

**London Borough of Richmond
upon Thames**

**Adult Social Services and
Housing Directorate**

**Equalities & Diversity Policy
2007 - 2010**

January 2007

Introduction.

The Adult Social Services and Housing Directorate, London Borough of Richmond upon Thames positively welcomes and aims to support the growing diversity of the community we serve and the people we employ. Our diversity is our strength and we are committed to providing services to our many different communities, by a well-trained and confident workforce that reflects the diversity of society.

We also acknowledge that we live in an unequal society in which many people face discrimination. The Directorate believes that equality of opportunity and freedom from discrimination are fundamental human rights. We actively oppose all forms of discrimination and are committed to the principle that no person shall face discrimination by being treated unfairly or being denied access to services or employment opportunities.

This policy sets out the context within which we will work and the actions that we will take to ensure that we promote equality and diversity, ensure high quality and appropriate services for our users and promote the capacity and confidence of our workforce.

Contextual Framework

This policy is developed within and draws from the context of the Council's Equality Scheme, which itself is informed by both guidance and legislative requirement. The Directorate policy builds on this by explaining what we intend to do to improve fair and equal access to both employment and social care services. The overall aim of the policy is to create a culture in which managers and staff will question and challenge assumptions about their services and reassess them on the basis of equality and need, as part of the provision of quality services.

As part of this culture of challenge and development the policy is also informed by a range of evidence and information drawn from a variety of sources including:

1. The Equality Impact Needs Assessment (EINA) programme, which is developed and agreed annually. Over a period of time we will ensure that all service areas are reviewed using the corporate methodology as well as all changes to service delivery and areas of service delivery that are identified as causes for concern by users, carers or members of staff,
2. Analysis of data produced corporately, within the Directorate or by our partners. Examples include the biannual staff survey, information produced as part of contractual expectations placed on external service providers and internally generated service based information.

The policy is a document that promotes change. It therefore results in a series of developments that are set out in the associated Action Plan (appended), which identifies the key activities to be undertaken. This action plan will be reviewed annually and the Directorate Equalities Board will monitor progress at its quarterly meetings.

The legal framework for the delivery of services and associated staffing is now extensive. The framework is set out in detail as Appendix 1. From this body of legislation the Council has developed a set of twelve expectations that the Adult Social Services and Housing Directorate endorse and actively support. These, drawn from the Corporate Equality Scheme, are set out below along with various examples of actions the Directorate is taking to realise the expectations placed on the Directorate.

The Directorate Equalities Board will work:

1. To prevent and eliminate unlawful discrimination and institutional discrimination,
By undertaking a series of EINA audits, analysing access to training data, monitoring disciplinary and grievance data and ensuring staff are familiar with legal obligations placed upon them (e.g. delivering reasonable adjustments).
2. To tackle, prevent and monitor incidents of harassment and discrimination,
By ensuring that routine monitoring of incidents is undertaken and that resultant issues are discussed to ensure that issues and themes emerging are considered and policy to address these is developed.
3. To promote equal opportunities in employment on the grounds of sexual orientation, religion/belief, age, disability, gender and race,
By working with HR and staff support groups to monitor trends and take appropriate action to address areas of concern.
4. To achieve a representative and well-equipped workforce at all levels to reflect and provide/commission services for the diverse local communities we serve,
By monitoring the profile of the workforce across the equality dimensions, ensuring that the workforce is trained and enabled to meet the diverse needs of the local community and gauge changes in levels of service takeup and satisfaction through routine performance and quality assurance audits.
5. To promote disability equality, race equality and gender equality (the three general duties to promote equality),
By monitoring performance, ensuring staff access to training and user access to services, engaging with staff on a routine basis and ensuring that developments and expectations are cascaded to all staff.
6. To identify, understand and work to eliminate barriers to equality of access, equality of treatment and equality of outcome,
By undertaking EINAs as a part of business redesign and as part of the routine business of the Directorate, convene meetings with the various staff groups and improve access to information.
7. To provide appropriate and relevant services to meet the diverse needs of all who live, work and use the services of the borough,
By implementing EINA and other outcome measures (meetings with staff and users, Quality Assurance feedback etc) into normal service delivery in cooperation with the operational service divisions.
8. To provide accessible information about services,
By continuing to improve the web based information availability. The next stage of the programme includes translated material in written and audio formats and providing more accessible information for people with a range of sensory disabilities.
9. To promote good relations between all sections of our diverse communities and ensure good community cohesion,

