

Oxfordshire County Council

DRAFT

Equality Standard for Local Government

CORPORATE EQUALITY PLAN

2005 - 2008





**OXFORDSHIRE
COUNTY COUNCIL**

www.oxfordshire.gov.uk

CORPORATE EQUALITY PLAN

1 April 2005 – 31 March 2008

1. Introduction

1.1. The Equality Standard for Local Government

On 28 October 2003, the Executive agreed to adopt the Equality Standard for Local Government, developed by the Employers' Organisation for Local Government together with the Commission for Racial Equality, the Equal Opportunities Commission, the Disability Rights Commission and the Local Government Association.

In support of this, on 16 March 2004, the Executive also agreed a Comprehensive Equality Policy, noting that this included a commitment to the development of a Corporate Equality Plan and the implementation of an Equality Impact Assessment process, covering race, sex and disability equality issues initially, that could also be expanded to include other equality areas.

The Standard sets out five levels (starting with Level 1) for local authorities to work through in order to implement a consistent and systematic approach to promoting equality. These levels cover all aspects of policy-making, service delivery and employment.

1.2. Our progress on meeting the Equality Standard

We will ensure that our work on implementing the Equality Standard is combined with related policy initiatives to ensure an integrated approach. This will include co-ordination and integration with our statutory Race Equality Scheme, community cohesion and social inclusion initiatives and strategies.

Oxfordshire County Council achieved Level 1 of the Equality Standard in March 2004. The development of this Corporate Equality Plan forms part of our work towards meeting Level 2 of the Equality Standard. Implementation of the Corporate Equality Plan will assist us in achieving further levels of the Equality Standard and in demonstrating real and tangible benefits to the people of Oxfordshire, through a coherent and consistent approach to promoting equality in all parts of our business.

2. Development and implementation of our Corporate Equality Plan

2.1. Screening

To develop our Corporate Equality Plan we identified and then screened all our policies and functions for relevance to our commitment to promote equality. This was undertaken in conjunction with the revision of our Race Equality Scheme.

2.2. Equality Impact Assessment (EQIA) reviews

The Corporate Equality Plan includes a detailed schedule and timetable of Equality Impact Assessment reviews to be carried out for existing functions and policies that are relevant

to promoting equality. Equality Impact Assessments will also be carried out for all proposed new policies and functions before they are adopted.

The EQIA process will incorporate needs/requirements assessments, including assessments of organisational and individual requirements necessary for compliance with the Disability Discrimination Act 1995 and the identification and provision of reasonable adjustments. Assessments will also be undertaken against our commitment to fair employment and equal pay, as appropriate.

We will operate monitoring and evaluation systems that ensure that the impact of our services and the needs and requirements of our customers are identified and addressed appropriately, utilising consultation mechanisms as necessary. For this we shall follow the arrangements as set out in our Race Equality Scheme. We have developed detailed guidance for Officers on the EQIA process.

2.3. Implementation milestones and timescales

<u>Milestones</u>	<u>Timescales</u>
Identification of EQIA lead officers within directorates.	April – May 2005 April – May 2006 April – May 2007
Provision of guidance and advice to lead officers.	May – June 2005 May – June 2006 May – June 2007
Lead officers collate and further develop monitoring information, as required, including arranging consultation exercises, as necessary.	June – October 2005 June – October 2006 June – October 2007
Lead officers complete EQIA reviews.	October – December 2005 October – December 2006 October – December 2007
Submission of completed EQIA reviews.	December 2005 December 2006 December 2007
Written EQIA reviews checked for quality and consistency by Corporate Strategies Team and redrafted by lead officers, as necessary.	January – March 2006 January – March 2007 January – March 2008
Corporate Strategies Team publishes summary reports of EQIA reviews, monitoring and consultation.	March 2006 March 2007 March 2008
Lead officers identify and address functions/policies which need developing or changing following EQIA reviews.	March 2006 March 2007 March 2008
Lead officers ensure that developments or changes arising from EQIA reviews are implemented.	April – June 2006 April – June 2007 April – June 2008
Lead officers monitor and review actions implemented arising from EQIA reviews to determine their impact and modify changes, as necessary.	May – September 2006 May – September 2007 May – September 2008
Corporate Equality Plan progress reports are submitted to the Executive.	October 2006 October 2007 October 2008

3. Publication of the Corporate Equality Plan

3.1. Access to the Corporate Equality Plan

We shall ensure full access to the Corporate Equality Plan. The Plan will be available in printed form and in accessible formats. Accessible communications are important in promoting equality in the provision of our services. We will ensure that alternative formats of written documents, including the Corporate Equality Plan, are available. This will include other languages, large print, Braille, audiocassette, computer disk or email, as appropriate.

