

RACE EQUALITY SCHEME 2004-2005, reviewed May 2005

| OBJECTIVE | Aims | Actions | Responsibility held by | Timescale for delivery | Progress as at May 2005 |
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| COMMITMENT TO RACE EQUALITY | 1. To establish race equality leadership from the top; to secure long term commitment to race equality progress; to build responsibility and accountability at all levels of the Council, supported by dedicated equalities specialists; to establish new Council networks for greater equality; to demonstrate to local people Council's commitment to developing best practice in implementing race equality | 1.a To identify race equality 'champions' within Council, and to participate in LGA's Equality & Diversity Challenge scheme ¹ | Chief Executive/Leader of the Council | By September 2004 | Achieved - Graham Watts, Director of City Services, nominated as Equality Champion. LGA Equality & Diversity Challenge Scheme was withdrawn by the LGA. |
| | | 1.b To identify lead officers from each department who could meet to develop joint equalities (including race) work and shared good practice within the Council | Heads of Services HoSP/Community Development/Strategy Officer (Equalities)/Senior Strategy Officer | To hold first meeting by July 2004 | Achieved - Equalities Link Officers identified in all departments. Two meetings held 04-05, next meeting due June 2005. |
| | | 1.c To develop strong community links to support Council's race equality progress | HoSP/Community Development/Strategy Officer (Equalities)/Senior Strategy Officer | Ongoing | Achieved - BME consultation project held major event in July 2004, resulting in new Race Equality Action Plan published in April 2005. Further community event planned in July 2005. Community Development continues to support and capacity-build BME sector. Formal and informal links with Cambridge Ethnic Community Forum have been maintained. |
| | | 1.d To introduce equalities training as part of the Member Development Programme, which would also be open to | Members Services | By October 2004 | Achieved - equalities training for Members will take place by July 2005. This is not open to staff and officers as targeted Member training has been selected. |

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| | | <p>staff & officers</p> <p>1.e Include reporting of delivering race equality outcomes within performance reviews where appropriate</p> | Head of Human Resources | By February 2005 | <p>Partially achieved - Equalities included as generic objectives for Directors/CMT in January 2005. Specific objective agreed for Head of HR from May 2005.</p> <p>This will be strengthened in revised senior manager scheme for Jan 2006 performance round.</p> |
| MAINSTREAMING RACE EQUALITY | <p>2. To ensure race equality work is embedded within the Council at all levels, and is integral to Council services; to make significant progress on eliminating racism, promoting equal opportunities and good race relations; to increase profile of Council's equalities work both internally and externally</p> | <p>2.a To progress the introduction of Equalities Impact Assessments:</p> <ul style="list-style-type: none"> - to conclude pilot EIAs - to develop EIA template, guidance, consultation guidelines and race equality standards - to conduct EIA's on the following strategies or major projects: <ul style="list-style-type: none"> •Local Plan •Community Safety Strategy •Organisational Development Strategy • Stock Options - to identify those policies, strategies and functions where an EIA would be | <p>Community Development/ E & P</p> <p>Strategy Officer (Equalities)/Senior Strategy Officer</p> <p>Strategy Officer (Equalities)/Directors/Service Heads</p> <p>DMT's</p> | <p>By May 2004</p> <p>By September 2004</p> <p>By March 2005</p> <p>By November 2004</p> | <p>Achieved - pilot EIAs took place to inform the development of the EIA process.</p> <p>Achieved - guidelines and templates are available on the Council's intranet.</p> <p>?</p> <p>All departments submitted list of prioritised relevant functions by end 2004, except for Community Services due to their reorganisation.</p> |

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| | | <p>relevant and draw up a timetable for conducting the assessments (linked to proposed existing review dates)</p> <p>- to screen for relevance services provided by contractors</p> <p>- to offer specific training on EIAs</p> | <p>DMTs/contracted services</p> <p>Human Resources/Strategy Officer (Equalities)</p> | <p>By November 2004</p> <p>From September 2004</p> | <p>Complete timetable due by summer 2005, ready for publication.</p> <p>?</p> <p>Achieved – in-house departmental workshops have been carried out plus external training consultant delivering 5 EIA courses Feb-July 2005.</p> |
| | | <p>2.b To increase profile of BME and cultural diversity issues through organisation of activities to mark culturally significant events such as Black History Month</p> | <p>Strategy Officer (Equalities)/Community Development Equalities Development Team</p> | <p>October 2004</p> | <p>Achieved – Black History Month October 2004 was celebrated with display and community events; International Day to Eliminate Racism March 2005 was celebrated with open briefing session. Partnership working established with Momentum Arts to support programme of events for Black History Month October 2005. Calendar of cultural events incorporated into diversity guidelines due to go out to staff by June 2005.</p> |
| | | <p>2.c Production of 'Achieving Equality & Valuing Diversity' guidelines including information on race equality legislation, and local BME guide & directory</p> | <p>Strategy Officer (Equalities), & equalities networks</p> | <p>By October 2004</p> | <p>Delayed completion, but achieved - comprehensive diversity guidelines, covering all equality areas, have been written and are due to go to print by end May 2005.</p> |
| | | <p>2.e To support and</p> | <p>Equalities Panel, CMT,</p> | <p>Ongoing</p> | <p>Achieved – successful BME Staff</p> |

