



Confident Capable Council Scrutiny Panel

23 January 2014

Report title	Equalities Work Programme Update	
Cabinet member with lead responsibility	Councillor Paul Sweet Governance and Performance	
Wards affected	All	
Accountable director	Simon Warren, Chief Executive	
Originating service	Policy	
Accountable employee(s)	Charlotte Johns	Head of Policy
	Tel	01902 55(4240)
	Email	charlotte.johns@wolverhampton.gov.uk
Report to be/has been considered by	Equalities Advisory Group	17 December 2013

Recommendation(s) for noting:

The Panel is asked to note:

1. the progress against the Equalities Work Programme and update from the Equalities Councillor Champion.

1. Purpose

- 1.1 The purpose of this report is to provide the Confident Capable Council Scrutiny Panel with the progress made on the Equalities Work Programme.

2. Background

- 2.1 At its meeting on 12 March 2013, the Equality Project Board agreed a work programme which included key tasks and actions around Equalities. It was to be led by the interim Corporate Head of Equalities.
- 2.2 The work programme also went to the Performance Governance and Support Services Scrutiny Panel on 11 April 2013.
- 2.3 Progress reports were presented to the Equality Advisory Group at its meetings on 11 June, 17 September and 17 December 2013. It has also been discussed at Corporate Equality Steering Group 6 June 2013.

3. Work Programme

- 3.1 The Equalities Work Programme with an update on progress made and other work undertaken is included at Appendix A. The work programme details only those activities undertaken specifically in relation to equalities work and not those equalities aspects of other wider council services or functions. These actions are found in individual business plans or in the Council's Equality Objectives Action Plan. The Council is statutorily required to create, update and regularly publish this separate document on equalities.
- 3.2 Since being appointed as Equalities Champion in May 2013, Councillor Dr Mike Hardacre has overseen progress against the work programme as Chair of the Equalities Advisory Group. The Equalities Champion has also represented the Council at a number of events and meetings, which is included in Appendix B.

4.0 Financial Implications

- 4.1 There are no financial implications associated with the recommendations in this report. The work programme is being delivered in house within existing resources.

[CN/07012014/U]

5.0 Legal Implications

- 5.1 In arriving at decisions lawfully, the Council, as a public authority listed by Schedule 19 of the Equality Act 2010 must show "due regard" to the requirements of the Act and the Public Sector Equality Duty created by the Act. In demonstrating "due regard" the Council must be able to detail evidence based equalities considerations in arriving at these decisions.

[RB/10012014/A]

6.0 Equalities Implications

6.1 This report is solely concerned with equalities issues.

7.0 Environmental implications

7.1 There are no environmental implications to this report.

Equalities Action Plan
Last updated 30.11.13

WHICH CORPORATE PLAN THEME WILL THESE OBJECTIVES SUPPORT?

Corporate Plan Theme:	Confident Capable Council
------------------------------	----------------------------------

Aim: Identify ways of mainstreaming and promoting best equalities practice, enabling the Council to improve and effectively target our services and to ensure we recruit and retain the best staff.

OBJECTIVE DETAILS

Objective Name:	Actions:	Performance Measures / Milestones:	Update	Start Date:	End / Review Date:
Improve governance arrangements and internal controls	Structure/Team				
	Complete an analysis of who is doing what on equalities within the council, increase sharing and minimise duplication.	<ul style="list-style-type: none"> Complete analysis 	Equalities Steering group reformed and representatives for each Service Area identified. Equalities Brief launched to inform all staff of Equalities issues	08.01.13	Completed 23.08.13
	Clarify the role of the corporate equalities function, ensuring it offers a professional service, to assist and support Directorates. Review and update existing job descriptions of equality officers.	<ul style="list-style-type: none"> Update Job Descriptions 	Role and job descriptions clarified and formed part of the re-organisation of the Policy Unit (formerly the Corporate Strategy and Improvement Unit)	05.02.13	Completed 01.07.13

