Equality Standard for Local Government By Whom By When/ Update ACTION REQUIRED a. Demonstrate use of Impact Assessments and outcomes - Information CM Engagement in 1 Ongoing. impact/needs/ provided in alternative formats on request requirement b. Include impact assessment actions in team plan template Sept 07 - ongoing СМ assessment process c. Ensure all staff know about and are trained in the application of СМ Ongoing Impact Assessments d. Identify and list all key decisions taken in Democratic Services that СМ Sep-07 could potentially be prejudicious and develop action plan to ensure impact assessments undertaken on all decision areas including the development of new /revised policies Engagement in a. Team to identify and record their designated stakeholder groups CM Oct-07 2 consultation with b. Audit information for each group CM Jul-07 designated community, c. Plan consultation programmes for service improvement - liaison with CM Ongoing staff and stakeholder Pam Stamps consultation officer 3251 - Citizen Panel, and in service groups consultation as required with service users d. Develop quality assurance feedback methodology for user group СМ Ongoing (include Team Plan) Implement within 07 СМ 3 Development of a. All staff ethnicity known and recorded - all check new intranet entry Sept 07 - ongoing has their ethnicity details Information and Monitoring Systems b. Continue to support service representation to Diversity Link Group -СМ ongoing feedback to Team meetings c. All user ethnicity known and recorded СМ Ongoing

This action plan integrates actions from our collated action plan within the Corporate Framework for achieving level 2 of the equality standard for Local Government

## DEMOCRATIC SERVICES EQUALITY AND DIVERSITY ACTION PLAN

4	Action plan in place for	a. All Team members to attend E&D training & updates	СМ	Ongoing
	service delivery	b. Ensure all staff have copy of IWC Comprehensive Equalities Plan ands are aware of the race/disability/gender equality schemes and discuss at team meetings as required		Ongoing - discussed at Team meetings - staff aware where to find a copies
		<ul> <li>c. Ensure staff aware of changes to HR policies (Intranet)</li> <li>d. Ensure staff aware of translation services</li> </ul>	СМ	Ongoing Ongoing - discussed at Team meeting - Rosie Barnard first contact if need arises
		e. Contracts with providers reflect RES requirements	СМ	Ongoing
		f. Continue to ensure all staff are given equal opportunity to develop	СМ	Ongoing
	assessment, scrutiny	a. Action required from Diversity Impact Assessment & action plan to be integrated into Team plans	СМ	Ongoing - annual assessment
		b. Monitor Action Plan via Team meetings quarterly	СМ	Add to Team Meeting agenda July, October, January - update due July 31st

Chris Mathews Democratic Services Manager **26-Jun-07**