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| | | facilitate BME Staff Group, and to feedback issues to senior levels of Council | Strategy Officer (Equalities) & equalities networks | | Group has good cross-council membership and its own Steering Group. Head of Human Resources has met with the Group. Issue of releasing staff to attend still needs resolving, plus how to feedback to senior management. |
| | | 2.f To develop corporate guidelines on accessible and culturally sensitive information | Corporate Marketing Officer | By May 2004 | Achieved – accessibility issues incorporated in writing style guidelines, to go onto intranet. Culturally sensitive guidelines incorporated into diversity guidelines by Strategy Officer (Equalities). |
| | | 2.g To review Departmental Equalities Action Plans with the aim of identifying deliverable service-specific outcomes, and linking these to Service Plans | DMTs/Strategy Officer (Equalities) | By November 2004 | Departmental Equalities Action Plans have been suspended awaiting the outcome of (i) equality impact assessment outcomes, which should go into Departmental Service Plans, and (ii) Departmental Equalities Link Officers' assessments of own departmental equalities needs and objectives. |
| | | 2.h To progress towards Level 2 of Equality Standard | CMT/All | 2005 | Gap analysis undertaken by Senior Strategy Officer. Need for specialist consultancy to help identify resources needed to progress further with the Equality Standard. |
| | | 2.i To review methods and mechanisms for communicating with staff about equalities issues | Corporate Marketing Officer/Strategy Officer (Equalities) | By January 2005 | Corporate Marketing Officer's role will not be covering internal communications. Strategy Officer (Equalities) is working with staff groups to look at potential newsletters, plus Joint Equalities Group to consider wider communication. Equalities Champion to endorse any council-wide emails to staff on equalities issues. |

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| TRAINING | 3. To train staff in the skills and knowledge needed to accelerate race equality work and eliminate racism, and to ensure all staff are clear about their rights and responsibilities; to deliver targeted enhanced training that will help staff carry out Equalities Impact Assessments; to broaden corporate training to encompass diversity awareness, and to consider providing mandatory equalities training for senior staff and elected members | 3.a To review current equalities training to assess its suitability | Head of Human Resources | By October 2004 | Achieved – Corporate Learning & Development Programme has been reviewed and equalities/diversity training updated. This will be reviewed and strengthened periodically. |
| | | 3.b To audit take-up of equality training to date, including analysis of seniority of participants | Human Resources Manager | By June 2004 | Partially achieved – take up rates are constantly reviewed and marketing of courses is repeated as necessary. More work needs to be done in 2005 on checking the seniority of participants for the 2005/6 programme and encouraging senior managers to attend. |
| | | 3.c To develop specific equalities training programmes for key managers and councillors responsible for policy and service delivery, and implementation of Race Equality Scheme | Head of Human Resources | By April 2005 | Partially achieved – specific diversity training for managers is offered as part of revised Corporate Learning & Development Programme. Further work needed on equalities and diversity training programmes for senior management, Heads of Service and Link Officers. Meeting scheduled for June 2005. |
| | | 3.d To provide mandatory cultural awareness & diversity training for all new staff | Head of Human Resources | By April 2005 | As above. |
| | | 3.e To work with Departments to identify service-specific training needs | DMTs/Strategy Officer (Equalities) | Ongoing | Diversity Guidelines will be promoted around all departments via Equalities Link Officers, supported by Strategy Officer (Equalities): from June 2005. Link Officers requested to identify own departmental training needs. |
| EMPLOYMENT | 4. To develop positive measures (not quotas) to | 4.a Monitor and review where | Head of Human Resources | Report to Equalities Panel in October | Not achieved. New recruitment advertising agency to start 1 June |

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| <p>achieve a workforce more representative of the community it serves; to achieve a higher percentage of BME staff at senior levels of the organisation; to identify and reduce discriminatory employment practice, and to make significant progress on eliminating racism, promoting equal opportunities and good race relations; to improve Council's reputation as equal opportunities employer</p> | <p>vacancies are advertised, and review recruitment procedure for adverse impact on BME community</p> | | 2004 | <p>2005 with clear objectives for improving response rates from BME candidates to be built into the SLA. Recruitment processes and paperwork e.g. application form, have started to be reviewed.</p> <p>Achieved.</p> <p>Not achieved – will be included in revised performance review arrangement for senior managers from Jan 2006.</p> <p>Partially achieved. Stand at BME Jobs fair in 2004. Will continue to attend events in 2005 as well as agree an positive action plan.</p> <p>Will now report in November 2005 – end of year figures for 2004/5 are not available until June 2005.</p> <p>Not achieved. Strategy has re-scheduled deadline of December 2005. Diversity Working Group will be established in June 2005 to involve line managers and the trades unions in delivery of diversity in employment action plans and targets.</p> |
| | <p>4.b Analyse disciplinary and grievance records for race equality issues</p> | <p>Head of Human Resources/Racial Harassment Officer</p> | <p>Report to Equalities Panel in October 2004, and to BME Staff Group</p> | |
| | <p>4.c Review performance management systems to incorporate race equality targets</p> | <p>Head of Human Resources</p> | <p>January 2006</p> | |
| | <p>4.d Draw up positive action plan to redress under-representation of BME community in workforce <i>(Include as part of Workforce Development Plan)</i></p> | <p>Senior Human Resources Officer/Joint Equalities Group</p> | <p>To include high profile at local events e.g. Big Day Out and BME Jobs Fair 2004 and 2005 By March 2005</p> | |
| | <p>4.e To track BME staff progression from recruitment, training and promotion through to exit</p> | <p>Head of Human Resources</p> | <p>To report to Equalities Panel in April 2005</p> | |
| | <p>4.f. To develop specific proposals to address equality issues as part of the Council's recruitment and retention strategy. This will include promotion of work experience</p> | <p>Head of Human Resources</p> | <p>By December 2004</p> | |

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| | | opportunities, targeted induction and recruitment advertising. | | | |
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