

SINGLE EQUALITY SCHEME INTERIM ACTION PLAN

2009-2012



TASK	TARGET DATE	LEAD OFFICER	OTHER RESOURCE	EQUALITY STRAND						
				RA	DI	GE	SO	RB	AG	TG
Undertake assessment to achieve 'Excellent; Level of the Equality Framework for Local Government and develop a delivery plan	May-10	Diversity Team	DMBC - Equalities	Y	Y	Y	Y	Y	Y	Y
Undertake customer satisfaction survey of translation and interpretation service and alternative formats	May-10	Diversity Team		Y	Y					
Equal access to Social Housing - does the organisation follow the CRE Code of Practice (yes/no) Commission independent assessment	Apr-10	Diversity Team	All Service Area/External Assessor	Y						
Analyse Customer Profile Questionnaire - For % collated and breakdown by Equality Strands	Quarterly	Service Review Manager/Diversity Manager		Y	Y	Y	Y	Y	Y	Y
Develop a more systematic and strategic approach to using customer profile information	Apr-10	Diversity Team		Y	Y	Y	Y	Y	Y	Y
Involve residents in monitoring E & D plans	Apr-10	Diversity Team		Y	Y	Y	Y	Y	Y	Y
In conjunction with Doncaster Council and South Yorkshire Police, set up Hate Crime Reporting Centres in St. Leger Homes offices (including racially motivated crimes, ensure Gypsy & Traveller included under Race Equality Strand), publicise and monitor	Feb-10	Racial Incident Co-ordinator	South Yorkshire Police	Y	Y	Y	Y	Y	Y	Y
Produce annual report of review of Single Equality Scheme for Board/EMT/Website and Residents groups	Apr-10	Diversity Team								
Publish quarterly progress of Single Equality Scheme for Board/EMT/Website and Residents groups	Quarterly	Diversity Team	Equality & Diversity Steering Group	Y	Y	Y	Y	Y	Y	Y
Produce corporate guidance on monitoring including monitoring categories and rollout to service areas	May-10	Diversity Team	Equality & Diversity Strategy Group	Y	Y	Y	Y	Y	Y	Y

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Develop a suite of Best Value Performance Indicators in relation to employment to collect, collate and report information on to Board	May-10	Human Resources		Y	Y	Y	Y	Y	Y	Y
Continue to undertake workforce and recruitment monitoring. Report to Executive Management Team and Senior Management Team	On going	Human Resources		Y	Y	Y	Y	Y	Y	Y
Commence monitoring of progression/promotion of employees	On going	Human Resources		Y	Y	Y	Y	Y	Y	Y
Establish monitoring systems for staff on attendance at training and type of training	On going	Training Team		Y	Y	Y	Y	Y	Y	Y
Record instances of disciplinary or grievance	On going	Human Resources		Y	Y	Y	Y	Y	Y	Y
Set up systems to monitor and report sickness management, capability, grievances, disciplinary	On going	Human Resources		Y	Y	Y	Y	Y	Y	Y
Set up comprehensive systems to link patterns/reasons for leaving across the equality strands	On going	Human Resources		Y	Y	Y	Y	Y	Y	Y
Set up systems for exit interviews to determine reasons for leaving	On going	Human Resources		Y	Y	Y	Y	Y	Y	Y
Report on composition of workforce in comparison to the 2001 Census to assess workforce representation	On going	Human Resources		Y	Y	Y	Y	Y	Y	Y
Set targets for workforce representation across all service areas - in relation to 2001 Census data	On going	Human Resources		Y	Y	Y				
Identify barriers in relation to recruitment, retention, progression & training	On going	Human Resources		Y	Y	Y	Y	Y	Y	Y

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Continue to support BME Doncaster Settlers TARA	On going	Diversity Team		Y							
Refresher Training for Team Leaders and New Training for Estate Officers on Equalities Act and Community Cohesion	Dec-10	Training Team		Y	Y	Y	Y	Y	Y	Y	Y
Ensure all Equality Strands included in Induction training programme	On going	Training Team		Y	Y	Y	Y	Y	Y	Y	Y
Include Disability training to operatives as part of E&D Refresher training for staff	Aug-10	Training Team			Y						
Continue to support Disability Focus Group. Involve them when planning services that may affect disabled customers	On going	Diversity Team			Y						
Work with local community based mental health groups to get a better understanding of customers suffering from mental health	On going	Diversity Team			Y						
Ensure staff are familiar with TypeTalk in area offices and main reception have access to minicom	Apr-10	Diversity Team			Y						
Promote the take-up of British Sign Language amongst staff	Dec-10	Human Resources			Y						
Work in partnership with Community Development Workers at the Doncaster CVS to deliver appropriate services to Gypsy & Traveller community	On going	Diversity Team		Y							
Promote employee awareness and take-up of flexible working opportunities	Aug-10	Human Resources				Y					

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Identify where work placements can be provided and support and encourage managers and young people to participate, including placements within non-traditional gender roles	Oct-10	Human Resources				Y					
Assist managers to carry out Impact Assessment on all policies as part of Equality Standard for Local Government. Keep documentary evidence of EIA carried out, planned review periods and next review dates	On going	Diversity Team		Y	Y	Y	Y	Y	Y	Y	
Support victims of domestic violence via the MARAC meetings	On going	Domestic Violence Co-ordinator				Y					
Continue commitment to and active promotion of the Job Centre Plus 'Disability Two Ticks' symbol scheme	Reviewed yearly	Diversity Team			Y						
Complete Equalities Action in Customer Services Service Improvement Plan	Dec-12	Diversity Team		Y	Y	Y	Y	Y	Y	Y	Y
Work in partnership with A4e to provide information for disabled tenants on getting back to work	Dec-10	Diversity Team			Y						
Review Single Equality Scheme following Royal Ascent of New Equality Bill	Dec-10	Diversity Team	Equality & Diversity Steering Group	Y	Y	Y	Y	Y	Y	Y	Y
Refresh Single Equality Scheme Action Plan	Yearly	Diversity Team	Equality & Diversity Steering Group	Y	Y	Y	Y	Y	Y	Y	Y
Work with Housing Management teams to advise and support on planning Community Cohesion events	On going	Housing Management	Diversity Team/Equality & Diversity Steering Group	Y	Y	Y	Y	Y	Y	Y	Y