3.2. Publication of Results

Results of assessments will be published throughout the lifetime of the Plan as and when these are completed. The Council will use a range of media to communicate performance against the Corporate Equality Plan to different audiences. This will be undertaken in accordance with the arrangements set out in our Race Equality Scheme.

4. Comments and complaints

We positively encourage customer comments, suggestions and complaints regarding our services and maintain clear, transparent, fair and sensitive procedures for dealing with complaints.

The Council's complaints procedure may be used by members of the public who are dissatisfied with the behaviour or actions of Council staff, the extent or non-provision of a service, or the manner in which it is provided.

We will undertake comprehensive equality monitoring of comments and complaints received and ensure equal access to the Council's complaints procedure.

Corporate Equality Plan 2005-2008

Schedule of Equality Impact Assessment (EQIA) Reviews

Chief Executive's Office

SERVICE	TEAM	FUNCTIONS/POLICIES (Derived from Service Plans)	YEAR OF REVIEW Year 1 2005-06 Year 2 2006-07 Year 3 2007-08
Chief Executive's Personal Office		<ul style="list-style-type: none"> Support for Chief Executive, Leader and Deputy Leader 	3
Democratic Services	Democratic support	<ul style="list-style-type: none"> Councillors' IT and training and development needs Information on decision making processes Resources for elections Corporate complaints system 	2 3 3 1
	Committee Services	<ul style="list-style-type: none"> Executive, council and committee business Appellate processes (e.g. education) 	2 1
	Scrutiny Review	<ul style="list-style-type: none"> Support, advice and guidance to scrutiny process and research for scrutiny reviews Health scrutiny programme 	1 1
Customers/ Communities/ Equality and Social Inclusion	Customer Services	<ul style="list-style-type: none"> Customer service standards Customer Service Strategy 	2 1
	Corporate Strategies for equality & social inclusion	<ul style="list-style-type: none"> Managing implementation of the statutory Race Equality Scheme and Corporate Equality Plan Managing implementation of the Social Inclusion Action Plan Managing implementation of access/disability requirements Race Equality Scheme Comprehensive Equality Policy Social Inclusion Strategy 	1 1 2 3 3 3

Chief Executive's Office (continued)

SERVICE	TEAM	FUNCTIONS/POLICIES (Derived from Service Plans)	YEAR OF REVIEW Year 1 2005-06 Year 2 2006-07 Year 3 2007-08
	Communities Team	<ul style="list-style-type: none"> Local Area Working Voluntary Sector Compact 	1 1
Communications & Marketing	External Communications and Media Relations	<ul style="list-style-type: none"> Press releases & Service development Media handling Crisis Management Emergency public information Corporate information Media training 	2 2 2 3 3 2
	Marketing and consultation	<ul style="list-style-type: none"> Exhibitions Advertising Events management Photographs Key corporate consultations Consultancy support to directorates Tracker database of consultation data Consultation training 	2 2 3 1 2 2 3 2
	Design and Publications	<ul style="list-style-type: none"> Corporate Publications Ensure consistency in appearance of information across the authority 	1 1
	Internal Communications	<ul style="list-style-type: none"> Corporate messages Team brief systems The Post Directorate bulletins and newsletters 	1 1 3 3
	County Council website	<ul style="list-style-type: none"> Editing website Monitoring website content Supporting authors 	2 3 3