OBJECTIVE DETAILS

Objective Name:	Actions:	Performance Measures / Milestones:	Update	Start Date:	End / Review Date:
	Liaise with Wolverhampton Homes to share best practice, establish ways of working together and identify where resources could be shared	<ul style="list-style-type: none"> Meetings at least quarterly with Wolverhampton Homes 	Number of meetings held including with the training function. Information exchanged on equality analysis, monitoring, training and interpreting and translation policy. Equality Officers also attend their quarterly Equality Steering Group meetings. Officer invited to and attends WCC steering group	08.01.13	Ongoing
	Establish robust protocol to include Equality Analysis at inception of policy development	<ul style="list-style-type: none"> Protocol adopted 	Equality analysis advice is included in the new corporate project toolkit. The bringing together of Policy and Equalities in the restructure of the Policy Team will also strengthen this. Stage 1 equality analysis (the screening) done of all budget savings proposals.	25.02.13	31.12.13
	Review and, if appropriate revive the Corporate Equality Steering Group (internal officer group)	<ul style="list-style-type: none"> Group established and Terms agreed Quarterly meetings set up 	Officers nominated by Directors and Assistant Directors. Two meetings held, terms of reference updated, further meetings in September and December.	08.01.13	Completed 11.07.13 Meetings ongoing
Become a top performing organisation, delivering services that we continually strive to	Implementation				
	Review and simplify the equality analysis scheme. Link with the Business Insight team to work with Directorates to prioritise,	<ul style="list-style-type: none"> New EA process launched 	New Equality Analyses toolkit designed and completed, presented at Members Equality Advisory Group on 11 June 2013. Document posted on the Equality Services Intranet Site.	08.01.13	Toolkit completed 11.04.13 Support ongoing

OBJECTIVE DETAILS

Objective Name:	Actions:	Performance Measures / Milestones:	Update	Start Date:	End / Review Date:
improve	support and undertake equality analyses.				
	Analyse findings from Equality Framework for Local Government forms already completed. Complete gap analysis and make recommendation re viability of reaching 'achieving' level	<ul style="list-style-type: none"> Gap analysis complete 	Received completed forms from E&E, OCE and a service area in Governance (i.e HR). Responses reviewed but awaiting consistent completion of Equality Analyses before progressing.	08.01.13	31.12.13
	Review the recommendations agreed by cabinet in the Equalities Scrutiny Review Report, identifying then implementing what still needs to be done.	<ul style="list-style-type: none"> Implement all recommendations agreed by Cabinet 	Gap analysis started	08.01.13	All recommendations completed or 'in hand'
	Desk top analysis of existing HR policies and procedures, suggesting improvements to comply with best equality practice.	<ul style="list-style-type: none"> HR policies in place with full regard to all best equality practice 	HR policies and procedures currently being re-written. Analysis begun.	08.01.13	31.12.13

OBJECTIVE DETAILS

Objective Name:	Actions:	Performance Measures / Milestones:	Update	Start Date:	End / Review Date:
	Review and refresh the Equality Objectives Action Plan, highlighting and executing any overdue action.	<ul style="list-style-type: none"> • Annual refresh completed • All due actions completed 	Progress template on activities in Equality Objectives Action Plan developed and sent to each service directorate to complete and return by end of June 2013. Each directorate has also been asked to identify new equality activities to be included in the action plan for 2013/14. All responses have now been received; updated document will be posted onto the Council's website.	08.01.13	Annual review completed 31.08.13
Monitoring					
	Review our compliance with the general and specific duties of the Equality Act 2010, then monitor on an annual basis.	<ul style="list-style-type: none"> • Annual review 	HR monitoring published Equality objectives action plan updated Equality analyses toolkit produced and monitoring implemented via mailbox reports	08.01.13	Ongoing
	Work with HR to rationalise what equality monitoring they do, simplify the presentation, identify trends and highlight any causes of concern.	<ul style="list-style-type: none"> • Equality trends effectively identified and issues resolved. • Regular reporting to EAG 	Monitoring processes reviewed and equality actions identified Advice given on computerised recruitment monitoring Action plan produced	08.01.13	Ongoing

