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# **EDUCATION AND CHILDREN'S SERVICES**

**EQUALITY AND DIVERSITY ACTION PLAN  
2007-2009**

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## Introduction

Education and Children's Services (ECS) was formed in May 2006 by a merger of the Education, Arts and Leisure directorate and the Children and Families division of the Social Services directorate. The integration of the two services was subject to an equalities impact needs assessment (EINA), which concluded that identified differential impact did not have potential for any adverse impact <sup>1</sup>.

The new directorate has four divisions:

- Community and Young People, which covers: Adolescent Resource Team; Arts; Connexions; Adult Community Learning; Children's Centres and Extended Schools; Early Years; Libraries and Information Services; Sports and Fitness; Youth Offending Team; and Youth Service.
- School Standards, which covers: 14-19 Education; Education Welfare; Ethnic Minorities and Travellers' Achievement; Governors' Support and Teachers' Recruitment; Inspection and Advisory Service; Richmond Education Business Partnership and Way to Work; Social Inclusion; Special Education Advisory Services; and Workforce Remodelling.
- Specialist Children's Services, which covers: Adoption; Child Protection; Children Looked After; Disabled Children; Educational Psychology; Family Support; Fostering; Initial Response Team; Leaving Care; Peripatetic Learning Support; Portage; Sensory Team (Visual and Hearing Impairment); Short Break Care; and Special Educational Needs;
- Strategy and Resources, which covers: Admissions and Student Finance; Building Development; Finance; and Policy, Performance and Systems.

In addition, some services within Richmond and Twickenham PCT, e.g. Audiology, Physiotherapy, School Nursing, etc., undertake joint working with some ECS services in order to improve outcomes for local children and their families.

The strategy of ECS is laid out in the Children and Young People's Plan 2006-2009 (CYPP) <sup>2</sup>, which contains 17 priority outcomes. The CYPP is subject to an ongoing EINA that is reported to and considered by the Strategic Equalities Executive Board (SEEB) and this action plan is therefore independent of, but closely allied to, the CYPP and the EINA of the CYPP. However, some actions outlined in the CYPP are also outlined within this plan in order to give a full picture of work being undertaken in ECS to remove barriers for the community.

This plan outlines actions to be taken in regard to the five themes, which are defined by the Equality Standard, as incorporated within the Corporate Equality and Diversity Action Plan 2007-2009.

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<sup>1</sup> EINA of Children's Integrated Service, 2005.

<sup>2</sup> See: [Children and Young People's Plan 2006-2009](#).

It draws upon the following EINAs or action plans in respect of services within the directorate:

- Admissions and Student Finance – equality and diversity audit (2004) and action plan (2004, updated in June 2006);
- Adolescent Resource Team – EINA initial assessment (2005);
- Arts Service – EINA initial assessment (July 2005);
- Cultural Services – EINA (July 2005, reviewed regularly since);
- Education, Arts and Leisure – equalities and diversity plan 2004-2005 (August 2004);
- Education Welfare – EINA (2004);
- Educational Psychology – EINA initial assessment (2007);
- Libraries and Information Services – EINA initial assessment;
- Portage Team – EINA initial assessment (2007);
- Sensory Impairment Team – EINA initial assessment (2007);
- Special Educational Needs – EINA initial assessment (2007);
- Sports and Fitness – EINA initial assessment
- Youth Offending Team – race audit action plan (2004);
- Youth Offending Team – Youth Justice Board race equality audit (March 2005);
- Youth Service (2004).

However, this plan contains high-level, over-arching actions. Individual service-specific actions are listed within the particular services' equality and diversity action plans.

Education and Children's Services Equality and Diversity Action Group has been meeting regularly since autumn 2006 and has representation from each division of the directorate. It will play a crucial role in monitoring the actions set out within this plan and as a resource for staff.

**Key: Equality strand: D=Disability; R=Race/Ethnicity; G=Gender; S=Sexual Orientation; F=Faith or Belief; A=Age; All=All strands.**

## Theme 1: Leadership, mainstreaming and corporate commitment

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
1.1	All	The Race Equality Steering Group for schools has been renamed as the Schools Equality Steering Group and its remit has been broadened out to encompass all the equality strands.	Ongoing.	Schools Equality Steering Group.	This will promote awareness amongst, and good practice to, school staff of issues relating to all the equality strands.	Improved outcomes for specific groups as outlined in the Children and Young People's Action Plans 2007-08.	Performance improvement for specific groups reported in the review of the CYPP 2006-07. Analysis of data and performance fed into new action plans for the 2007-08 plan.
1.2	D, R, S, F	The Director will host bi-annual meetings for BME and LGBT staff and staff with disabilities and learning difficulties.	April and October each year.	The Director.	This will enable a forum for staff to comment on issues within ECS, especially the pace of change to boost equality and meet diverse needs more effectively.	The impact of specific actions measured through improved response to the staff survey for these groups of staff.	Consultation with staff members and the corporate representative groups to formalise the best approach to gaining a broader consultation with staff. Departmental leadership team and quarterly staff meeting focused on the equalities agenda in October and November.
1.3	All	One of the Director's quarterly all-staff meetings will be devoted solely to equality and diversity issues.	Quarterly each year.	ECSEDAG.	This will promote awareness amongst staff of equality and diversity issues so that they take a more proactive approach to	Improved service outcomes as measured by external inspection and improved staff survey results.	The autumn meeting in 2007 showcased good practice around the six strands and shared good news stories. Staff survey results will be