Community Safety

SERVICE	TEAM	FUNCTIONS/POLICIES (Derived from Service Plans)	YEAR OF REVIEW Year 1 2005-06 Year 2 2006-07 Year 3 2007-08
Fire & Rescue Service Support		<ul style="list-style-type: none"> • Command and Control / mobilisation support • Communications • Fire risk support group • Health & Safety Strategy • Procurement & Fleet Management • Training & Development 	3 2 1 3 1 1
Fire & Rescue Service	Service Delivery	<ul style="list-style-type: none"> • Collaboration and partnerships • Integrated risk management planning 	2 1
	Operations	<ul style="list-style-type: none"> • Emergency response to incidents 	1
	Personnel & Development	<ul style="list-style-type: none"> • Integrated personal development system • Recruitment of part-time fire-fighters • Promotion Boards/Assessment Centres and Disciplinary/Grievance Procedure 	2 2 1
	Community Safety	<ul style="list-style-type: none"> • Advice • Fire cadets • Commercial training • Fire setter intervention scheme • Advising/supporting employers and managers on their statutory responsibilities • Enforcement of legislation 	3 3 3 3 2 3
Community Safety	Youth Offending Team	<ul style="list-style-type: none"> • Bail supervision • Custodial episodes • Education • Intensive Supervision and Surveillance • Mental health • Prevention 	1 1 1 1 1 1

Community Safety (continued)

SERVICE	TEAM	FUNCTIONS/POLICIES (Derived from Service Plans)	YEAR OF REVIEW Year 1 2005-06 Year 2 2006-07 Year 3 2007-08
		<ul style="list-style-type: none"> • Restorative practice 	1
	Safer communities Unit	<ul style="list-style-type: none"> • Promotion of community safety • Crime and Disorder Reduction Partnerships • Community Safety Strategies 	2 1 2
	Emergency Planning Unit	<ul style="list-style-type: none"> • Core emergency plans • County Contact Officer System • Co-ordinate local authority and other service responses in an emergency • Emergency management training • Actions as a result of the Civil Contingencies Act 	1 3 2 3 2
	Traveller Services Unit	<ul style="list-style-type: none"> • Unauthorised encampments • Traveller site provision • Manage permanent traveller sites • Traveller Services Unit policies 	1 1 1 1

Environment and Economy

SERVICE	TEAM	FUNCTIONS/POLICIES (Derived from Service Plans)	YEAR OF REVIEW Year 1 2005-06 Year 2 2006-07 Year 3 2007-08
Sustainable Development	Strategic Policy and Economic Development (SPED)	<ul style="list-style-type: none"> • Oxfordshire Community Partnership • Environment • Affordable Housing • Research and Intelligence • Economic Development • Spatial and Mineral and Waste Planning • Regional planning and policy • Europe 	1 3 1 2 1 2 3 3
	Planning Policy Implementation	<ul style="list-style-type: none"> • District local plans and major planning applications • County Council infrastructure needs arising from development proposals • Advise on archaeological policy • Mineral working, waste management and disposal • Developments proposed by County Council directorates 	3 2 3 3 2
	Waste Management	<ul style="list-style-type: none"> • Waste recycling plants • Hazardous waste collection • Clinical waste disposal • Subsidised home compost bins 	3 3 3 3
	Countryside Services	<ul style="list-style-type: none"> • Public rights of way • Public access to open country and common land • Walks, rides and countryside enjoyment • Safeguarding, maintaining and preserving the character of the county • Safeguarding the county's biodiversity resource • Provide forestry advice • Partnership work 	2 2 2 2 2 2 2

Environment and Economy (continued)

SERVICE	TEAM	FUNCTIONS/POLICIES (Derived from Service Plans)	YEAR OF REVIEW
			Year 1 2005-06 Year 2 2006-07 Year 3 2007-08
Transport Service	Transport planning	<ul style="list-style-type: none"> • Integrated transport strategies • Highway development control advice • Road safety education, training and publicity • Local Transport Plan • Public transport development • Sustainable transport (Better ways to School) • Provision of subsidised bus services • Public transport information 	3
			3
			3
			3
			2
Transport Service	Transport Implementation	<ul style="list-style-type: none"> • Deliver schemes in the Transport Capital Programme 	1
			2
			2
			2
			2
Transport Service	Highways Management	<ul style="list-style-type: none"> • Protection of highway rights • Management/implementation of maintenance and repair programme • Parking enforcement 	3
			3
			3
			3
			3
Trading Standards & Registration	Trading Standards	<ul style="list-style-type: none"> • Food standards • Product safety • Trade descriptions • Consumer credit • Animal health and welfare • Weights and measures • Trade mark protection • Electronic commerce • Unfair trading practices 	3
			3
			3
			3
			3
			3
			3
			3
			3
			3
	Registration Service	<ul style="list-style-type: none"> • Register all births, deaths and marriages as required • Civil marriage ceremonies • Register church weddings as required • Record of births, deaths and marriages • Provide certified copies of Register entries 	3
			3
			3
			3
			3