By contributing to corporate initiatives and corporate leadership fora and, at a Directorate level seek engagement with the diverse communities as part of our service development and review processes. Specifically the LINKS initiative will seek to further this ambition.

10. To promote social inclusion and community cohesion,
By ensuring that our services reach out to the diverse groups within the community, show an awareness of and sensitivity to the needs of individuals within these groups and provide appropriate services or, through Direct Payments/self directed care allow individuals control over their own care needs.
11. To promote positive attitudes towards diversity and value the diversity of all who live, work and visit the borough,
By ensuring that our reception areas, offices and work spaces reflect the diverse community that we serve, by employing and training staff to respect diversity, have expectations that users will equally respect staff diversity and that these areas are kept clean and information/posters tidy.
12. To ensure reasonable adjustments and positive action are undertaken where necessary and lawful, in order to enable equality of access and equal opportunities.
By ensuring that managers and staff are versed in the provision of reasonable adjustments and are aware of the timescales involved in securing support to provide the necessary supports.

As we work towards an increasingly integrated delivery of health and social care services we will seek to establish common standards and expectations with colleagues in the Primary Care Trust and other partners in the private and voluntary sector.

These are diverse and complex expectations. To ensure that these standards are met the Directorate will seek advice, input and information in a variety of ways, including:

1. We will involve and consult with all stakeholders, especially staff, users and community/voluntary groups; targeted and focused involvement and consultation,
2. Compare with best practice models/standards in other authorities and agencies,
3. Challenge assumptions, particularly through involvement, consultation and comparison,
4. Communicate findings and outcomes to all stakeholders.

Key Processes

To ensure that these expectations are met the Directorate has put in place a set of arrangements that, in total, cover the areas of responsibility defined in the Local Authority Equality Standard and the legislation.

Leadership and Corporate Commitment.

The Directorate will ensure that it manifests leadership and commitment by:

1. Ensuring representation on the Corporate Executive Equalities Board and the Corporate Equalities Development Group,
2. Ensuring that all corporate expectations in relation to the collation, analysis and presentation of information are met,

3. Convene and direct the work of the Directorate Equalities Board and ensure that a comprehensive work programme is put in place and implemented,
4. Ensure that all staff are aware of the key legislative and best practice expectations and that these are met.

Mainstreaming Equality and Diversity.

To ensure that good equality and diversity practice is mainstreamed into recruitment processes and service delivery, the Directorate will:

1. Undertake an agreed programme of reviews of existing services using the EINA framework and ensure that all new service developments are assessed using the EINA framework,
2. Ensure that the agreed work programme is incorporated into Service Plans, team plans and individual staff appraisals,
3. Ensure that the business functions of the Directorate including the development and monitoring of contracts include equality and diversity related expectations.

Gathering information and data.

Information is gathered from a diverse range of sources in respect of service users and staff. Examples of staff related information include the recruitment and selection process, the biannual Staff Survey, reasonable adjustment timescales and etc and for service users; through performance data, involvement and consultation feedback, audits and research and complaints.

To ensure that the lessons learned from such activity is incorporated into practice the Directorate will ensure:

1. All audits and quality assurance work addresses the equality and diversity related aspects of the service,
2. Outcomes of such work will be collated and reported in the outcomes paperwork and action taken to address areas of concern including, where appropriate, undertaken an EINA,
3. The Directorate will undertake an assessment of compliance with level 3 of the Equality Standard and take action within identified areas. Such issues will be added to the action plan programme of work.