OBJECTIVE DETAILS

Objective Name:	Actions:	Performance Measures / Milestones:	Update	Start Date:	End / Review Date:
	Identify what equality monitoring takes place of our service users and make recommendations re consistency.	<ul style="list-style-type: none"> Equality trends effectively identified and issues resolved. Regular reporting to EAG 	Model monitoring forms produced. Monitoring advice given to Housing Benefit, Council Tax, Complaints and Compliments and Environmental Services and other service areas	08.01.13	Ongoing
	With Business Insight analyse 2011 census information to identify newcomers to Wolverhampton, any developing trends and any potential unmet needs.	<ul style="list-style-type: none"> Equality trends effectively identified and issues resolved. Regular reporting to EAG 	Briefing produced on languages spoken in Wolverhampton broken down by ward. Briefing produced on ethnicity and religion in Wolverhampton broken down by ward Contact made with Equality and Diversity Forum and Refugee and Migrant Centre for additional up-to-date information	08.01.13	Ongoing
	Make contact with and review practices at Nottingham City Council and Rotherham Metropolitan Borough Council for examples of best practice.	<ul style="list-style-type: none"> Visits made as appropriate Key findings reported and learned from 	Contact made. Included on list of authorities that we routinely obtain information from	08.01.13	Completed 30.06.13
	Together with the Consultation and Community Involvement Officer, map all the voluntary organisations and groups who interact with the	<ul style="list-style-type: none"> Map of key engagement channels developed Improvements made to engagement opportunities 	Discussion on this has taken place. Equality Officers to review their existing list and forward onto the Community Involvement Officer to review and input into. Draft document has been completed, phone numbers	08.01.13	Voluntary and Community Organisations Directory completed 30.11.13

OBJECTIVE DETAILS

Objective Name:	Actions:	Performance Measures / Milestones:	Update	Start Date:	End / Review Date:
	council, identifying any groups who are not represented. Establish stronger routine engagement forums		and website addresses currently being checked, completed document will be posted on the website. Equalities officers worked with the Consultation and Community Involvement Officer to ensure better ways in engaging community groups in our budget consultation.		
Reshape and reskill our workforce to meet the challenge of future service demands	Training and Development				
	Produce, with legal services, a series of legal update bulletins on equality issues and simplified guides to codes of practice.	<ul style="list-style-type: none"> • Legal update bulletins issued in a timely manner 	Update produced on European Court decisions Briefing on Mental Health Act 2013 produced.	08.01.13	Ongoing
Review current equality e-learning, identifying or designing an appropriate mandatory, introductory course.	<ul style="list-style-type: none"> • Develop e-learning tool and ensure 100% attendance 	Mapping exercise undertaken on current equality e-learning within the council and amongst our key partners. Findings have identified a gap/lack of suitable material in this area. Council's existing e-learning has been reviewed, amended and discussed with Workforce Development Officer. Design of eLearning course has now been	08.01.13	Completed 09.08.13	

OBJECTIVE DETAILS

Objective Name:	Actions:	Performance Measures / Milestones:	Update	Start Date:	End / Review Date:
			completed, piloted and is now on the Learning Hub. All staff and Councillors are required to complete the training		
	Monitor what equality training is available in the Council; what has taken place; and any available breakdown of attendees.	<ul style="list-style-type: none"> Improved equality training offer 	Monitoring of corporate course on Equality Analysis and Equality Act routinely collected. E-learning modules monitored by number completed Further training information being collected via the Corporate Equalities steering group	08.01.13	31.12.13
	Identify the equality training needs of each directorate; and working with the Head of Workforce Development, develop an equalities training programme.	<ul style="list-style-type: none"> Improved equality training offer 	Question included on new mandatory e-learning Several meetings with Workforce Development to identify suitable courses Further information to be gathered from Equality Steering Group members	08.01.13	31.12.13

