friend.	
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		Delivered 11 Cracking Crime events April-Oct 2010. Participated in Operation Relentless June & September 2010. Produced leaflet in Polish, October 2010.	Completed.
	CO CSO	Mar 2011	Ensure website signposting to sources of information, advice & support		Information on sources of support provided on corporate website from June 2010: http://www.bolsover.gov.uk/component/content/article/107-domestic-	Completed.

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					violence/145-hs-dv-domestic-violence.html	
	CSO DVO EIO	Mar 2015	Service user monitoring data	Officer time	Reported in Gender Equality Scheme to 2011; SES; and in Community Safety Partnership Annual Plans: http://www.bolsover.gov.uk/community-safety-partnership.html	
	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		Some service user data reported in Gender Equality Scheme & Single Equality Scheme Participation in	Completed. Actions set out in Derbyshire Community Safety Agreement 2011-2015: http://www.bolsover.gov.u

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			Campaigns & SCTAG actions		Operation Relentless, June & September 2010.	k/images/departments/community_Services/csp_plan_2012.pdf
12. Reduce repeat victimisation rate to 29% (National Indicator 32*)	JADCS HoS Housing Legal	Mar 2011	County target for * NI 32 - Performance monitoring (data on cases reviewed at Multi Agency Risk Assessment Conferences)		Safer Derbyshire performance data reported in Gender Equality Scheme & SES Repeat victimisation rate: - 13.04% in 2009-10. - 15.45% at June 2010. - 17.93% at September 2010. (MARAC implementation on track).	Completed. Outcome 2010 - 2011: 24.16% * National Performance Indicator now removed by government
13. Carry out scheduled reviews to Equal Pay Audit	JADHR &P	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. A light touch review of the recommendations from the Equal Pay Audit conducted in 2009 is to be completed by 31/03/2013.	Completed.

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	JADHR &P	Dec 2014	Carry out a complete Equal Pay Audit of all posts	Officer time	A light touch review of the recommendations from the Equal Pay Audit conducted in 2009 is to be completed by 31/03/2013.	
14. Workforce diversity	JADHR &P	Mar 2011	Local Performance Indicator retained to 2011: <ul style="list-style-type: none"> - Top 5% of earners who are female - Top 5% of earners who are disabled - % of workforce who are disabled - % of workforce who are BEM 	Officer time	Local Performance Indicator retained for 2011 – 2012. Top 5% of earners who are female: <ul style="list-style-type: none"> - 45.16% out-turn for 2009-10. - 45.16% at June 2010. - 43.75% at September 2010. - 45.16% Outturn 2010 - 2011. Top 5% of earners who are disabled: <ul style="list-style-type: none"> - 6.45% at June 2010. - 9.37% at September 2010. - 9.67% Outturn 2010 - 2011. 	Completed. Local performance indicators retained for 2011 – 2012 and reported with our equality information: http://www.bolsover.gov.uk/equalities-information.html

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
					<p>% of disabled employees:</p> <ul style="list-style-type: none"> - 5.65% at June 2010. - 7.33% at September 2010. - 7.06% Outturn 2010 - 2011 <p>% of workforce who are BEM:</p> <ul style="list-style-type: none"> - 0.64% at June 2010. - 0.63% at September 2010. - 0.64% Outturn 2010 – 2011. 	
	JADHR &P JADSP	Mar 2012	Publish workforce monitoring data across required equality strands	Officer time	<p>All workforce monitoring scrutinised by Union Employer Consultative Committee; minutes published on council website.</p> <p>Some data published in SES, Workforce data report and in open data format on website.</p>	<p>Completed. Workforce data published on the corporate website, January 2012: http://www.bolsover.gov.uk/equalities-information.html</p> <p>Gaps in workforce information identified; to be addressed in 2012-13</p>

Improvement	Lead Officer	Target date	Expected outcome	Resources	Progress	Actual outcome
						following internal service reviews & organisational restructure.
15. Raise awareness and address hate incidents and harassment	JADHR &P	Mar 2014	Monitoring of workforce policies	Officer time	Ongoing – reported quarterly to Union Employer Consultative Committee; minutes published on council website.	
	JADHR &P	Mar 2015	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://ericssrv.bolsover.gov.uk/intranet/index.php?option=com_remository&Itemid=573&func=fileinfo&id=158 From 2007-2009, there was no increase in the	

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					<p>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 of 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 relaunched September 2010: http://intranet/intranet/latest-news/247-eyes-and-ears.html	Completed.

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			- Eyes & Ears scheme			
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 and 2012.	
17. Audit of services to vulnerable people	JADSP	Ongoing	Identify gaps & priorities		Summary of services provided to vulnerable people, March 2010. Circulated to Equality Services Development	Completed.

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					Group; also available on intranet.	
18. Develop community cohesion activities / resources	JADSP EIO	Mar 2015	Explore development of joint project work with partner agencies - Consider developing a multicultural event - Consider developing a shared history project bringing together local people		Cohesion Project Group established and project outline developed in partnership with Police Migrant Worker Outreach Workers. This work has been delayed due to limited internal and external resources.	
19. Actions to address any relevant targets set in Corporate Plan 2011-2015	JADs 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:

JADCS	Joint Asst. Director Community Services
JADHRP	Joint Asst. Director Human Resources and Payroll
JADSP	Joint Asst. Director Strategy and Performance
HoS	Heads of Service
SPU	Shared Procurement Unit
CCM	Contact Centre Manager
Co	Communications Officer
IEM	Information and Engagement Manager
UEO	User Engagement Officer
EIO	Equality Improvement Officer
CSO	Community Safety Officer
DVO	Domestic Violence Officer