Involvement, Engagement and Consultation

The ongoing involvement duty is key to helping us bring the views, experiences and expertise of disabled people and groups representing disabled people, people from Black and minority ethnic backgrounds, men and women, Lesbian women and Gay men and different faith groups, to inform our framework for action on equality. To ensure that the views of staff and users are heard and responded to the Directorate will:

1. Ensure that all staff support groups are represented on the Directorate Equalities Board,
2. The Director will engage in a dialogue with the Staff Support Groups membership,
3. Groups that draw their membership from diverse groups in the public, private and voluntary sector will be encouraged to ensure that their work follows best practice and to give feedback on the work of the Directorate in respect of equality and diversity related matters.

The Legal Framework

1. The Legal Context

There is now an increasingly comprehensive body of legislation and guidance to define the standards that the Directorate should work to in respect of equality and diversity. The legal framework is defined through the following legislation and guidance • Equal Pay Act, 1970 (amended 1984) and related Code of Practice (1985) • Sex Discrimination Act , 1975 (updated 1986) and related Code of Practice (1975) relates to employment • The Employment Equality (Sex Discrimination) Regulations 2005 • Race Relations Act, 1976 and Race Relations Amendment Act 2000 and related Codes of Practice (1984 relates to employment, 2001 related to the General and specific duties) • Disability Discrimination Act 1995 (and its amendments) and DDA 2005 and related Codes of Practice (1996, 1999, 2002, 2005) as implemented in four parts (1996-employment; 1999-access to goods and services; 2002/3-Education;2004- physical access to buildings). • Equality Act 2006 • Human Rights Act,1998 • Racial and Religious Hatred Act 2006 • Protection from Harassment Act 1997 • Crime and Disorder Act 1998 • Employment Equality (Religion or Belief) Regulations 2003 • Employment Equality (Sexual Orientation) Regulations 2003 • Employment Equality (Age) Regulations 2006 • Health and Safety Act 1974, Management of Health and safety at Work regulations • Other employment legislation • Special Educational Needs and Disability Act 2001 • Children Act 1989 • NHS and Community Care Act 1990.

2. Defining expectations.

Prior to setting out how the Directorate will work to promote equality and diversity within our services it is important to define and set out our understanding of the legal context and the expectations set out in legislation. The following section summarises these expectations:

Disability Equality.

- To eliminate unlawful discrimination against disabled people,
- To tackle, prevent and monitor all incidents of harassment and discrimination against disabled people,
- To promote equality of opportunity in employment of disabled people,
- To promote equal access to services for disabled people,
- To improve service outcomes for disabled people and reduce any differences,
- To further improve access to the built environment,
- To encourage positive attitudes towards disabled people,
- To strengthen the involvement of disabled people in Directorate decision making processes,
- To meet the requirements to gather and analyse information to promote disability equality.

Race Equality

- To eliminate unlawful racial discrimination,
- To promote equality of opportunity in employment of people from BME backgrounds,
- To promote equal access to appropriate services for people from BME backgrounds,
- To educate all to understand and respect diverse backgrounds and needs in service provision and partnership working,

- To improve service outcomes for all ethnic groups and reducing any differences,
- To tackle, prevent and monitor all incidents of racism, harassment and discrimination,
- To increase confidence in the reporting of racist incidents,
- To promote good race relations and community cohesion.

Gender Equality

- To eliminate unlawful sex discrimination,
- To tackle, prevent and monitor all incidents of harassment and discrimination against women and men,
- To promote equality of opportunity in employment between men and women,
- To meet any different needs of women and men in our service provisions and functions

Lesbian, Gay, Bi-sexual and Transgender (LGBT) Groups

- To eliminate unlawful discrimination against LGBT groups,
- To tackle, prevent and monitor all incidents of harassment and discrimination against LGBT groups,
- To promote equality of opportunity in employment for all LGBT groups,
- To understand and meet the needs of LGBT groups in our service provisions and functions (e.g employment guidance for managers)
- EINA process: to consider needs of LGBT groups as part of service/ function/ policy reviews