Environment and Economy (continued)

SERVICE	TEAM	FUNCTIONS/POLICIES (Derived from Service Plans)	YEAR OF REVIEW Year 1 2005-06 Year 2 2006-07 Year 3 2007-08
		<ul style="list-style-type: none"> • Celebratory ceremonies (civil funerals, baby naming ceremony, renewal of vows and commitment ceremonies) • Citizenship ceremonies 	3
Business Support	Finance	<ul style="list-style-type: none"> • Financial advice and support • Financial Accounting • Budgeting 	corporate assessments
	Human Resources	<ul style="list-style-type: none"> • HR advice and support • Recruitment and induction • Staff learning & development • Health and Safety 	corporate assessments
	Performance Management	<ul style="list-style-type: none"> • Planning, performance management and communication • Office Services/Reception – Speedwell House • Library/Information Service 	2 2 3
	ICT	<ul style="list-style-type: none"> • Directorate support on all ICT matters 	corporate assessment

Learning and Culture

SERVICE	TEAM	FUNCTIONS/POLICIES (Derived from Service Plans)	YEAR OF REVIEW Year 1 2005-06 Year 2 2006-07 Year 3 2007-08
Children's Services	Special Educational Needs Service	<ul style="list-style-type: none"> • Statutory assessment services • Educational Psychology Service • Parent Partnership Service • Early Years SEN Service • Communication, Language, Autism and Sensory Service • Service for Children with Physical Disabilities 	1 1 1 1 1 1
	Social Inclusion Service	<ul style="list-style-type: none"> • Ethnic Minority Achievement Service (EMAS) • Advisory Service for the Education of Travellers (ASET) • Education Social Work Service: <ul style="list-style-type: none"> - Attendance - Child Employment • Child Protection • Behaviour Support Service • Children in Public Care • Pupil Referral Unit and Integration Service (PRUIS) • Elective Home Education • Provision for pupils medically unfit to attend school 	1 1 2 2 2 2 2 1 1
	School Admission & Transport Service	<ul style="list-style-type: none"> • School Admissions • Home to school transport 	3 2
Community Learning	Early Years, Childcare and Family Support	<ul style="list-style-type: none"> • Planning and development of accessible early years education • Disburse public funds for nursery education • Promote and support development of quality childcare • Provide information to the public on education and childcare for children and young people. • Development of integrated centres for children and families • Workforce development for early years and childcare sector 	2 2 2 2 2 2

Learning and Culture (continued)

SERVICE	TEAM	FUNCTIONS/POLICIES (Derived from Service Plans)	YEAR OF REVIEW Year 1 2005-06 Year 2 2006-07 Year 3 2007-08
		<ul style="list-style-type: none"> • Provide family and parenting support for vulnerable families. 	2
	Youth Service	<ul style="list-style-type: none"> • Provision of personal and social education programmes to young people aged between 9-25 • Contribute to Connexions Service • Support to voluntary partners 	3 3 3
	Student Support	<ul style="list-style-type: none"> • Produce information for students • Advice to students and parents • Access funds for sixth formers • Make assessments for student loans and fees • Disabled students' allowance • Grants for HE students with dependants/students with parents on a low income 	2 2 2 2 2 2
	Adult and Community Learning	<ul style="list-style-type: none"> • Management and delivery of adult learning programmes • Provision of information, advice and guidance to adults • Widening participation in adult learning • Provision of learning support • Professional Development of AL staff 	3 3 3 3 3
	Community Learning Support Unit	<ul style="list-style-type: none"> • Research the need for new learning developments. • Support, advise and help resource community learning institutions, organisations and partnerships in developing community-based learning initiatives, focusing on areas of high need. • Manage new learning initiatives as appropriate. 	3 3 3
	Cultural Services	Library Service	2 2 2 2

