

Race Equality Scheme Action Plan Progress Report April-October 2005

	Action	Timescale	Responsibility	Progress
1	Revision, leadership and implementation of the Race Equality Scheme			
1.1	Identify functions/policies and carry out screening and prioritisation.	January - February 2005	Steering Group	Completed.
1.2	Consult RES Reference Group.	February 2005	Deputy Leader	Completed.
1.3	Draft revised Race Equality Scheme.	March 2005	Corporate Strategies Team	Completed.
1.4	Approval of Draft revised Race Equality Scheme.	March 2005	The Executive	RES received approval from the Executive on 15 March 2005.
1.5	Publish revised RES.	April 2005	Corporate Strategies Team	Completed.
1.6	Publish high quality printed version of Race Equality Scheme, circulate and put on website.	May 2005	Corporate Strategies Team	Scheme published on website.
1.7	Revise equality impact assessment forms/ process.	May 2005	Corporate Strategies Team / Steering Group	Draft forms prepared 1 April 2005, finalised 1 July 2005. Revised forms circulated 2 September 2005.
1.8	Revise guidance to officers on Equality Impact Assessment (EQIA) reviews.	May 2005	Corporate Strategies Team	Draft guidance prepared 1 April 2005 and finalised 1 July 2005. Revised guidance circulated 2 September 2005.
1.9	Support consistent implementation and monitoring of the Race Equality Scheme.	Quarterly	Steering Group	Meetings held on 24 May 2005 and 18 July.

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1.10	Report to Race Equality Scheme Reference Group chaired by Deputy Leader of Council. [n.b., Group now chaired by the Portfolio Holder for Policy Co-ordination following elections in May 2005].	Quarterly	Corporate Strategies Team	HR report submitted to the RES Reference Group meeting held on 28 June 2005.
1.11	Race Equality Scheme annual progress reports.	September 2005 September 2006 September 2007	Corporate Strategies Team / Steering Group	Progress Report of the previous RES to be produced in October 2005.
1.12	Ensure that the Race Equality Scheme Action Plan is properly implemented.	Quarterly	Corporate Strategies Team / Steering Group	Ongoing. Lead Officers identified and guidance rolled out to such [as per the implementation timescales and milestones contained in the Corporate Equality Plan].
1.13	Ensure that actions to promote race equality are included in Directorate business planning and routine monitoring.	Quarterly	Directorates / Steering Group	Actions / commitment appears in Directorate Service Plans. Through EQIA process actions should be included in business planning and routine monitoring.
1.14	Review overall progress and service improvements at the end of 3 years of the RES.	June 2005 June 2008	Steering Group	Report on overall progress to be provided in October 2005. This report will go to the RES Reference Group and the Cabinet.
2	Assessment and consultation on the likely impact of proposed new functions and policies			
2.1	Directorates identify new functions and policies as they are proposed / developed.	Ongoing	Directorates / Steering Group	This is dependant on Steering Group /

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2.2	Officers responsible for assessing and screening against General Duty identified.	Ongoing	Directorates / Steering Group	Directorates identifying emerging policies.
2.3	Identify whether and how each part of the General Duty applies, which racial groups may be affected and how.	Ongoing	Directorates / Steering Group	One modification of existing policy has been identified in Learning and Culture, lead officer identified and screening carried out. A partial impact assessment was deemed unnecessary at this time.
2.4	Carry out Equality Impact Assessments of relevant new functions/policies.	Ongoing	Identified Lead Officers	
2.5	Undertake consultations on impact of proposed functions/policies with ethnic minority communities using service level consultation mechanisms.	Ongoing	Identified Lead Officers	
3	Monitoring existing functions and policies and undertake equality impact assessments			
3.1	Audit existing monitoring systems and improve mechanisms for monitoring equalities in service delivery.	Quarterly	Steering Group	<p>The existence of appropriate monitoring systems has been emphasised as part of the Directorate Briefings on the EQIA process.</p> <p>Consideration of the monitoring arrangements for each relevant function / policy forms part of the impact assessment (Section D of the Partial Impact Assessment Pro forma).</p>
3.2	Carry out equality impact assessments of all functions/policies as scheduled in the RES.	December 2005 December 2006 December 2007	Directorates	Ongoing.

