

IOW HERITAGE SERVICE EQUALITY AND DIVERSITY ACTION PLAN

AUGUST 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 - language leaflets/aware of religious festivals when planning events/work with libraries to improve service delivery opportunities b. Include 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 IOW Heritage 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	RS RS RS / WellBeing Team RS	Ongoing. August 2007 - Aug-07 Ongoing Aug-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 in consultation with Pam Stamps consultation officer 3251 as and when required	ALL ALL RS	Dec-07 Jan-08 Ongoing
3	Development of Information and Monitoring Systems	a. All staff ethnicity known and recorded - check new intranet entry has their ethnicity details	RS	Ongoing
4	Action plan in place for employment, pay and service delivery	a. Staff to attend E&D training & updates - ensure link to Rob Jones service representative on corporate DLG b. Ensure all staff have copy of IWC Comprehensive Equalities Plan and discuss at team meetings c. Ensure staff aware of changes to HR policies (Intranet) d. Ensure staff aware of translation services e. Ensure all staff aware of Race/Disability/Gender Equality Schemes	RS ALL RS RS RS	Ongoing Sep-07 Ongoing Sep-07 Sep-07

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5	System of self-assessment, scrutiny and audit established	a. Action required from Diversity Impact Assessment & action plan to be integrated into Team plans b. Monitor Action Plan via Team meetings quarterly	HM ALL	Ongoing - regular agenda item for Team meetings Add to Team Meeting agenda July, October, January - update due July 31st
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Richard Smout
 Isle of Wight Heritage Service Manager
1-Aug-07