Learning and Culture (continued)

SERVICE	TEAM	FUNCTIONS/POLICIES (Derived from Service Plans)	YEAR OF REVIEW Year 1 2005-06 Year 2 2006-07 Year 3 2007-08
		<ul style="list-style-type: none"> Business Information Point 	2
	Heritage Services	<ul style="list-style-type: none"> Oxfordshire museums service Archives Centre for Oxfordshire Studies Victoria County History Culture bus Heritage learning centres 	1 1 1 1 1 1
	County Music Service	<ul style="list-style-type: none"> Curriculum support for music in schools Vocal, instrumental and ensemble opportunities 	3 3
	Arts Development	<ul style="list-style-type: none"> Support art initiatives 	2
School Development Service	Advisers, consultants and Advisory Teachers	<ul style="list-style-type: none"> Monitoring, challenge, intervention and support for school improvement in the County's schools and educational settings (including intervention and support for schools of concern). 	2
		<ul style="list-style-type: none"> Monitoring and supporting the quality of foundation stage education and inclusion in maintained and non-maintained settings. 	2
		<ul style="list-style-type: none"> Training and support to raise achievement through the national primary strategy. 	3
		<ul style="list-style-type: none"> Training and support to raise achievement through the national key stage 3 strategy and developments within the 14 – 19 age range. 	3
		<ul style="list-style-type: none"> Training and support for the Workforce Remodelling initiative to enable its successful implementation in schools. 	1
		<ul style="list-style-type: none"> Training and support for Governing Bodies to enable them to fulfil their statutory responsibilities and contribute to school improvement. 	3

Learning and Culture (continued)

SERVICE	TEAM	FUNCTIONS/POLICIES (Derived from Service Plans)	YEAR OF REVIEW Year 1 2005-06 Year 2 2006-07 Year 3 2007-08
		<ul style="list-style-type: none"> • Training and support for schools to raise the achievement of those pupils with special and/or additional educational needs (or those groups likely to underachieve) and to enhance inclusive practice. 	1
		<ul style="list-style-type: none"> • Support the appointment processes for headteachers and deputies together with the development of leadership and management expertise. 	2
		<ul style="list-style-type: none"> • Support and disseminate the work of the Standing Advisory Committee for Religious Education (SACRE). 	1
		<ul style="list-style-type: none"> • Training and support for a broad and balanced Values based curriculum as an entitlement for all pupils and which includes Personal, Social and Health Education (PSHE) and Citizenship. 	1
		<ul style="list-style-type: none"> • Training and support to increase opportunities for the development of extended schools and learning communities. 	2
Resources	Human Resources	<ul style="list-style-type: none"> • HR advice and support • HR administration including payroll • Recruitment and induction • Health and safety • Staff learning and development 	corporate assessments
	Premises Development	<ul style="list-style-type: none"> • Learning and Culture Capital Programme • Schools Asset Management Plan & Evolution Database • Premises development advice to schools • Planning school places 	2 3 1 1
	Finance	<ul style="list-style-type: none"> • Financial advice and support • Financial Accounting • Budgeting • Fair funding 	corporate assessments 3

Learning and Culture (continued)

SERVICE	TEAM	FUNCTIONS/POLICIES (Derived from Service Plans)	YEAR OF REVIEW Year 1 2005-06 Year 2 2006-07 Year 3 2007-08
	County Facilities Management	<ul style="list-style-type: none"> • Cleaning services • Catering services 	3 3
Systems & Performance Management	Planning, Performance Management and Communication	<ul style="list-style-type: none"> • Strategic, statutory and service planning • Performance monitoring and review 	2 2
	Data Provision and Analysis	<ul style="list-style-type: none"> • Data collection, provision, research and analysis 	1
	Information Management Systems	<ul style="list-style-type: none"> • Pupil Information Programme • SIMS Support • L&C ICT Strategy • EMS Support and Development 	1 3 2 1
	Communications	<ul style="list-style-type: none"> • Communication strategy 	1
	External funding	<ul style="list-style-type: none"> • Coordinate and support bids to external funding sources 	2
	Equality & Civil Rights	<ul style="list-style-type: none"> • Develop further policies and practice in relation to equalities and civil rights 	1

