

**Winchester City Council
Corporate Action Plan**

Action	Responsibility	Completion Date	Progress
Include equality and diversity issues in wording of Corporate Strategy	Chief Executive's Department	When Corporate Strategy is next Reviewed – March 2003	
Investigate the Equality Standard for Local Government	Personnel Department/ Chief Executive's Department	January 2004	Work underway on self assessment.
Develop the Council's Core Values to include values on equality and diversity. Link into Customer Care Standards, Performance Appraisal, Business Plan and Management Competencies	CMT and Cabinet	March 2003 for wording of Core values and Customer Care Standards March 2004 for Management Competencies and Performance Appraisal	Ongoing
Improve access for people with disabilities within Council buildings	Estates	October 2004	Ongoing
Discuss with partners how we might share information and good practice, work together to gather information and consult with minorities, promote equality and develop services. Continue to participate in HCC Network.	Chief Executive Personnel Department	Ongoing Ongoing	Ongoing Ongoing

Action	Responsibility	Completion Date	Progress
Review complaints procedure to enable us to monitor by ethnic group and disability etc.	Chief Executive's Department	March 2004	
Ensure that contracts with suppliers are reviewed on renewal to comply with the Equalities and Diversity Policy. Consider whether recently let contracts permit us to meet our duties under the act and amend if necessary.	Legal, Personnel, and Relevant Departments	Ongoing	Ongoing
Develop relationship with Moslem Cultural Association and other ethnic associations and consult and involve them in the development of services and policies. Investigate options for developing consultation with different ethnic groups and identify someone within the organisation to take responsibility for promoting it.	Alison Gavin to take report to CMT	17 December 2002	Links currently being investigated
Investigate ways of developing the Citizens Panel to enable us to consult with minority groups	Chief Executive's Department	August 2004	
Establish contract with Language Line and ensure that all staff are aware and trained where necessary in its use.	Personnel Department	June 2003	Contract to be agreed September
Investigate the best way of providing Braille translations and Minicom. Encourage staff to train as signers and ensure that when they leave, additional staff are trained.	Personnel Department	June 2003	Contract to be agreed September
Provide opportunities to share good practice within the City Council and with our partners	Equal Opportunities Group	Ongoing	Ongoing
Publish the results of progress with the work outlined in this action plan, the Employment Action Plan and service reviews.	Personnel Department	Regular Monitoring report to published in June each year. Additional news items to be published as they occur.	To commence following this report

**Winchester City Council Race Equality Scheme
Employment Action Plan**

Action	Responsibility	Completion Date	Progress
Carry out an audit of staff by department/grade to determine the spread of staff by age, disability and race. (Breakdown by gender already achieved)	Personnel Department	December 2002	Completed & ongoing
Compare breakdown of staff to general population (once 2001 Census results are available)	Personnel Department	April 2003	Completed
Monitor staff applying for and receiving training by race, gender, age and disability and report as part of training report to June Personnel Committee	Personnel Department in consultation with other departments	June 2003	Completed. Included in annual training report. Monitoring ongoing.
Monitor job applicants (broken down into applicants, shortlist, appointments) early retirements and leavers by gender, race, age, marital status and disability and report to Personnel Committee as part of quarterly Performance Monitoring reports.	Personnel Department	Start now with existing information and ensure all information is complete by October 2003	Job applicants monitored by gender, race & disability. Marital status & age to be added and information backdated to April 03 Annual update on disability planned for October 2003. Leavers currently monitored by gender. Further information to be added
Monitor sickness and referrals to occupational health by race, gender, age and disability Investigate the possibility of monitoring compassionate leave by race, gender, age and disability.	Personnel Department Personnel Department	December 2002 June 2003	Monitored by race, gender & disability. Age to be added Investigating monitoring procedures within departments.
Monitor staff benefiting or suffering detriment from performance appraisal and staff involved in disciplinary/grievance procedures by race, gender, age and disability and highlight any concerns	Personnel Department	Procedures established January 2003	Completed. Monitored by race, gender & disability. Age to be added
Once monitoring information is available, consider need for action eg positive action to increase the number of people with disabilities, older people and people from ethnic minorities working for the council.	Personnel Department	June 2003	Ongoing

Action	Responsibility	Completion Date	Progress
Publish information about monitoring and action taken on Web Site and in Staff Newsletter (City Voice) and Council Newspaper (Insight)	Personnel Department	Regular updates in June of each year. Other news items as they occur	To be completed following this report
Consult with staff over introduction of Equalities and Diversity Policy through departmental focus groups and Management Forum	Personnel Department	October/ November 2002	Completed
Train new staff in equalities issues as part of existing induction programme	Personnel Department	Already in place	Already in place
Train existing staff in equalities issues	Personnel Department	March 2004	Linked to Business Plan
Review management competencies to ensure that they reflect the council's commitment to equality and diversity	Personnel Department	March 2004	Linked to Business Plan
Review current retirement age	Personnel Department	March 2004	Linked to Business Plan