Other work undertaken by corporate Equalities team since January 2013

- Organised the flying of the Rainbow Flag outside of the civic centre for the International Day against Homophobia and Transphobia and for Wolverhampton Pride
- Produced guidance on the Public Sector Equality Duty
- Prepared briefing on caste discrimination for Councillor Shah
- Briefing produced on fact finding trip to Lambeth
- Regular one to ones and team meetings held
- Attended Operation Black Vote event
- Meeting held with Equality and Diversity Forum to facilitate future consultation and obtaining of grants
- Produced materials and delivered the “Training the Trainer” Equality training for the Equality and Diversity Forum.
- In partnership with the Equality and Diversity Forum co-ordinator organised a certificate presentation day in the Mayor’s Parlour.
- Developed an Equality Shared Intranet Service, so that officers can access corporate equality documents and policies, latest news on equality case laws and legislation, equality and diversity training and best practice.
- Advised on conducting an equality analysis on Welfare Reform
- Meeting with manager of LGBT Network Wolverhampton to advise on their survey findings, key speakers and people to invite and venue for launch in October 2013.
- Liaised with Facilities regarding the Multi-Faith Room for staff
- Delivered Equality Analysis training and workshops as well as briefings on the Equality Act 2010
- Planned, and worked to support a new WCC wide approach to consultation with the Equality and Diversity Forum.
- Contributed to street naming policy
- Contributed to Equality Analysis regarding disability implications of access to city centre
- Interpreted WCC Access Protocol for the review of City Centre Access for Disabled People.
- Guidelines on Interpretation, Translation and Transcription produced
- Extensive contributions to the Equality and Diversity Forum’s Equalities toolkit
- Worked with Legal Services to provide training for their Lexcel accreditation
- Attendance at Black History Month meeting
- Produced Councillors’ guide on Equalities
- Advised on Equality analysis for Council’s temporary staffing agency
- Template designed to analyse Environmental Services’ monitoring data
- Attended Equality and Diversity Forum’s and Wolverhampton Homes Equality meetings
- Facilitated workshops for Budget Engagement Sessions

- Advised on Corporate Guidelines on Volunteering
- Advised on Equalities and Procurement
- Meetings with NHS officers on equality issues and best practices
- Advised on Customer Services Strategy and engaging the Equality and Diversity Forum for their equality analysis.
- Responding to FOI enquiries and complaints to the Council relating to equalities
- Member of Welfare Reform Impact Analysis Project team
- Attendance at Asian Men's Mental Health Support Group Open Day
- Attendance at City of Sanctuary evening event
- Produced the first corporate wide Equality Brief, which was cascaded to all staff and published in City People
- Attendance at 'Pride 2013'
- Facilitated Focus Group with Roma Community.
- Met with EDF and supported bid to promote engagement work with Roma community.
- Suggested amendments to project management toolkit
- Completed Equality Framework for Local Government Peer Assessment (Tower Hamlet Homes)
- Assisted in the facilitation of the Council's budget consultation sessions
- Attended Equality and Human Rights Commission's workshop on caste
- Attended LGBT Network's AGM and survey launch
- Member of LGBT Network's working group on implementing their survey recommendations
- Attended the British Institute of Human Rights workshop in Wolverhampton
- Attended Runnymede Trust's debate on 'Does talking about race fuel racism?'
- Signed off Stage 1 Equality Analyses (screening) for all 179 budget proposals
- Produced second 'Equality Brief'
- Assisted in recruitment process for Policy and Equalities Manager
- Member of Civic Centre user group, concentrating on the effects on disabled employees and the other equality strands
- Delivering 'equalities section' of the report writing training
- Advised on equalities monitoring for 'Agresso'
- Advised on the role of Equalities in business planning
- Attended consultation meeting re transgender monitoring and amended model monitoring form

Appendix B – Councillor Equalities Champion activities since May 2013

Since appointment as Councillor Equalities Champion in May 2013 Cllr Dr Mike Hardacre has represented the council at a number of events and meetings. This has included:

- Asian business Forum.
- Equality and Diversity Forum.
- Over 50s Forum.
- Canada Day.
- International Day Against Homophobia (IDAHO) flag flying.
- Lesbian Gay Bisexual Transgender (LGBT) forum.
- Equality and diversity Advisory group of Wolverhampton Homes.
- Black Country Pride Event.
- African Caribbean Community Initiative (ACCI) annual dinner
- Rev Jesse Jackson at Birmingham Library.
- Unveiling of Reverend Lyesight's plaque.
- Beacon Centre conference on Diabetes and Blindness.
- Divali celebrations in Phoenix Park.
- Symposium on Racism at Wolverhampton Science Park sponsored by the Runnymede Trust.
- Attended first year anniversary celebration at the Afro-Caribbean Heritage Centre.
- Attended Ethnic Minority Council.
- LGBT meeting with the Lord Lieutenant of the West Midlands.