Faith Groups

- To eliminate unlawful discrimination against Faith groups,
- To tackle, prevent and monitor all incidents of harassment and discrimination against Faith groups,
- To promote equality of opportunity in employment for all Faith groups,
- To understand and meet the needs of Faith groups in our service provisions and functions,
- EINA process: to consider possible needs of faith groups as part of service/ function/policy reviews

London Borough of Richmond upon Thames

Adult Social Services & Housing Department

Equality and Diversity Plan

Introduction

This Equality and Diversity Plan (the Plan) sets out the work that the Directorate intends to undertake during the year 2006/07 to incorporate the legal and good practice expectations relating to equality and diversity and to deliver:

1. High quality services for current and prospective service users and their carers,
2. Robust systems throughout the recruitment, professional development and support to ensure that staff are equipped to do their job,
3. Clearly developed and agreed equality and diversity expectations with organisations in the public and voluntary sector and with providers of services delivered through contracts or service level agreements.

The Plan is informed by work previously undertaken in a number of areas and includes outcomes from:

1. The Directorate outcomes emerging from the Equality Audit and Assessment 2005/06,
2. Analysis of the Staff Survey (2005) and associated staff seminars,
3. EINA and other audit outcomes and work previously identified.

This plan is influenced by the work carried out with staff to analyse the Staff Survey (2005) outcomes. This identified the benefits of setting out change processes through a series of clear, tangible ambitions and targets (SMART targets) rather than placing a reliance on broader thematic approaches which were considered to be a less effective means of achieving real improvements.

The Plan is designed to be organic in structure. This is to allow work to be included as it is identified i.e. at the publication of Equality Impact Needs Assessment (EINA) outcomes. Thus, the Plan was reviewed in February 2007. Completed work was removed from the Plan and new additions made – the latter largely reflect the outcomes of EINA's completed since the inception of the Plan. The Plan is also designed to be reviewed and audited on a regular basis. This will be achieved through two fora:

1. The Directorate Equalities Board which meets on a quarterly basis,
2. Periodic meetings, hosted by the Director, for black and minority staff and staff with a disability.

The Plan is set out using the four areas defined in the Equality Standard, namely:

- Leadership and Corporate Commitment
- Consultation, community development and scrutiny
- Service Delivery and Customer Care

- Employment and Training.

Finally, to ensure that this document is not over lengthy groups/structures have been referred to by their initials: DEB - Directorate Equalities Board, BME – Black and Minority Ethnic, HR – Human Resources, SEG – Strategic Executive Group, WDU - Workforce Development Unit.

Delivering the Plan

At its meeting on the 9th August 2006 the DEB agreed the plan. The same meeting also explored the most effective way of delivering the plan. There was some reluctance to set up an implementation group to deliver the plan as this was felt to be a duplication of work/structures that already exist within the divisions. Subsequent discussion has agreed the following proposal:

1. Each division will maintain a structure to deliver Equality and Diversity related work including work identified within this plan,
2. Some actions set out in the plan are specific to groups or individuals. These will remain the responsibility of the group/individual,
3. Some actions can be characterised as projects. These have been allocated a named division/Assistant Director to take the lead in implementing the action. The named division/AD can call on support from other divisions to ensure the successful completion of the project,
4. A named individual will carry a co-ordinating role to track progress, offer support/advice, disseminate outcomes to divisions/web library and amend/update the plan to take account of work completed/new areas of work to develop. At present the named individual is Andrew Hannon.

