

HART DISTRICT COUNCIL RACE EQUALITY & DIVERSITY ACTION PLAN

The purpose of this document is to set out the action which the Council is taking to ensure compliance and implement best practice in accordance with the duties placed on it by the Race Relations (Amendment) Act 2000. **It is the Race element of the Equality and Diversity commitment Action plan**

Policies, practices and procedures

Activity	Action Required	Resource	Timescale	Status
<p>Establish a written Race Equality Scheme.</p> <p>The Scheme should reflect the corporate Race Equality Policy, the Race Relations (Amendment) Act and relevant CRE Code of Practice.</p> <p>The Policy has been the subject of consultation with service users.</p>	<p>Individual service plans and service/best value reviews to incorporate equalities and race equality components throughout. RES to be produced</p>	<p>Equalities Working Group</p>	<p>March 2005</p>	<p>Completed</p>
<p>All policies to be assessed for impact on ethnic minority groups and individuals.</p>	<p>Systems in place to ensure policies are monitored and inclusive.</p>	<p>All Heads of Service</p>	<p>New policies from July 2004. All others by June 2008</p>	<p>System in place for <u>new</u> policies: completed. For <u>all</u> policies: on schedule</p>

Activity	Action Required	Resource	Timescale	Status
Using service-planning procedures, identify all Council functions and assess against standard questionnaire, the level of impact on race equality and actions needed.	All functions reviewed.	All Heads of Service	March 2006	Initial level of impact identified. Further impact assessment and actions to be identified by March 2006.

Service delivery

Use Equalities Assessment Framework to assess current performance against corporate and service priorities in all best value reviews and for impact assessment under the Race Equality Scheme	Any and all service reviews at service level must take into account race equality issues.	All services	March 2007	On Schedule
Implement and maintain equalities monitoring schemes to monitor national performance indicators and service usage on race	Monitor against appropriate Best Value performance indicators	All	From June 05 ongoing	On Schedule
Complaints procedure to record racist incidents and monitor profile of complaints	Racist incidence reporting form to be made widely available	Corporate Support	June 2005	Pilot Scheme to be trialled from June 2005
All published information to be accessible to ensure wide accessibility of information and access points for services.	Process to ensure signposting of availability of information in other languages (and formats)	Head of Customer & Community Services Head of Information & Communication	January 2007	On Schedule
Develop use of information technology to publish information as a way of increasing access to information (e-government)	HDC website. Corporate programmes link with Corporate Directors	Head of Information & Communications	January 2007	On Schedule

Activity	Action Required	Resource	Timescale	Status
	Freedom of Information and Customer Relations Management			
Use interpretation facilities, Language Line and plain English.	Customer service/information/storage Ensure all staff aware of how to access language line	Community & Customer Services	June 2005	On schedule

Contracting

Partnership, contractual and tendering arrangements to include race equality measures, including requirement to have an equal opportunities policy and recognition that the requirement to promote race equality devolves to contractors	Clauses in all new or renewed contracts	Democratic & Legal Services	March 2005	Completed
Develop systems to monitor compliance	Establish monitoring procedure	Democratic & Legal Services	March 2006	On schedule
Job descriptions to include accountability for race and other equalities	Standard clause	Human Resources	2002	Completed
Exit interviews to be conducted and results recorded.	Ongoing	Human Resources	2003	Completed
HR database able to produce data on applicants, disciplinaries, grievance actions, leavers, training etc.	Reports will be set up on new HR information system.	Human Resources	September 2005	On Schedule
Annual workforce data audit to update information to all staff on race equality	Staff profiles will be distributed on an annual basis via HR information system and	Human Resources	Sept 2005	On Schedule

02/06/05

Activity	Action Required	Resource	Timescale	Status
	amendments made			

Training and Development

All staff and Members to receive training to understand their role in implementing race and equalities issues	Training programme to be produced by March 2005 and implemented by September 2005	Human Resources	September 2005	On Schedule
Induction programme to include equalities responsibilities and duty to promote race equality	All new employees to gain awareness of equalities responsibilities	Human Resources	May 2004	Completed
Ensure links with Investors in People	Annual review to include race and other equalities issues	Human Resources	July 2004	Completed
Work with other public bodies and voluntary organisations to develop opportunities for minority ethnic community groups to include race with decision-making process.	To be included in all elements of partnership liaison undertaken and to be written into the programme of social inclusion work at the Hook One Stop Shop	Community & Customer Services	December 2005	On Schedule
Where there is no minority ethnic representation, work with partners, including local strategic partnerships (LSP) to enable this to happen.	To actively seek engagement through the corporate consultation process and to establish appropriate mechanisms for two-way communication.	Community & Customer Services	December 2005	On Schedule
Ensure that consultations undertaken should gather race and other equalities monitoring data of respondents.	Corporate Consultation Policy including monitoring data of respondents.	Corporate Directors	December 2005	On Schedule
User satisfaction questionnaires to include questions relating to fair service access eg minority ethnic residents.	Corporate Consultation Policy User satisfaction surveys	Corporate Directors	December 2005	On Schedule