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
					equality and diversity.		available in January.
1.4	D, R, S, F	Information relating to the staff support groups will be circulated to all ECS staff and to schools staff.	June 2007.	ECSEDAG / <a href="#">staff support groups</a> .	This will promote awareness of the groups amongst staff.	Campaign raises the awareness for staff leading to improved outcomes in staff satisfaction and service delivery.	A link was created from the Schools Extranet to the staff support pages on the Council intranet in July 2007 and staff were made aware by email. All headteachers are regularly updated on the equalities duties. Issues raised at staff meetings are fed into the corporate SEEB.
1.5	All	ECSEDAG will act as a source of information, advice and guidance for staff regarding EINAs and equality and diversity issues.	April 2007 onwards.	ECSEDAG.	This will assist managers with the EINA process, and will help all staff with equality and diversity issues.	Improved awareness amongst staff and better services for local people.	ECSEDAG has coordinated training and awareness-raising sessions with managers, and with all staff (see 1.3), and has helped four managers through the EINA process.
1.6	All	Service heads will include equality and diversity as a standing item on team meeting agendas.	April 2007 onwards.	Service heads.	This will promote awareness amongst staff of equality and diversity issues so that they take a more proactive approach to equality and diversity.	Agendas and minutes. Improved awareness amongst staff and better services for local people.	Divisional and team meeting agendas have this as a standing item, with better services for local people, as evidenced by inspection outcomes, e.g. of the Joint Area Review, Cultural Services Review, etc.

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
1.7	All	Equality updates will be given at Primary and Secondary Headteachers' Forums.	April 2007 onwards.	Adviser for Vulnerable Pupils and Ethnic Minority Achievement .	This will promote awareness amongst headteachers of equality and diversity issues, particularly regarding the effects of new legislation.	Updates to be given. Minutes produced.	The Adviser has presented on community cohesion and race equality and EMTAS are delivering a programme of training on supporting ethnic minority pupils and those learning English as an additional language. The CYPP review 2006-07 demonstrates significant improvement supported by grade 4 judgements for CWDLD, Children Looked After and Safeguarding in the 2007 JAR. Outcomes from the bullying audit translated into action through a partnership conference and the 2007-08 action plans.
1.8	All	A briefing sheet outlining how to recognise forms of discrimination, giving clear examples of racist and homophobic incidents, will be produced and distributed to all	June 2007.	Adviser for Vulnerable Pupils and Ethnic Minority Achievement / Corporate Equalities and Diversity Manager.	This will promote awareness amongst staff of discrimination as perceived from a variety of viewpoints.	Briefing sheet produced, distributed and available on the intranet and schools' extranet.	This will be produced by March 2008.

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
		staff.					
1.9	All	Assistant Directors will continue to audit recruitment files on a quarterly basis, investigate any issues and report to HR.	Bi-annually.	Assistant Directors.	This will ensure rigorous monitoring of recruitment practice throughout the directorate.	Quarterly returns.	This has happened bi-annually and any issues have been investigated further and fed in to new service procedures and contracts. However, HR have now ended the requirement, as part of the move to new service contracts to support. In Specialist Children's Services, recruitment files are regularly monitored and all recruitment campaigns have to be approved by the Business Manager.
1.10	All	The Race Equality Handbook for schools will be updated, and will be broadened to include guidance for all the equality strands.	September 2008.	Adviser for Vulnerable Pupils and Ethnic Minority Achievement .	This will promote awareness amongst school staff of equality and diversity issues so that they take a more proactive approach to equality and diversity.	Handbooks to be produced, issued to schools and available on the schools' extranet.	This handbook will be produced during the 2007/2008 school year. Focused presentations to headteachers, governors and other staff as well as borough-wide conferences on boys' underachievement, bullying and safeguarding confirm the improved outcomes for ethnic minority groups

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
							outlined in the CYPP review.

## Theme 2: Consultation, involvement and assessment

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
2.1	All	Continue to ensure that all service user consultation documents are sent to community groups for their input.	Ongoing.	Service heads.	This will gauge views of community groups so that any significant issues raised can be addressed.	Consultation documents distributed and responses analysed. Resulting actions identified.	This happens in accordance with guidance issued by the Policy & Performance Manager in September 2007. An audit of partnerships across the council is being carried out by Corporate Policy on behalf of the LSP. For ECS, a comprehensive list of partnerships and their contribution to the service was produced for the JAR, and analysed and judged to be excellent in terms of outcomes by the OFSTED team.
2.2	All	Gauge children and young people's and their parents' views as part of service planning process.	Ongoing.	Policy, Performance and Systems / service heads.	Children and young people's and their parents' views will inform and shape future service delivery.	Service plans to reflect findings from consultation with children, young people and their parents.	This happens systematically for key services focused on the Children and Young People's Plan. This is being embedded across other services in accordance with

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
							guidance issued by the Policy & Performance Manager in September 2007. In partnership with Cultural Services young people have produced DVDs around a range of service provision including sexual health, every child matters outcomes, alcohol and the service for travellers.
2.3	A	Continue to involve children looked after in the recruitment of social workers and other ECS officers.	Ongoing.	Children Looked After Team / HR.	The views of children looked after will be taken into account when recruiting social workers and other ECS officers.	Children looked after involved in the recruitment process.	CLA were involved in the recruitment process for the Ass't Director for School Standards, Head of Integrated Youth Support and Head of Pupil Referral Service posts and for some senior social work posts. Their skills will continue to be developed to enable this to cover all social work posts. A specific training programme is in place to support the young people concerned.