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3.3	Identify and address functions/policies which need developing or changing following equality impact assessments.	March 2006 March 2006 March 2006	Directorates	To be undertaken following submission of impact assessments in December.
3.4	Review results of equality impact assessments at end of each year of the RES.	September 2005 September 2006 September 2007	Steering Group	To be included in the review of the previous RES to be produced in October 2005.
4	Employment Specific Duties and Monitoring			
4.1	Undertake regular equality monitoring of the workforce, applications, promotions and retention rates.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	An annual report on this is made to the RES Reference Group by the Corporate HR team using information provided by the directorate HR teams.
4.2	Undertake equality monitoring of career development schemes and succession planning.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	We do not currently have organisation wide career development schemes and succession planning arrangements but as we move towards this we will incorporate equality monitoring.
4.3	Take appropriate steps to ensure that under-represented groups are aware that the Council is an employer that values diversity and to bring all job vacancies to the attention of such groups.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	Special recruitment features have been used in specialist publications and the OEREN Community World Cup and the awards ceremony publicity material. The Post is sent to BME and other diversity groups across the County. All jobs are advertised on our internet jobs site and we are working with Jobcentre Plus

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				to get them to carry all our vacancies nationally and particularly to target the hardest to reach groups. S&HC Community Support Workers promote work within and without the County Council.
4.4	All job advertisements to make clear that the Council is an equal opportunities employer committed to promoting equality and social inclusion.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	A new corporate advertising style has been introduced (currently excluding schools) which states that we promote equality and social inclusion. S&HC have used Section 38 of the RRA to encourage applicants from BME background.
4.5	Ensure that job applications can be submitted and processed in alternative format.	Review September 2005 Review September 2006 Review September 2007	Corporate HR	All applications can be made on paper, online and via email (in word format). All of these carry the information that they are available in other formats/languages on request.
4.6	Ensure all staff are appraised and monitor quality of appraisals according to ethnic origin.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	Appraisal completion rates continue to improve across the County Council. Monitoring of quality is an on-going task for the Appraisal Working Group to action.
4.7	Appraisals and management of performance to make reference to the duty to promote race equality where relevant to an employee's post and proportionate to seniority.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	This will be incorporated in revised appraisal and performance management guidance.

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4.8	Monitor all applicants for and participants on training.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	The data is now in SAP but we are continuing to seek an effective way to extract this information from the system. Talent Management will liaise with the SAP team to progress this.
4.9	Monitor all staff attending induction according to ethnicity and include information on equalities, including Race Relations Amendment Act 2000.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	No system is currently in place but will identify and implement monitoring for induction events.
4.10	Monitor all cases of harassment and bullying according to ethnicity.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	Directorate HR teams provide this information annually and it is incorporated into the report that goes to the Race Reference Group. S&HC are running a Bullying and Harassment workshop concentrating on racial harassment for up to 60 staff.
4.11	Monitor disciplinaries and grievances by outcomes and by ethnicity.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	As per 4.10
4.12	Ensure that disciplinary procedures take due account of an employee's cultural background and make provision for any communication needs they may have.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	Incorporated into the revised policy currently going through the approval process.
4.13	Monitor all leavers by reasons for leaving and by ethnicity.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	Directorate HR teams enter the data onto SAP and Corporate HR report on it annually to the Race Reference Group.

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4.14	Monitor staff who retire early according to ethnicity.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	As per 4.13
4.15	Ensure Race Relations Amendment Act 2000 is integrated into appraisal and recruitment / selection training.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR Managers	This will be incorporated in revised appraisal and recruitment /selection training currently being designed.
4.16	Ensure all data from monitoring is treated in confidence in accordance with the Data Protection Act 1998.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	On track
4.17	Publish a yearly Equal Opportunities Report, to include results of HR monitoring in line with the specific duties and report to RES Reference Group.	Review September 2005 Review September 2006 Review September 2007	Corporate HR Communications and Marketing Unit	Annual report made to the RES Reference Group on 28.06.05 by the Corporate HR team using information provided by the directorate HR teams. To be published.
4.18	Analyse statistics/results of monitoring and remedy any problems through policy change and training.	Review September 2005 Review September 2006 Review September 2007	Corporate HR	On track for policies and related training activity.
4.19	Submit progress reports to the RES Reference Group.	September 2005 September 2006 September 2007	Corporate Strategies Team	Progress Report to be discussed in October 2005.
5	Public access to information, services and to the RES and publishing results			
5.1	Ensure that all Directorates have high standards of public care in relation to ethnic minority service users and race equality issues.	Review September 2005 Review September 2006 Review September 2007	Directorates	Customer Service issues have been raised across the Council through the provision of Customer Service Briefings and Taster Sessions.
5.2	Ensure that the Oxfordshire Language Service is equipped to provide an efficient and effective translation and interpretation service.	Review September 2005 Review September 2006 Review September 2007	Resources Directorate / CCMT	New manager appointed and recruiting additional administrator. Gained ISO quality assurance at start of

