

GET SORTED EQUALITY AND DIVERSITY ACTION PLAN

FEBRUARY 2007

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

	Equality Standard for Local Government	ACTION REQUIRED	By Whom	By When/ Update
1	Engagement in impact/needs/ requirement assessment process	a. Demonstrate use of Impact Assessments and outcomes - ensure language interpreters/signers are used as & when required, use accessible venues, provide information in alternative formats on request and continue to provide our service to meet the needs of all our customers including advocates for clients with mental impairment/learning disability- continue to support all clients ensuring their dignity is maintained in all areas of diversity - age/gender/disability/race/sexual orientation/religion/religious belief & multi-agency working b. Include impact assessment actions in team plan template c. Ensure all staff know about and are trained in the application of Impact Assessments d. Identify and list all key decisions taken in the Get Sorted programme service that could potentially be prejudicious and develop action plan to ensure impact assessments undertaken on all decision areas including the development of new /revised policies	AW AW AW AW	Ongoing. Sept 07 - ongoing Ongoing Sep-07
2	Engagement in consultation with designated community, staff and stakeholder groups	a. Team to identify and record their designated stakeholder groups b. Audit information for each group c. Plan consultation programmes for service improvement - liaison with Pam Stamps consultation officer 3251 - Citizen Panel, and in service consultation as required with service users/ continue to make use of council publications such as One Council/One Island Magazines/local networks/Young People's Plan d. Develop quality assurance feedback methodology for user group (include Team Plan) Implement within 07	AW AW AW AW	Oct-07 Jul-07 Ongoing Ongoing

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3	Development of Information and Monitoring Systems	a. All staff ethnicity known and recorded - all check new intranet entry has their ethnicity details	AW	Sept 07 - ongoing
		b. Continue to support service representation to Diversity Link Group - feedback to Team meetings	AW	ongoing
		c. All user ethnicity known and recorded	AW	Ongoing
4	Action plan in place for employment, pay and service delivery	a. All Team members to attend E&D training & updates	AW	Ongoing
		b. Ensure all staff have copy of IWC Comprehensive Equalities Plan and are aware of the race/disability/gender equality schemes and discuss at team meetings as required	AW	Ongoing - discussed at Team meetings - staff aware where to find a copies
		c. Ensure staff aware of changes to HR policies (Intranet)	AW	Ongoing
		d. Ensure staff aware of translation services	AW	Ongoing - discussed at Team meeting - Rosie Barnard first contact if need arises
		e. Contracts with providers reflect RES requirements	AW	Ongoing
		f. Continue to ensure all staff are given equal opportunity to develop	AW	Ongoing
5	System of self-assessment, scrutiny and audit established	a. Action required from Diversity Impact Assessment & action plan to be integrated into Team plans	AW	Ongoing - annual assessment
		b. Monitor Action Plan via Team meetings quarterly	AW	Add to Team Meeting agenda July, October, January - update due July 31st

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Get Sorted Manager
1-Feb-07