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
2.4	D, R, S, F	Follow up the staff survey by benchmarking the views of BME and LGBT staff and staff with disabilities and learning difficulties against other Directorates and LAs, possibly by holding focus groups.	March 2008.	ECSEDAG	This will gauge views of minority group staff so that any significant issues raised can be addressed.	analysed and benchmarked. Resulting actions identified.	This will happen once the staff survey results have been analysed.
2.5	D, R, G, S, F	Ensure that all staff reorganisation consultation documents are sent to and/or discussed with staff support groups for their input.	April 2007 onwards.	Policy and Performance Manager / Service heads.	This will gauge views of staff support groups so that any significant issues raised can be addressed.	Consultation documents distributed and/or discussed and responses analysed. Resulting actions identified.	This happened in June 2007 with the consultation into the dissolution of the former Strategy and Resources division. The need to consult with staff support groups has been flagged up in the consultation guidance produced by the Policy and Performance Manager in September 2007.
2.6	A	Use age-appropriate survey methods for all consultation undertaken with	December 2007 onwards.	Policy and Partnerships Manager / service heads	This will ensure that views are gauged appropriately, in order to inform service planning.	Guide / template produced, issued to service heads and available on the intranet.	Consultation guidance was produced by the Policy and Performance Manager in September 2007 and

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
		children and young people.					is being used by service heads.
2.7	All	Audit, review and standardize all equality monitoring undertaken by ECS services, to include monitoring against each of the equality strands.	December 2007.	Policy and Partnerships Manager.	This will produce better, more wide-ranging data that will inform service delivery.	Standard equality monitoring format distributed to all service heads and incorporated into documents as necessary.	This will be produced by December 2007.
2.8	All	EINAs to be carried out for some ECS services that have not undertaken them, with frontline services prioritised (see Appendix A).	March 2008 / March 2009.	Service heads / ECSEDAG.	This will produce plans for action that can be implemented to boost equality and meet diverse needs more effectively.	EINAs and action plans produced, and actions implemented.	Tower Hamlets colleagues provided EINA training in September 2007 for ECS staff due to undertake EINAs. Since then, EINAs have been carried out for: Educational Psychology, Portage, SEN and Sensory Impairment.
2.9	All	EINAs and equality and diversity action plans to be reviewed and updated for all ECS services that have undertaken them.	March 2008.	Service heads / ECSEDAG.	This will produce plans for action that can be implemented to boost equality and meet diverse needs more effectively.	EINAs and action plans updated, and actions implemented.	ECSEDAG are coordinating this, within timescales.
2.10	All	Each EINA to be reviewed by staff	April 2007 onwards.	Service heads / Staff	Input from staff support groups will	EINAs reviewed and updated as	The first draft of this document was sent to

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
		support groups prior to consideration by ECSEDAG.		support groups.	help to hone the plans by identifying gaps.	necessary.	the staff support groups and no amendments were received. Recently completed EINAs will be sent to staff support groups for their comments in December 2007.
2.11	All	Each EINA and equality and diversity action plan produced within ECS will need to be approved by ECSEDAG.	April 2007 onwards.	ECSEDAG.	This will promote a quality standard for ECS EINAs and ensure challenge prior to consideration by ECS Senior Leadership Team and Strategic Equalities Executive Board.	EINAs considered. Minutes of ECSEDAG meetings.	ECSEDAG have In November 2007) reviewed and suggested changes to the EINAs for: Educational Psychology, Portage, SEN and Sensory Impairment.

### Theme 3: Service delivery and customer first

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
3.1	A	Increase Connexions personal adviser's work time spent with young offenders to 0.6 FTE.	Ongoing.	Connexions / Youth Offending Team.	Young offenders will be helped to stay within or enter education, training and employment.	More young offenders in education, training and employment.	The Connexions PA helps to reduce the numbers of young people re-entering the youth justice system, through intensive one-to-one support and by helping them to find education, employment and training opportunities.
3.2	A	Continue to raise the attainment of children looked after through a variety of actions.	The end of each academic year.	Children Looked After Team Schools / Inspection and Advisory Service.	The percentages of children looked after who sit one or more GCSE exam and who complete Year 11 in education, training or employment will increase year-on-year.	More children looked after attaining qualifications and an increase in their average attainment.	In 2007 all young people who sat a GCSE exam attained a result, and the % of those eligible who actually sat an exam has continued to increase, from 28% in 2002 to 88.9% in 2007. Only 1 young person did not sit a GCSE in 2007. Attainment of at least 1 GCSE (A*-G) has also shown a marked increase from only 22% in 2002 to 88.9% achieving at

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
							least 1 GCSE (A*-G) in 2007.
3.3	R	Continue to raise the attainment of BME, particularly black African and Black Caribbean, pupils through targeted interventions.	The end of each academic year.	Schools / Inspection and Advisory Service / EMTAS / 'Black Boys Can' (outside agency).	Year-on-year increases of BME pupils achieving 5+ A*-C GCSE grades.	More BME pupils attaining qualifications and an increase in their average.	All School Improvement Partners have been informed of the needs of BME pupils and particular targeted groups. The Black Boys Can Association has begun a second term of self-esteem and parent workshops in Shene School, to raise attainment of a targeted group of Yr10 boys, and this is running successfully. Analysis of achievement by ethnicity at Key Stage 4 for BME and for individual ethnic groups is being carried out and this information will be available by the beginning of February 2008.
3.4	G	Reduce the attainment gap between girls and boys through targeted interventions	The end of each academic year.	Schools / Inspection and Advisory Service	The gap between the percentages of girls and boys' achievement at key stages 2,3 and 4 will be narrowed by an		In 2007, boys' achievement in English did not improve as expected in key stages 3 and 4. Boys' performance A*-C at

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
		(without girls' attainment falling).			increase in boys' attainment.		GCSE is at the national average of 53%. National Strategy consultants are working with identified schools to support and disseminate best practice.
3.5	D, R	Continue to reduce the number and percentage of exclusions from schools of BME pupils through targeted interventions.	The end of each academic year.	Schools / Inspection and Advisory Service / EMTAS.	The number and percentage of exclusions from schools of BME pupils will be reduced, leading to higher attainment.	Exclusions reduced year-on-year.	The numbers of permanent and fixed-term exclusions in 2006/2007 reduced by 29% and 15% respectively from the 2005/2006 figures, and the percentage of BME pupils receiving fixed-term exclusions fell (to 23%) almost to the comparative overall percentage in RuT secondary schools (21%).
3.6	D	Ensure that all school admission and exclusion appeals take part in DDA-compliant venues.	Ongoing.	Head of Admissions & Student Finance / Exclusion Officer / Democratic Services.	This will ensure that appeals are accessible for people with disabilities.	All appeals held in DDA-compliant venues	All admissions appeals in 2007 have been held on the ground floor of an accessible and DDA-compliant building. All exclusion appeals will be held in that venue from the 2007/2008 school year