Resources

SERVICE	TEAM	FUNCTIONS/POLICIES (Derived from Service Plans)	YEAR OF REVIEW Year 1 2005-06 Year 2 2006-07 Year 3 2007-08
Business & Support Services	Administration & Performance Management	<ul style="list-style-type: none"> Accommodation and telephony issues Knowledge/document management Co-ordination and guidance on corporate governance and legislation Planning, performance management and communication 	2 3 3 2
	Finance	<ul style="list-style-type: none"> Financial advice and support Financial accounting Budgeting 	corporate assessments
	Human Resources	<ul style="list-style-type: none"> HR advice and support Recruitment and induction Staff learning and development Health and safety 	corporate assessments
	ICT Support	<ul style="list-style-type: none"> Directorate support on all ICT matters Development of new information for Intranet and public website 	corporate assessment 2
	Translation and Interpreting Service / OLS	<ul style="list-style-type: none"> Translation of documents Artwork and printing Printing in large print Translation of legal documents 	2
	Coroners Service	<ul style="list-style-type: none"> Coroners Records 	3
Finance*	Accountancy	<ul style="list-style-type: none"> Financial accounting Financial planning and standards 	3 3
		<ul style="list-style-type: none"> Procurement 	1
	Financial Services	<ul style="list-style-type: none"> Administrate pension scheme MIS System 	2 2

Resources (continued)

SERVICE	TEAM	FUNCTIONS/POLICIES (Derived from Service Plans)	YEAR OF REVIEW Year 1 2005-06 Year 2 2006-07 Year 3 2007-08
		<ul style="list-style-type: none"> Audit Services 	1
Human Resources*	Corporate Human Resources	<ul style="list-style-type: none"> HR strategy Best practice on HR policies and processes and management guidance Design and implement constructive and consultative measures to encourage positive and productive working relations Modern workstyle approach Coordinate induction, recruitment, deployment, development and retention measures Act as partner with other directorates and teams to support service delivery Occupational Health and Health and Safety Review corporate social responsibilities and identify opportunities for the Council to provide leadership on employment issues Job evaluation 	2
			2
			2
			2
			2
			2
			1
			1
			3
	Talent Management and Organisational Development	<ul style="list-style-type: none"> Facilitation and delivery of development activities Development needs and performance issues 	1
			1
	Business development	<ul style="list-style-type: none"> Annual Best Value Review programme Corporate disciplines for appraisals, performance, project and risk management Efficiency savings Shared services 	2
ICT*	Deployment Stream		2
			2
			2
			2
			2

Resources (continued)

SERVICE	TEAM	FUNCTIONS/POLICIES (Derived from Service Plans)	YEAR OF REVIEW Year 1 2005-06 Year 2 2006-07 Year 3 2007-08
		<ul style="list-style-type: none"> • Liaison on ICT service delivery • Advice and support to Directorates on projects and developments 	2
	Operations Stream	<ul style="list-style-type: none"> • Operation of the authority-wide Service Desk • Delivery of the user support services • ICT Training delivery • Maintenance and support of the existing ICT Infrastructure. • Hardware & Software Deployment Management of existing telephony • Regeneration strategy for authority-wide telephony requirements 	2
	Records Management	<ul style="list-style-type: none"> • Centralised records management facility • Document management strategy • Freedom of Information 	3
	Central	<ul style="list-style-type: none"> • Recruitment • Financial management • Liaison with HR • Purchasing & contract support • Service Continuity • ICT Strategy & Service Planning • Security 	3
			3
			3
			3
Legal Services	Childcare Team	<ul style="list-style-type: none"> • Advise on Child & Adult Protection, Youth Justice and Mental Health • Multi-disciplinary case conferences • Legal proceedings before the Family Court 	3
	Conveyancing Team	<ul style="list-style-type: none"> • Sales and purchases for the County Council • Compulsory purchase claims and enquiries • Legal property problems including property management affairs 	3
	Environment and	<ul style="list-style-type: none"> • Non-contentious legal issues 	3
			3

Resources (continued)