Projects

Six projects have been identified at this point in the life of the plan. These are set out below along with the division taking lead responsibility to deliver the project:

1. Improve the quality and range of information available to staff, users and carers. Lead division – Strategy and Resources/Craig Brewin,
2. Improve overall standards for the recruitment, induction and retention of staff with a disability including awareness of “reasonable adjustments”. Lead division – Adults/Jim Rogan,

3. Improve the experience of BME staff by addressing the origins of the high incidence (26% in 2005/06) of perceived discrimination on the grounds of colour/ethnicity and putting in place actions to reduce this incidence. Lead division – Housing/Brian Castle/Rod Birtles,
4. A programme of work should ensure that all contracts and partnerships spell out equality and diversity expectations, ensure that these standards are monitored and issues addressed and that all staff who undertake contract monitoring and review work are equipped to meet these expectations. Lead division – Strategy and Resources/Craig Brewin,
5. The training programme should be reviewed in consultation with users to ensure that it meets the particular needs of BME staff and staff with a disability. Lead division – Strategy and Resources/Craig Brewin,
6. A staff profile for Adult Social Service and Housing should be developed. Lead division – Adults/Jim Rogan.

Theme 1: Leadership and Corporate Commitment					
Ref.	Action	By When	By Whom	What will be different	Outcome/Evidence
1.2	The Director will host six monthly meetings for BME staff and staff with a disability	December and June each year	Part of project 3 – Housing lead/BC/RB	This will facilitate: <ul style="list-style-type: none"> • A forum to feedback on progress, • Scope for staff to comment on the impact of change, • A greater focus on partnership working. 	Some slippage due to capacity issues in Housing. Meetings to be scheduled early 2007.
1.2	The DEB will consider the way forward in regard to providing some form of mediation in situations where dispute arises between BME staff/ staff	November 2006	Part of project 3 – Housing lead/BC/RB	Consideration of internal/external mediation where existing management arrangements are not perceived to be meeting the needs of the individual by: <ul style="list-style-type: none"> • Reviewing current dispute resolution practice, • Providing arrangements that are trusted, 	Some slippage due to capacity issues in Housing. Work to commence in early 2007

	with a disability and their manager.			<ul style="list-style-type: none"> Considering the implications for existing management arrangements. 	
1.3	The Directorate will work to ensure that the needs and aspirations of staff and users who are gay, lesbian, bi-sexual or transgender.	From March 2007	A Hannon	<p>This work will address two areas of current concern:</p> <ol style="list-style-type: none"> 1. A recent Stonewall survey suggested that there were perceived to be elements of institutional homophobia within the council, 2. There are developments that can be made to improve communication with staff and users whose needs include those associated with their sexual orientation. <p>Work will include:</p> <ol style="list-style-type: none"> 1. Addressing the current absence of reference to sexual orientation in equalities training e.g. Richmix makes no reference to sexual orientation, 2. Awareness raising to ensure staff are aware of and feel confident in addressing sexual orientation related issues in the care planning process, 3. Look at ways to engage all staff in the development of good practice in meeting the sexual orientation 	

				<p>related needs of staff,</p> <p>4. In consultation with the current HR initiative work to establish an effective rapport with staff who are gay, lesbian, bi-sexual or transgender to promote staff confidence and establish directorate boundaries about good practice,</p> <p>5. It is likely that this work will be benefited by input from a voluntary sector partner.</p>	
1.4	Review and reissue Directorate Equality and Diversity Policy	November 2006	Strategy and Resources /CB Andrew Hannon	<p>This will:</p> <ul style="list-style-type: none"> • Ensure that the policy is up to date and includes reference to new/forthcoming requirements and outcomes of recent work, • Ensure a wider circulation/engagement with staff, • Ensure that expectations e.g. that Equality and Diversity is a standing item on all team/management meeting agendas, • Include relevant elements of the SEG and CEAG work plans. 	Draft completed, scheduled for discussion within the DEB