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007 onwards.
3.7	R, G	Ensure that all young people referred to the Adolescent Resource Team can have a mentor of their own gender or ethnic group if they wish.	Ongoing.	Head of Adolescent Resource Team.	This will provide greater assurance and support to young people referred to the team.	Volunteer pool maintained at a sufficiently high number.	The pool is now large enough for appropriate mentors to be provided on each occasion.
3.8	All	Improve the quality and quantity of information, regarding equality and diversity and in general, available for staff, service users and partners by developing the Website (intranet and internet).	March 2008.	Head of Policy, Performance and Systems	Web content will be up to date and more informative and useful than at present.	Project plan developed and being implemented.	This has not yet started. A project plan will be drawn up by December 2007.
3.9	All	ECS literature should ensure the promotion of positive images.	April 2007 onwards.	Service heads / ECS Marketing.	This will produce improved positive images in public and staff areas of the Directorate, and improved public information (leaflets and on-line	Images in ECS literature will be more reflective of the community.	A representative group of headteachers reviewed key documents in 2006 with a particular focus on the promotion of positive images. Their response was very

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
					information).		positive. The quality assurance role for monitoring the wide range of documentation and on-line information produced is carried out by the ECS Marketing Team. The head of ECS Marketing reviews practice and attends DLT meetings to reinforce the standard. The adoption booklet for young people won a national award in 2007. Specialist Children's Services leaflets will be revised in 2008 to reflect better the local community.
3.10	D	Ensure that schools implement their Disability Equality Schemes (DES).	December 2007.	Inspector for Children with Learning Difficulties and Disabilities and Learning Difficulties.	Schools will meet the requirements of the Disability Discrimination Act 2005.	All schools' schemes implemented and fully compliant with Disability Discrimination Act 2005.	87% of the Borough's schools have completed and are implementing their Accessibility Plans. A training session was held in September 2007 to assist those who have not devised or implemented a DES.
3.11	D	Work with voluntary	April 2007 onwards.	Head of Services for	Services and activities will be	In April 2007:	The council has been working closely with

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
		agencies, e.g. Mencap, to increase the range of services for children with disabilities and learning difficulties.		Children with Disabilities and Learning Difficulties / Specialist Children's Services teams.	<p>developed for young people with disabilities and learning difficulties.</p> <p>85% of children and young people with CWDLD have access to two hours quality sport and culture activity</p> <p>80% of 16-19 year olds with CWDLD into education, employment or training (ETE)</p>	<p>82% of CWDLD accessed to two hours quality sport and culture activity</p> <p>78.5% of 16-19 year olds were in ETE</p>	voluntary agencies to increase the range of provision for CWDLD, Richmond Parish Lands Charity has funded a number of projects including Mencap's anti-bullying work in secondary schools: The Arts Service in partnership with Three Wings Trust and Crofters have established an after school art club for young people with disabilities 11-19. The Crofters Rocks youth club pilot has been embedded in the Youth Service programme, with an average of 15 young people with disabilities and learning difficulties attending each week.
3.12	D	Provide classes in core children's centres for parents of children with disabilities and learning	September 2007.	Children's Centre Coordinator / Head of Services for Children	Parents will gain skills and knowledge.	Classes attended by parents and evaluated.	Parenting courses were held in Ham in summer 2007 and in Hampton in September. Further courses will be provided in Castelnau

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
		difficulties.		with Disabilities and Learning Difficulties / Specialist Children's Services teams.			and Hampton in January 2008. The Children's Centre Partnership has funded these courses.
3.13	A	Increase the post-16 educational provision in the Borough.	September 2009.	14-19 Coordinator / schools.	Young people will have more choice of traditional and vocational courses of post-16 education.	Provision available, widely-publicised and taken up.	The LSC approved and accepted the revised 14-19 competition bid in October 2007. Diploma provision is being developed within a coherent framework to further broaden the curriculum offer Post-16 following a very good judgement on 14-19 in the JAR 2007.
3.14	A	Implement the pan-London 14-19 learner offer and promote personalised learning programmes.	September 2007.	14-19 Coordinator / schools / colleges.	Young people will have access to a wider range of learning opportunities.	Learner offer requirements met.	A wider range of courses is being developed, as outlined in the <i>Choices</i> 16-19 prospectus. Validated in the JAR, NEET = 3.5%, in 2006-07, a reduction from 3.8% in 2005-06
3.15	A	Include age-appropriate child's	June 2007.	Head of Admissions	This will clarify the process for Year 6	Brochures distributed and	A whole page of the brochure has been

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
		guide to the secondary transfer process within the <i>Admission to Secondary School</i> brochure.		/ ECS Marketing.	children in clear and understandable language.	available on Internet.	devoted to this.
3.16	R	Provide specialist secondary transfer advice to the parents/carers of Year 6 children at the nine Richmond Borough primary schools with the highest rates of English as an additional language.	July and September-October each year.	School Nursing Service (acting as 'School Preference Advisers') / Admissions Section.	This will maximize the number of fully completed applications received by the closing date from parents/carers	Applications received on time from all parents/carers at the targeted schools.	This happened for September 2007 entry, and has been highlighted by the DCSF as good practice, and will happen again for September 2008 entry. With the added help of the Community Nursery Nurses, the scheme is being extended to provide advice regarding reception class admissions for September 2008 entry to parents of nursery class children in nine nursery, infant and primary schools. In addition, the Year 7 induction for EAL children is supported by EMTAS.
3.17	R, F	Increase the amount of BME	May 2007.	Head of Admissions	This will make the panels more	Greater BME representation on	A press release was issued in August 2007