SERVICE	TEAM	FUNCTIONS/POLICIES (Derived from Service Plans)	YEAR OF REVIEW Year 1 2005-06 Year 2 2006-07 Year 3 2007-08
	Contracts Team	<ul style="list-style-type: none"> • Environmental and Planning enforcement • Waste disposal • Agreements involving developers • Advise, negotiate and prepare contracts on behalf of the Council • Legal issues arising from the Council's responsibilities for highways including footpaths and bridleways 	3 3 3 3 3 3
	General Litigation Team	<ul style="list-style-type: none"> • Education • Employment • Civil Proceedings • Prosecutions • Debt Collection • Probation • Community Care 	3 3 3 3 3 3 3
Property*	Strategic Asset Management	<ul style="list-style-type: none"> • Property management • Solutions to property needs • Effective property usage 	2 2 2
	Operational Asset Management	<ul style="list-style-type: none"> • Management, maintenance and servicing of the Council's property assets • Accessibility Audits 	1 1
	Project Delivery	<ul style="list-style-type: none"> • New buildings or accommodation, or refurbish/alter/reorganise existing property not delegated to other directorates or schools 	2
	Sustainability and Procurement	<ul style="list-style-type: none"> • Sustainability, good environmental performance, energy management, procurement and continuous improvement related to the Council's property 	3
	Information and Support	<ul style="list-style-type: none"> • Commissioning, reconciliation and contract support 	2

* Services in other directorates will be required to contribute to these reviews. The review lead officer will be responsible for liaising.

Social and Health Care

SERVICE	TEAM	FUNCTIONS/POLICIES (Derived from Service Plans)	YEAR OF REVIEW Year 1 2005-06 Year 2 2006-07 Year 3 2007-08
Business Support & Performance Management	Property	<ul style="list-style-type: none"> Ensuring appropriate level of property standards, including accommodation upgrades 	corporate assessments
	Information and communication technology	<ul style="list-style-type: none"> Directorate Support on all ICT matters 	2
	Human resources	<ul style="list-style-type: none"> HR advice and support Recruitment and induction Staff learning and development Health and Safety 	corporate assessments
	Finance	<ul style="list-style-type: none"> Financial advice and support Financial accounting Budgeting 	corporate assessments
	Performance Information Unit	<ul style="list-style-type: none"> Develop and promote performance management 	2
Social Care Planning & Partnerships	Planning Team	<ul style="list-style-type: none"> Commissioning Strategy 	1
	Complaints Service	<ul style="list-style-type: none"> Complaints procedure 	1
	Contracts Unit	<ul style="list-style-type: none"> Manage contracts held with the independent, voluntary and not-for-profit sectors 	1
	Joint Partnership Unit	<ul style="list-style-type: none"> Maintain partnership framework with NHS and other relevant agencies and organisations 	3
	Supporting People Team	<ul style="list-style-type: none"> Housing-related support through contracts covering a range of services 	1
	Community Team	<ul style="list-style-type: none"> Development work targeted at specific groups inc. ethnic groups 	2

Social and Health Care (continued)

SERVICE	TEAM	FUNCTIONS/POLICIES (Derived from Service Plans)	YEAR OF REVIEW Year 1 2005-06 Year 2 2006-07 Year 3 2007-08
Social Care for Adults	Single Point of Access to Rehabilitation & Care	<ul style="list-style-type: none"> Multi disciplinary assessments based on the single assessment process 	3
	Community Rehabilitation Team	<ul style="list-style-type: none"> Intermediate care service 	3
	Older People's and Physical Disability Service	<ul style="list-style-type: none"> Services and support for older people who have long-term and complex needs 	3
		<ul style="list-style-type: none"> Ongoing services and support for adults with physical disabilities or an acquired brain injury 	3
		<ul style="list-style-type: none"> Day Service and Prevention 	3
		<ul style="list-style-type: none"> Home Support 	3
	Sensory Impairment Team	<ul style="list-style-type: none"> Services and support for people who have sensory impairments 	3
	Occupational Therapy Team	<ul style="list-style-type: none"> Assessment, advice, professional support and equipment to service users and carers 	3
	Direct Payments	<ul style="list-style-type: none"> Direct Payments 	3
	Learning Disability Services	<ul style="list-style-type: none"> Assess needs and arrange provision of services of people with learning disabilities 	3
		<ul style="list-style-type: none"> Commission, establish and monitor contracts 	3
		<ul style="list-style-type: none"> Provide support from a variety of day service buildings 	3
		<ul style="list-style-type: none"> Support adults with learning disabilities to find, remain in or return to employment 	3
		<ul style="list-style-type: none"> Provide home-based support 	3
		<ul style="list-style-type: none"> Provide respite and long-term care for adults with learning disabilities 	3
	Mental Health	<ul style="list-style-type: none"> Assess needs and plan and care packages 	2