Theme 2: Consultation, Community Development and Scrutiny

Ref.	Action	By When	By Whom	What will be different	Outcome/Evidence
2.1	In 2005/06 26% of BME SS/H staff reported feeling discriminated against because of their colour/ethnicity – we need to be clearer about the origin of this i.e. from colleagues/users	March 2007	Part of Project 3 – Housing lead/ BC/RB	Explore this further to: <ul style="list-style-type: none"> • Identify the source, • Develop reporting and response arrangements, • Review use of current racial incident reporting format and amend as necessary, • Ensure all managers are aware of their responsibilities, • Incorporate issues of discrimination/harassment relating to staff with a disability into this development 	Slippage due to capacity issues in Housing. R Birtles and A Hannon to take forward in the interim in consultation with the BWSG and the Staff with a disability staff group.
2.2	Individual EINA work should be undertaken within divisions. An EINA log should be developed and should be scrutinised by the DEB	November 2006 November 2006	All divisions S&R	Anticipated improvements include: <ul style="list-style-type: none"> • Divisional ownership of work, • A comprehensive log, • Improved awareness of the process, • Improved clarity about why the process is of value, • Scope to identify emerging trends/adherence to policy. 	Access to Assessment EINA 2 completed. Meals Service EINA 1 completed. EINA schedule for 2007/08 presented to DEB in March for approval. An EINA log has been developed – to be put on the Internet as part of Project 1.

Theme 3: Service Delivery and Customer Care

Ref.	Action	By When	By Whom	What will be different	Outcome/Evidence
3.1	Work with SERCO and web design staff to ensure that computer systems used by staff and the intra/inter net are readily accessible to staff and users with a disability	December 2006	S&R/CB Jennifer Short and Gill Ford	Improvements will include: <ul style="list-style-type: none"> • Ensuring SERCO have and abide by policies relating to the DDA and accessibility by staff with a disability, • Inter/intra net design staff are aware of accessibility related issues, have clear guidelines to work to and adherence to these is monitored, 	The development of RIO and the Internet site have incorporated features to support the needs of users with a visual impairment. Staff related computer issues picked up through the ICT Client side.
3.2	Improve the quality and quantity of information available to staff, service users and partners by developing the Website (intra and inter net)	December 2006	Project 1 – S&R lead/CB Andrew Hannon	Ready access to: <ul style="list-style-type: none"> • Policy documents including the Accessibility Guide, • Audit outcomes, • Work of the DEG and divisional group(s), • Links to key national/local external sites, • Web based information in community languages and information accessible to people with learning difficulties. 	RIO now live. New Internet site went live on 21/02/2007. New Internet site incorporates a SS/HD equality and diversity page, more ready access to service information for staff and users and ready navigation around the site.
3.3	A framework should be put in place to ensure all research, analysis	November 2006	S&R/CB Gill Ford/ Bridget Bell	Improvement will lead to: <ul style="list-style-type: none"> • Basic expectations about reports, data analysis and 	Work to be taken forward as a part of the Directorate Quality Assurance framework

	and service developments have regard to equality and diversity.			presentations, <ul style="list-style-type: none"> • Clearer structure about the EINA structure, usage, value and outcomes, 	
3.4	Literature produced by the Directorate should ensure the promotion of positive images	February 2007	S&R/CB A Hannon and M Swabey	Improvements will lead to: <ul style="list-style-type: none"> • Improved positive images in public and staff areas of the Directorate, • Improved public information (leaflets and on-line information). 	Public Information strategy includes the promotion of positive images. WDU to focus on the presentation of positive images in reception and staff areas.
3.5	The developing commissioning framework must include equality and diversity related expectations	February 2007	All commissioning managers	Framework will: <ul style="list-style-type: none"> • Clarify extent of current service need/provision, • Promote greater efficiency in resource allocation, • Promote an outcomes orientation, • Encourage the integration agenda. 	Outline commissioning framework currently being developed. We anticipate working with the Change Agent Team to effect the development of the Commissioning Strategy in consultation with the PCT.
3.6	Deliver the Directorate Plan (2006/07) and the associated divisional Service Plans	March 2007	DMT/all DMGs	Monitoring will: <ul style="list-style-type: none"> • Ensure equality and diversity ambitions are achieved, • Promote use of the EINA framework in service development. 	2006/07 Service Plan has been reviewed on a quarterly basis with reports prepared for DMGs, DMT and O&S Committee. 2007/08 Directorate Plan now written with Service Plans being drafted.