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
		people on school admission and exclusion appeals panels, by advertising in local and BME press.		/ Exclusion Officer / Democratic Services / Legal Services.	representative of the local community.	panels.	and 13 people have applied to be part of the pool of panel members. When drawing up panels in 2008 onwards, Democratic Services will ensure that they are more representative of the local population.
3.18	D	Enable higher take-up of Disabled Student's Allowance (DSA) as part of Student Finance by liaising with schools, RuTC, RAID, RAMH, Mencap, etc.	December 2007.	Head of Admissions.	This will ensure that the needs of higher education students with disabilities and learning difficulties are fully met so that they can overcome barriers to learning and attainment.	Increase in the numbers of students in receipt of DSA.	Local disability rights groups have been engaged to ensure that literature re DSA is passed to the parents/carers of young people with disabilities who will be entering higher education in September 2008.
3.19	D	Make all Arts Service venues DDA-compliant and fully accessible.	April 2008.	Head of Arts Service.	The needs of users with hearing impairments and other disabilities will be fully met.	All venues fully accessible and used by people with disabilities.	Work at Orleans House Gallery in progress and due for completion in early 2008.
3.20	G	Increase sport participation by females in Richmond clubs, by funding clubs that take a proactive	April 2007 onwards.	Head of Sports and Fitness.	Sport participation rates for females will be increased.	Membership of sports clubs gradually altered from 2:1 in favour of males to parity.	An SLA is in place with Sport Richmond, with 50% of the funding being targeted towards this action. The Community Sport and Physical Activity

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
		approach to encouraging females to participate.					Network (CSPAN) have submitted a bid for £135,000 to improve participation for young women, older people, adults from BME groups, adults with disabilities and priority wards, in response to the Active People Survey where Richmond was ranked first nationally.
3.21	R	Increase community language stock at Heathfield Library, Whitton Library and at other libraries in the borough.	June 2007.	Heathfield Library Manager; Whitton Library Manager.	Community groups accessing the library will have greater choice of books and audio-visual materials.	Increased stock, used by community group library members.	A Bengali newspaper is in stock at Heathfield, with 2 Urdu and Hindi newspapers to be added early in 2008. At Whitton Library, Gujarat, Hindi and Punjab newspapers are in. Across the two libraries, 100 Indic language titles are in stock. There are 50 Polish titles in stock at Whitton, Richmond, Twickenham and East Sheen. Analysis of use will be carried out in March 2008.

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
3.22	R, G	Provide separate ICT learning sessions for women who have suffered domestic abuse and for Asian elders.	September 2007.	Heathfield Library Manager; Whitton Library Manager.	This will encourage learning among both groups in an environment in which they are comfortable.	Sessions arranged and attended.	The Minority Ethnic Elders Group (MEEG), managed by EMAG and supported with Adult and Community Learning funds, meets at least twice a week for organised activities that provide mental, social and physical stimulation for BME, predominantly Asian, elders. 20 of the elders accessed an ICT programme (10% of the 2006/07 annual programme) delivered in partnership with RACC, raising their basic ICT skills and improving their confidence with technology. The MEEG group continues to be supported into 2007/08. Further consultation will be undertaken during January 2008.
3.23	A	Develop the children's continuing care team.	December 2007.	Children's Community Nursing Lead.	A model of excellence in children's continuing care will be created	Team established.	The team was established in May 2007 and will expand, to enable a larger

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
					for Richmond and Twickenham.		number of cases to be dealt with. The size and services offered by the team will be reviewed by September 2008.
3.24	R, S, A	Develop the role of the Connexions personal adviser champions for BME and LGBT young people.	December 2007.	Connexions Manager.	Young people will have greater access to information, advice and guidance on BME and LGBT issues.	Roles outlined, implemented, and advertised to young people.	A BME champion and specialist Connexions personal advisers provide support to BME young people at risk of dropping out of college. This has contributed to the percentage of BME 16-18 year olds in education, employment or training rising by 8.3% to 90%.
3.25	S, A	Help secondary schools to reduce homophobia, by undertaking needs assessment for LGB young people, as part of the overall anti-bullying strategy.	July 2007.	Principal Secondary Schools' Inspector / South West London HIV/STI Commissioning Consortium.	Homophobic bullying in schools will be reduced.	Needs assessments undertaken and action plans produced.	The anti-bullying strategy is being revised, following a comprehensive audit and subsequent anti-bullying conference in October 2007. The Terence Higgins Trust is working in active partnership to support this objective. The Trust is running focus groups with LGB young people during the autumn of 2007. This

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
							work is incorporated into the CYPP for 2007-08.
3.26	D, A	Train Early Years SENCOs to become better at identifying and meeting special educational needs of pre-school children.	September 2007.	Principal Educational Psychologist	The special educational needs of young children will be identified and met earlier.	Improved services for children with disabilities and learning difficulties.	Three training dates have been held to date and more are planned to cope with demand. The 2007 APA reinforced the judgements made in the JAR judging provision for the Early Years and CWDLD to be outstanding. This is reinforced by OFSTED inspection data on Early Years settings and schools. Three training dates have been held to date and more are planned to cope with demand.
3.27	D, A	Seek the views of children with disabilities and learning difficulties on changes to their life via independent child advocacy service (e.g. NCH).	December 2007.	Head of Special Educational Needs.	Children's views will be acted upon wherever possible so that their needs are fully met.	Child advocacy service engaged, advertised to parents and carers and used.	Richmond CVS agreed in March 2007 that the Parent Partnership Worker would seek the views of the child prior to a SEN and Disability Tribunal hearing. These comments are then submitted with the rest of the documentation to

