

## REGISTRARS EQUALITY AND DIVERSITY ACTION PLAN

JUNE 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

	<b>Equality Standard for Local Government</b>	<b>ACTION REQUIRED</b>	<b>By Whom</b>	<b>By When/ Update</b>
<b>1</b>	Engagement in impact/needs/ requirement assessment process	a. Demonstrate use of Impact Assessments and outcomes - information provided in alternative formats on request 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 Registrars Service that could potentially be prejudicial and develop action plan to ensure impact assessments undertaken on all decision areas including the development of new /revised policies, embed E&D into every strategy	JE  JE JE  JE	Ongoing.  Sept 07 - ongoing Ongoing  Sep-07
<b>2</b>	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/continue to improve outreach service e.g. St Mary's Hospital/continue to improve/develop of Civil Partnership ceremonies/learn from complaints d. Develop quality assurance feedback methodology for user group (include Team Plan) Implement within 07	JE JE JE  JE	Oct-07 Jul-07 Ongoing  Ongoing
<b>3</b>	Development of Information and Monitoring Systems	a. All staff ethnicity known and recorded - all check new intranet entry has their ethnicity details b. Continue to support service representation to Diversity Link Group - feedback to Team meetings & support to E&D forum within the service c. All user ethnicity known and recorded	JE JE JE	Sept 07 - ongoing  ongoing Ongoing

## REGISTRARS EQUALITY AND DIVERSITY ACTION PLAN

JUNE 2007

4	Action plan in place for employment, pay and service delivery	<ul style="list-style-type: none"> <li>a. All Team members to attend E&amp;D training &amp; updates</li> <li>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</li> <li>c. Ensure staff aware of changes to HR policies (Intranet)</li> <li>d. Ensure staff aware of translation services</li>   <li>e. Contracts with providers reflect RES requirements</li> <li>f. Continue to ensure all staff are given equal opportunity to develop</li> <li>g. Review current multi-agency reporting from in liaison with Helen Newbery E&amp;D Team</li> </ul>	<ul style="list-style-type: none"> <li>JE</li> <li>JE</li>   <li>JE</li> <li>JE</li>   <li>JE</li> <li>JE</li> <li>JE</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Ongoing - discussed at Team meetings - staff aware where to find a copies</li>   <li>Ongoing</li> <li>Ongoing - discussed at Team meeting - Rosie Barnard first contact if need arises</li>   <li>Ongoing</li> <li>Ongoing</li> <li>Nov-07</li> </ul>
5	System of self-assessment, scrutiny and audit established	<ul style="list-style-type: none"> <li>a. Action required from Diversity Impact Assessment &amp; action plan to be integrated into Team plans</li> <li>b. Monitor Action Plan via Team meetings quarterly</li> </ul>	<ul style="list-style-type: none"> <li>JE</li>   <li>JE</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing - annual assessment</li>   <li>Add to Team Meeting agenda July, October, January - update due July 31st</li> </ul>

Jean Elwin  
 Registrars Manager  
 11-Jun-07