3.7	Implement the action plans arising from the completed EINA's: i. Access to assessment ii. Meals service	November 2007	Adults DMG/ Contracts	Implementation will: i. Improve assessment processes, ii. Increase the monitoring of and access to the service.	Managers briefed on both reports; (i) implemented via Adults DMG, (ii) via Adults DMG and Contracts
-----	---	---------------	-----------------------	---	---

Theme 4: Employment and Training

Ref.	Action	By When	By Whom	What will be different	Outcome/Evidence
4.1	Work with HR to ensure that the provision of “reasonable adjustments” for staff with a disability are, at a minimum, provided within guideline timescales	February 2007	Part of Project 2. Adults lead/JR	Outcomes will include: <ul style="list-style-type: none"> • All staff are aware of the relevant timescales and funding arrangements, • Monitoring arrangements are in place to track compliance, • HR work in partnership to ensure compliance. 	Strategy now developed in OHRD (project lead: Marc Adams). M Swabey to act as contact point in ASS/H. Project scheduled for completion in December 2007.
4.2	Ensure all managers are equipped to work effectively with staff with a disability including knowledge of the legislation, funding for reasonable adjustments and the implications of “flexible/hot desk” working	February 2007	Part of Project 2. Adults lead/JR	Initiative will: <ul style="list-style-type: none"> • Improve overall awareness of legal/good practice responsibilities, • Ensure line managers are aware of their specific responsibilities to include a specific piece of work as part of the induction process relating to reasonable adjustments, workspace appraisal and other, related issues 	Strategy now developed in OHRD (project lead: Marc Adams). M Swabey to act as contact point in ASS/H. Project scheduled for completion in December 2007.
4.3	Training events should recognise the particular needs of BME staff	February 2007	Project 5. S&R lead/CB M Swabey	Developments will deliver: <ul style="list-style-type: none"> • Improved access to staff with a disability by having regard to start/finish times and 	Strategies to improve access to staff with disabilities discussed with Disabled Staff Group rep.

	and staff with a disability			<p>individual working hours arrangements,</p> <ul style="list-style-type: none"> • Improvements for BME staff access to management and networking events/training • Improvements in management confidence in working within an equality and diversity context 	<p>Application form being reformatted with section for reasonable adjustment enhanced.</p> <p>Hyperlink being placed in application form which will direct participants to that part of the WDU website which expands on what reasonable adjustments we are able to make.</p> <p>Web site under complete overhaul but awaiting time from Public Information Officer to assist because with the IT training officer's departure there is nobody in the team able to edit our web pages.</p> <p>Discussion to take place with Occupational Health to ensure that staff who need reasonable adjustment for employment are spoken to at the beginning of their employment so that they don't have to give this information twice.</p> <p>Statistics are now being monitored by number of people attending courses,</p>
--	-----------------------------	--	--	---	--

					<p>days per person and types of discretionary spend for courses and qualifications.</p> <p>HEALTH WARNING -</p> <p>These stats are across Adults/Housing and Children. For 2007/8 we propose to differentiate between the groups and using the comparator of BME staff by grade in Adults we will be able to discover if Manager grades are being treated in the same way as non-BME staff.</p> <p>The problem will be that by reducing the number of staff in the pool e.g. separating Adults/Housing etc it will have an impact on how meaningful the statistics become. (See grid at end of plan update)</p> <p>The Qualification Strategy is being produced at the moment and will be consulted on shortly. We propose to monitor the take up of qualification courses by BME staff from 2007/8 onwards, following</p>
--	--	--	--	--	---

					<p>discussion with Suganya Meetings have taken place between March Adams, Suganya Ranganathan, Sally Norris, Sophie Furness and Maura Swabey. Rich mix modules 2, 3 and 4 were discussed and we are confident that increased staff confidence will be achieved as a result of this training, particularly as we are consulting with the equality leads across the Council.</p>
--	--	--	--	--	--