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
							the Tribunal.
3.28	D, A	Improve the tracking of progress for children with SEN/disabilities and learning difficulties by reporting and moderating P scales.	July 2008.	Inspector for Children with Learning Difficulties and Disabilities.	This will enable children's special educational needs to be reviewed more closely.	Procedures put in place and increased reporting and moderating of P-scales.	The annual review forms have been revised to indicate that P-scale or NC level data is required information. The Learning Needs Team will be running a training session for the SEN Section on 'Using P-scales effectively'.
3.29	R	Provide an art project on the Traveller Site in Hampton, to be funded through the CVS Children's Fund.	Complete by the end of May 2007.	Adviser for Vulnerable Pupils and Ethnic Minority Achievement / EMTAS / Senior Lecturer in Art at St. Mary's University College, Twickenham.	Linking to work in schools, this will allow young people to be part of the ECM agenda and enjoy and achieve thorough creative and practical activities. All aspects of the project will count towards the students' ASDAN accreditation.	Exhibition of work produced. Evaluation of project by students. Input into students' ASDAN folders.	The project was established between October 2006 and June 2007, when an exhibition of work created was held at the Travellers' site. Young people gained ASDAN accreditation for this work and continue to work through the syllabus in order to gain the Bronze Award.
3.30	R	Youth Opportunities Fund dance project. Bid put	July 2007.	Traveller Achievement teacher / EMTAS /	The young people will have choreographed and performed their own	Evaluation by students. Performance of dance to parents, in	The project began in Sept. 2007, at the Dance Studio at HCC, for 2 hours every Friday

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
		together by a group of Year 7-Year 9 Traveller girls.		dance and drum teachers.	dance. Fitness levels will have increased. Self-esteem will be high. All aspects of the project will count towards the students' ASDAN accreditation.	school and at a venue such as Orleans House Gallery. DVD of the project from start to final performance produced and distributed.	afternoon. A performance will be given to the school at the end of the Autumn term, in December 2007.
3.31	R	Involvement of young people from the Traveller community in the Adolescent Resource Team's YISP programme.	April 2007.	Adolescent Resource Team.	Improved relations between the young Traveller community and other young people in the local area.	Inclusion in youth activities to encourage participation at the local youth centre.	Two young Travellers have been engaged in the programme, which means that their needs have been considered and addressed by the multi-agency YISP. The Team hopes to engage further Traveller young people in 2008.
3.32	R	Help will be given, and book stock provided, to adult emergent readers and to young readers at the Travellers' site, Hampton	Quarterly each year.	Reading Developm't Manager / Richmond Adult Community College tutor.	Increased literacy among Traveller adults and children and young people.	Help and book stock provided, and project evaluated.	The Social Inclusion Librarian visited the site in May 2007 and a stock of 35 books was left to assist with an essential skills class being run with an RACC tutor. The Librarian has visited twice (on a termly basis). Another visit is planned for Spring 2008. 35 books were

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
							left on site during the Summer term for use by children and young people and three events were held, with an average of 20 children attending during July/August as part of the summer reading scheme supported by staff from the children and young people team. 12 children completed the summer reading scheme.
3.33	R	Refugee Week information and ideas pack sent to all schools, and EMTAS subject panel to focus on Refugee Week.	June each year.	EMTAS Team Leader / EMTAS teachers.	Increased awareness in schools of refugee issues and an increase in activities initiated in schools to focus on Refugee Week.	Feedback from schools.	This occurred in June 2007. Schools were then able to use the outcomes from the training to embed Refugee awareness in their curriculum. This year's EMTAS subject panel was focused on Refugee Week and meeting the needs of new arrivals and asylum seekers. Since then, EMTAS have written a resource document, 'Welcoming

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
							<p>new arrivals' which will be published and sent to schools by the end of the Autumn term 2007. It will be a tool to aid schools in their admissions processes, giving guidance for the induction of pupils (and their parents) from overseas.</p>

## Theme 4: Equal opportunities in employment and training

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
4.1	All	Ensure that all staff undertake 'Rich Mix' equality and diversity training.	Ongoing – all staff to have completed training by December 2007.	ECSEDAG / service heads.	This will promote awareness amongst staff of equality and diversity issues so that they take a more proactive approach to equality and diversity.	All staff to have completed training.	Over 400 members of staff, at all grades, have been trained. Managers have been undertaking module 2, specifically designed to give an overview of recent legislative changes, test cases and best practice.
4.2	D	Ensure that the provision of "reasonable adjustments" for staff with disabilities and learning difficulties are provided, at a minimum, within guideline timescales. The staff survey results will be benchmarked with other directorates and LAs, and focus groups will be set up to gauge views	December 2007.	ECSEDAG.	This will ensure that: <ul style="list-style-type: none"> <li>• All staff are aware of the relevant timescales and funding arrangements;</li> <li>• Monitoring arrangements are in place to track DDA compliance;</li> <li>• HR work in partnership to ensure DDA compliance.</li> </ul>	All necessary reasonable adjustments made, within timescales.	We are awaiting the results of the staff survey, which was run in November 2007.