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				this year; looking at gaining Chartermark status in next year. Funded and organised Diploma in Public Service Interpreting training for 19 interpreters.
5.3	All contractors required to enter into contractual provisions that include the duty to promote race equality.	Review September 2005 Review September 2006 Review September 2007	Directorates/ Legal Services/ Steering Group	Contractors are specifically required to enter into contractual provisions that include due regard to the need to eliminate unlawful discrimination, to promote equality of opportunity and to promote good race relations in the provision and use of services. Specimen contract clauses are set out in the Procurement Manual.
5.4	Monitor and continue to develop procedures to ensure that providers from diverse communities have an equal opportunity of competing for Council contracts.	Review September 2005 Review September 2006 Review September 2007	Resources Directorate / Legal Services	Relevant guidance is provided to directorates through the Procurement Manual.
5.5	Ensure that all the Council's publicity and marketing fully reflects our commitment to promoting race equality.	Review September 2005 Review September 2006 Review September 2007	Communications and Marketing Unit, Chief Exec's Office	A review of current publications is ongoing. All council publications are required to meet the clear print guidelines and include an alternative formats statement. Our Comprehensive Equality Policy identifies the required use of diverse images.
5.6	Publish summary reports of equality impact assessments, monitoring and consultation.	March 2006 March 2007 March 2008	Corporate Strategies Team	-

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5.7	Submit progress reports to the RES Reference Group.	September 2005 September 2006 September 2007	Corporate Strategies Team	Report to be submitted in October 2005.
5.8	Submit progress reports to the Executive.	October 2005 October 2006 October 2007	Deputy Leader	Report scheduled to be submitted to the Cabinet by the Portfolio Holder in October 2005.
6	Informing and training staff in connection with the General and Specific Duties			
6.1	Make sure all employees are aware of the Race Equality Scheme.	Ongoing	Corporate HR / Directorates	<p>Reviewing our current induction arrangements. E&E cover diversity and race equality at their induction sessions for all new starters.</p> <p>Equality and diversity issues included in the Managers Handbook. Customer Services Taster Sessions incorporate equality and diversity issues.</p>
6.2	Directorates to deliver RRA related training specific to their functions and policies.	Ongoing	Corporate HR / Directorates	A framework for the way in which Talent Management will support learning and development for diversity across the County Council has been developed. This includes a way to deliver core training to all staff and also outlines how we will

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				<p>approach the delivery of more specialised events covering the needs/issues for different groups. In L&C, further drama based workshops planned with Theatre-in focusing on diversity issues. Joint planning with City Council and WODC. Available to all directorates.</p> <p>S&HC developed and use "Promoting Good Race Relations " workbook. Training workbook for each employee to work through within group workshops. Within this scheme over 40% of facilitators are from a BME background.</p>
6.3	Provide proportionate training and guidance for all staff to ensure they fully understand their responsibilities under the law.	Ongoing	Corporate HR / Directorates	<p>This will be included in our core training programme. Method to deliver this currently under discussion with Customer Services to link with the roll out of training. E&E undertook a comprehensive programme of all managers within the directorate during 2004/05 and it is in their directorate L&D plan for this year to review progress made by the end of 2005. Roll out programme planned within</p>

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				L&C for "Promoting Good Race Relations" workbooks produced by S&HC.
6.4	Provide individual training in response to needs identified through Performance Management.	Ongoing	Corporate HR / Directorates	The criteria against which individual training needs are identified is still to be developed corporately. However, a coaching scheme has been developed in S&HC for staff aiming to reach managerial positions.
6.5	Ensure training materials/courses/induction are maintained in respect of RRA duties, RES and race equality issues.	Ongoing	Corporate HR / Directorates	Provided via product managers who are responsible for developing suitable training materials to meet the diversity agenda. In S&HC all courses run are reviewed. BME employees run the anti-discriminatory seminars on Social work programmes at Ruskin and Brookes. These seminars contribute to the Approved Social Work programme.
6.6	Provide development opportunities for all elected members on the duty to promote race equality.	Ongoing	Democratic Services, Chief Exec's Office	Members briefing on equality issues planned for November 2005. Diversity awareness training is also provided for all elected members.