Social and Health Care (continued)

SERVICE	TEAM	FUNCTIONS/POLICIES (Derived from Service Plans)	YEAR OF REVIEW Year 1 2005-06 Year 2 2006-07 Year 3 2007-08
	Services	<ul style="list-style-type: none"> • Provide assessments under the Mental Health Act 	2
	Drugs and Alcohol	<ul style="list-style-type: none"> • Purchase/provide services including residential rehabilitation and community services 	2
	Adult Carers	<ul style="list-style-type: none"> • Provide support to people who provide regular and substantial care to another adult. 	3
Social Care for Children	Children's Assessment Service	<ul style="list-style-type: none"> • Initial assessment of need, child protection enquiries and short-term work in the home and in hospital 	2
	Looked After Children's Service	<ul style="list-style-type: none"> • Supporting looked after children, their families and carers • Children's Residential Care • Family finding and family based placements • Mental health services delivered to children in partnership with other agencies • Provision of advice and support to care leavers 	2 2 2 2 2
	Family Support Service	<ul style="list-style-type: none"> • Work to rehabilitate children identified through Children's service • Private fostering • Young carers 	2 2 2
	Children's Disability Service	<ul style="list-style-type: none"> • Support for children with disabilities and their families • Family based respite care and longer term placements • Support to parents and children within the child's home • Development of new and integrated play facilities • Residential respite care and longer-term placements 	2 2 2 2 2

“Formate alternative te ketij publikimi ofrohen me kerkese. Kjo perfshin dhe gjuhe te tjera, me shkronja te medhaja, shkronja per te verberit, kasete degjimi, disk kompjuteri ose email.”

Albanian

আপনি যদি অনুরোধ করেন তাহলে এই পুস্তিকাটি বিকল্প ছাঁদে, যেমন, অন্য কোনও ভাষায়, বড় হরফে, ব্রেইলে, অডিও-ক্যাসেটে, কমপিউটারের ডিস্কে বা ইমেলের মাধ্যমে পেতে পারেন।

Bengali

“本刊物備有其他的格式可供索取。這些包括有其他語言版，大字版，盲人用版，錄音帶版，電腦磁碟版或電子郵件版。”

Chinese

प्रार्थना करने पर यह प्रकाशन दूसरे रूपों में प्राप्त किया जा सकता है। जिस में सम्मिलित है, दूसरी भाषाओं में, बड़े छापे में, ब्रेअल, सुनने की टेप पर, कम्प्यूटर की डिस्क पर या ई-मेल द्वारा।

Hindi

“ਇਹ ਪੁਸਤਕ ਬੇਨਤੀ ਕਰਨ ਤੇ ਹੋਰ ਰੂਪਾਂ ਵਿਚ ਵੀ ਉਪਲਬਧ ਹੈ। ਜਿਵੇਂ ਕਿ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਛਾਪੇ ਤੇ, ਬ੍ਰੇਲ ਵਿਚ, ਸੁਣਨ ਵਾਲੀ ਟੇਪ ਤੇ, ਕੰਪਿਊਟਰ ਡਿਸਕ ਜਾਂ ਈ ਮੇਲ ਤੇ।”

Punjabi

”اس اشاعت کو متبادل اشکال میں درخواست کرنے پر حاصل کیا جاسکتا ہے۔ اس میں دوسری زبانیں، بڑا پرنٹ، بریل (جسے اندھے چھو کر پڑھ سکیں)، آڈیو کیسٹ، کمپیوٹر ڈسک یا ای میل شامل ہیں۔“

Urdu

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Corporate Equality Plan
Agreed by the Executive _____

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