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
		if the results are not broadly positive.					
4.3	D	Ensure all managers are equipped to work effectively with staff with disabilities and learning difficulties including knowledge of the legislation, funding for reasonable adjustments and the implications of "flexible/hot desk" working.	December 2007 – perhaps on International Day of Disabled People.	ECSEDAG.	This will promote awareness amongst managers of disability issues so that they are more aware of their legal responsibilities and take a more proactive approach.	Disability training surgeries to be held with all managers.	A staff seminar will be organised in Spring 2008.
4.4	All	Ensure that all staff have equality and diversity targets within their annual performance plans.	April 2008.	Service heads.	This will produce measurable targets that will have a real impact for service users.	Targets set within individual performance plans and reviewed in accordance with the appraisal cycle, leading to better services for local people.	All service heads have been asked to ensure that this is being implemented. The Ass't Director for Specialist Children's Services checks a sample of appraisals and that practice will be rolled out in each division in 2008.
4.5	D	Arrange seminar(s) for service heads to be encouraged	September 2007.	ECSEDAG / Workforce Development	This will encourage service heads to employ people with	Seminars(s) arranged.	The possibility of working with RAID re targeted advertising is

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
		to employ people with disabilities and learning difficulties.		Unit / training company.	disabilities and learning difficulties.		being explored.
4.6	D, A	Provide apprenticeships for young people with disabilities and learning difficulties.	April 2007.	Head of Employer Engagement.	More young people with disabilities and learning difficulties will enter training and employment and statutory education, training and employment targets are met.	Apprenticeships taken up.	The percentage (15%) of young people with disabilities and learning difficulties who undertake apprenticeships is considerably higher than that of the Council workforce.
4.7	G, A	Increase the number of males undertaking apprenticeships.	April 2008.	Head of Employer Engagement	More young men will enter training and employment and statutory education, training and employment targets are met.	Apprenticeships taken up.	60% of apprenticeships are currently taken up by females. However, the entry rate for males is 5% higher than the local average. There are few jobs for white or BME boys who wish to obtain a trade qualification.
4.8	R	Devise a strategy to recruit more BME teachers to reflect the percentages of BME pupils in schools.	From March 2008 onwards.	Workforce Recruitment Manager.	Percentage of BME teachers to be increased from 3% to reflect better the percentages of BME pupils.	Percentage increased in line with as yet undetermined year-on-year targets.	A strategy – involving collaboration with local, regional and national higher and further education Institutions, taster days in schools and the promotion of financial assistance – will be implemented in 2008 once research

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
							has been completed.
4.9	D	Devise a strategy to recruit more schools staff with disabilities and learning difficulties to reflect the percentage of people with disabilities and learning difficulties within the borough.	From March 2008 onwards.	Workforce Recruitment Manager.	Percentage of schools staff with disabilities and learning difficulties to be increased from 1.45 for community schools and 0.9% in voluntary-aided schools to reflect better the percentage of people with disabilities and learning difficulties within the borough (currently 8.43%).	Percentage increased in line with as yet undetermined year-on-year targets.	This will happen once the 2007 workforce analysis has been carried out.

## Theme 5: Promoting Community Relations and community cohesion

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
5.1	R, F	Service heads will continue to report racist incidents to Assistant Directors, for reporting to HR, via Director's PA.	Quarterly (ongoing).	Service heads / Assistant Directors.	This will ensure that appropriate action is taken to prevent any recurrences.	Quarterly returns.	Quarterly reports for schools are analysed by the Inspectorate reported to the Equalities Schools' Group. Issues are raised and action plans developed at school and Directorate level. Corporate monitoring is conducted quarterly and analysed for further action by SEEB.
5.2	R, F	Black History Month events will be held at Orleans House Gallery, libraries and other venues.	October each year.	Arts Service / Libraries and Information Service.	This will celebrate African and Caribbean history and culture and promote positive messages to residents and visitors.	Events held and well-attended. Book stock promotions evaluated.	ECS staff and services (inc. Arts, Libraries and Adult/Family Learning) contributed to this, e.g. Parallel Views exhibition at Orleans House Gallery; displays of dual-language books and those by BME authors; Cultural Day at Whitton, which included 6 drop-in events with 122 visitors.
5.3	R	Black History	July and October	Adviser for	Increased	Attendance at	A training session was

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
		Month event for schools. Showcase event in the Summer term and a Black History Month competition in October.	each year.	Vulnerable Pupils and Ethnic Minority Achievement / EMTAS Team Leader / EMTAS teachers.	awareness in schools of issues around Black History and how to incorporate this into the curriculum.	showcase event. Participation in BHM competition. Feedback from schools.	provided for schools and relevant information and events were distributed to schools. Information about BHM events in schools was published in the EMTAS Autumn term newsletter.
5.4	All	Art in the Community courses will be scheduled at Orleans House Gallery for groups such as young mums and their children, Travellers and children with special educational needs. Advice from professionals re matters ranging from careers to housing and sexual health will be given to participants.	April 2007.	Arts Service / lead professionals.	This will provide targeted opportunities and support for particular community groups.	Courses attended and evaluated.	The Carnival was attended by 3,000 people including 54% non white British (inc. 20% not stating). Arts, drama and environment based provision has been commissioned through the Arts Service (OHG), London Wildlife Trust and Richmond Theatre Trust, to be delivered in various community venues across the borough, e.g. Family Learning programmes targeting young parents, fathers, people that have English as an additional language,

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
							<p>families with secondary age children, children and families with learning difficulties and/or disabilities and families with mental health needs. Numbers of learners recruited to date: FLLN - 75 out of a target of 270 (representing 4 out of 12 courses); WFL -261 out of a target of 1110 (representing 4 out of 29 courses).</p> <p>Performance statistics to date: Disabilities -4% of enrolments to date against target of 6%; Men - 5% of enrolments to date against target of 33%; Minority Ethnic Groups -16% of enrolments to date against target of 30%. Based on these figures to date, we expect to meet all targets.</p>
5.5	All	Twickenham Carnival will be held at Orleans	June each year.	Arts Service.	This will promote diversity to	Carnival held and well-attended.	The Carnival was held over two days in August 2007, featured

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
		House Gallery.			residents and visitors.		musicians from five continents and was attended by 2,500 people including 38% non- white British.
5.6	R	'Parallel Views: Black History in Richmond' exhibition to be held at Orleans House Gallery to commemorate the 200 <sup>th</sup> anniversary of the abolition of the transatlantic slave trade.	Summer 2007.	Arts Service.	Public awareness will be raised of how the trade helped shape the physical and cultural landscape of the borough and how local people, including black residents, were involved.	Attendance at exhibitions.	A total of 6,327 people visited the exhibition, of whom 60% were white British, 10% black Caribbean, 10% white Irish, 10% white other and 10% not stated.
5.6	D	Continue to hold exhibitions at Riverside Gallery by artists with autistic spectrum	March 2007 and ongoing.	Arts Service.	Public conceptions (and misconceptions) of	Attendance at exhibitions.	An exhibition by Stephen Wiltshire was held between January and March 2007 and attracted a record

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
		disorders.			autistic spectrum disorders will be challenged and changed as necessary.		number of visitors. The 'Art and Soul' exhibition was held in May 2007 (Art and Soul is an organisation which celebrates mental and emotional well-being through the visual arts and poetry).
5.7	All	'On the Edge' world music event will be held at Richmond Riverside.	August each year.	Arts Service.	This will promote diversity to residents and visitors.	Event held and well-attended.	On the Edge was held over two days in August 2007, featured musicians from five continents and was very well-attended.
5.8	S	Gay and lesbian titles will be stocked and promoted in libraries.	Ongoing.	Reading Development Manager.	Promotion of books and reading to LGBT and wider public.	Events held and well-attended.	Book promotions were held in four libraries in February 2006 as part of the 'Big Gay Read'. An independent stock quality health check in November 2007 showed a higher than average percentage of gay/lesbian titles (1.7% against national average of 0.6%).
5.9	S	Service heads will report discriminatory incidents under each of the	Quarterly, in accordance with the Corporate Plan.	Service heads / Assistant Directors.	This will ensure that appropriate action is taken to	Quarterly returns.	We are awaiting further guidance from the Corporate Equalities and Diversity Manager.

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
		equality strands to Assistant Directors, for reporting to HR, via Director's PA.			prevent any recurrences.		
5.10	All	Review membership of all ECS-led partnerships to ensure that community groups are represented.	September 2007.	Policy and Partnerships Manager.	This will enable input from community groups into partnership decisions.	Audit of partnerships completed and community group membership sought where necessary.	A governance review is being conducted, will be completed in December 2007 and its findings analysed.
5.11	All	Ensure that equality and diversity 'good news stories' are regularly published in ECS Teamlink, on the intranet and circulated to the media.	April 2007 onwards.	Service heads / ECS Marketing / Communications and Media Team.	This will help to counter discriminatory attitudes and remove prejudice.	News stories published in ECS Teamlink, on the intranet, in newspapers and/or reported on radio/television.	Many good news stories were as part of the preparation for the JAR inspection, and service heads prepared more, specifically in terms of outcomes against the equality strands, in November 2007.
5.12	R, F	'Sacred Stories' multicultural storytelling mini-festival will be held as part of the Libraries Aloud literature festival.	May 2007 (possibly becoming an annual event).	Reading Development Manager.	This will celebrate and increase awareness of different cultures and faiths.	Events attended and feedback evaluated.	Four events were held in May 2007, with 166 visitors, of whom 15 identified themselves as being BME. Another event was held in October 2007, with 20 visitors, of whom 3 identified themselves as being BME.

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
5.13	R, F	Hold other library events aimed at promoting cultural diversity.	May 2007, as part of rolling programme.	Reading Development Manager.	These will celebrate and increase awareness of different cultures and faiths.	Events attended and feedback evaluated.	A talk on the abolition of the slave trade, and Indian poetry event, featuring Daljit Negra, and a gospel choir event were held in May 2007, each attracting audiences of 30-40 people.
5.14	D, A	Publicise strategies to integrate young children with sensory impairments into community groups, e.g. Beavers, Brownies, etc.	September 2007.	Manager of Service for Children with Sensory Impairments.	This will promote awareness of how children with sensory impairments can become integrated within the community, rather than segregated from it.	Strategies publicised in staff and community publications and local media.	Initial contact was made in April 2007 with all Cub and Brownie packs in the Borough and this will be followed up in 2008 with those and other community groups.
5.15	R	Commission a film company to produce a DVD entitled 'Travellers' Voices' to be used	September 2007.	Adviser for Vulnerable Pupils and Ethnic Minority Achievement.	The DVD will be a means of getting the Travellers' views and	DVD produced, advertised and used.	Final cut of the film was produced in September 2007, with a premiere at Richmond Filmhouse in December 2007. DVD to be made

Ref.	Equality strand	Action	By When	By Whom	What will be different	Outcome/Evidence	Progress at November 2007
		as a training tool to raise awareness.			perceptions heard by the community		available to all schools and Travellers' networks in the UK.

## **Glossary**

ASDAN	Award Scheme Development and Accreditation Network
BME	Black and Minority Ethnic
CYP	Community and Young People division of ECS
CYPP	Children and Young People's Plan 2006-2009
DDA	Disability Discrimination Act
DSA	Disabled Student's Allowance
ECSEDAG	Education and Children's Services Equality and Diversity Action Group
EINA	Equalities impact needs assessment
EMTAS	Ethnic Minority and Travellers' Achievement Service
LBG	Lesbian, Gay and Bisexual
LGBT	Lesbian, Gay, Bisexual and Transgender
SEEB	Strategic Equalities Executive Board
SEN	Special Educational Needs
SENCo	Special Educational Needs Coordinator

## **Timetable of new EINAs to be undertaken**

2007	Cultural Services; Early Years; Ethnic Minority and Travellers' Achievement; Policy, Performance and Systems (reorganisation); Portage; Special Educational Needs; Sensory Team; and the transition to Integrated Services for Youth.
2008	Children's Centres and Extended Schools; Initial Response Team; CLA and Leaving Care; and Richmond Education Business Partnership and Way to Work.