











APPENDIX C


GENDER EQUALITY SCHEME 2007 - 2010: ACTION PLAN ANNUAL MONITORING 2008- 2009




Action	Outcome	Performance Measure	By Whom	By When	Progress
As an employer, Bracknell Forest Borough Council has these objectives:					
1. Review part-time working and job share practice.	Identify the barriers to part time working and job share opportunities with a view to removing such barriers wherever possible.	% Of part time employees in the council by gender and, % of part time employees at senior levels by gender.	HR	April 2009	 Good progress Review paper complete and options presented for consideration by the Equalities Sub Group in March 2009.
2. To increase the numbers of part-time and job share opportunities.	More part-time and job share opportunities are available across all jobs.	% Of jobs advertised as part-time and as job share.	HR	Ongoing commitment assessed as opportunity arises	 See above
3. Carry out periodically an Equal Pay audit.	Pay differences between women and men in respect of work of the same or equal value have been identified and where necessary remedial measures are put in place to correct differences.	Production of report with recommendations arising from 1 audit.	HR	June 2008	 Currently piloting a new Job evaluation scheme which picks up all the points arising from the first Equal Pay audit.

4.	Produce guidance to ensure improved recording of information on pay to enable effective comparison between jobs.	Improved levels of information will allow for better comparison between jobs.	Production of guidance	HR	April 2008	 Complete
5.	Development of equal pay action plan.	Implementation of the outcome of annual equal pay review.	Production of action plans.	HR	Sept 2008	 Complete Action plan produced
6.	Promote “non-traditional” jobs through, for example, the Council’s website, targeted publications, job fairs and schools and colleges.	An increase in the numbers of females and males applying for and being appointed to “non-traditional” jobs.	The % of males and females applying for a range of different occupations.	HR	Already being undertaken as part of the ongoing recruitment drive in all areas.	 Satisfactory progress Some work done on encouraging Modern Apprentices to consider craft based careers.
7.	Review arrangements for providing support and information to carers.	Employees who have caring responsibilities feel there is an improvement in the support and advice they receive from the Council.	Satisfaction with the Council as a good employer as measured by the annual staff survey.	HR	October 2009	 Good progress Carers policy in draft
8.	Review and implement the harassment and bullying procedure, ensuring that the elements relevant to sexual harassment are fully considered.	Employees and managers are aware of their responsibilities on sexual harassment, how to report and deal with it appropriately to minimise distress for those involved.	Revised policy in place and training being provided.	HR	April 2008	 Satisfactory progress The Councils Fair Treatment Policy covers issues of sexual

					harassment. Awareness work on sexual harassment is included in the induction process.
As a service provider Bracknell Forest Borough Council has these objectives:					
9. To further develop the processes for recording both external and internal racist incidents and incorporating a process for recording internal gender related incidents.	Gender related internal incidents are recorded and mapped.	Establishment of common monitoring system to capture data on hate crime.	HR Community Safety	October 2009	 Satisfactory progress Gender incidents will now be included in the requirement for staff to report other equality related incidents. The reporting process is being reviewed and publicised to staff. Community Safety and HR working on further improving the collation of this data.
10. To build confidence among victims of domestic violence to report incidents, provide victims with support and work with perpetrators to reduce repeat offences.	To reduce overall crime particularly violent crime, domestic violence and hate crime. The Council to produce a Domestic Violence Policy for staff.	<ul style="list-style-type: none"> To increase the number of reported domestic violence incidents. To reduce the percentage of Domestic Violence offences committed by repeat offenders in 	Community Safety team	Ongoing	 Satisfactory progress This work is overseen by the Domestic Abuse Forum that continues to raise awareness of the support facilities available. The numbers

		a twelve-month period.			<p>of reported incidents rose in the first quarter of 2008/09 and have now begun to level out. Indications suggest that the level of reported incidents will continue to rise.</p> <p>Data shows that Bracknell Forest currently has the third highest repeat rate. However, following investigation, it appears that this high rate is not reflective of actual activity and has been arrived at as a result of recording issues.</p> <p>The Changing Ways programme continues to be run for repeat offenders committing domestic violence offences and is currently running at full capacity. Funding is therefore being sought to run a second Changing Ways programme.</p>
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<p>11. Gender equality is included within all contract and commissioning agreements where equality is a core requirement of delivering the service</p>	<p>All contracts and commissioning agreements where equality is a core requirement in delivering the service includes specific details of how the service will be delivered to women and men in a way which ensures gender equality and which meets the needs of service users.</p>	<p>Full compliance with the equality elements of the procurement procedures</p>	<p>Procurement/ Legal All Departments</p>	<p>31 Dec. 2007</p>	<p style="text-align: center;"></p> <p>Satisfactory progress Officer guidance has been written and approved by the Strategic Procurement Group to be issued in the revised Procurement Manual.</p> <p>This Manual is due to be published in April 2009 & will feature on the Councils Corporate Procurement Intranet pages.</p> <p>The aim is to provide officers with practical guidance on how to consider any equalities impact on Council procurements & also to ensure ongoing monitoring and compliance by any Contractor once Contract Award has taken place.</p> <p>All conditions of contract have already been</p>
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					amended to reflect latest legislation with regards to all of the Equality strands.
12. Ensure that gender equality is integrated into the delivery of the equality and diversity training strategy	Staff have a good understanding of how gender equality impacts upon all relevant aspects of service delivery and employment, and what their responsibilities	All relevant training and development activity include gender equality component	L&D	Included currently and ongoing	 Complete and ongoing Included within equality and diversity training courses.
13. Service areas to continue to carry out equality impact assessments.	Identify any adverse impact for women and men in respect of provision of services and employment.	Number of EIAs agreed to be completed within a 12-month period.	All Departments	Sept 2008	 Complete and Ongoing
14. Service areas to ensure follow up work from EIAs is completed	Actions enumerating from EIAs are completed.	Number of follow up actions completed in a 12 month period.	All Departments	Sept 2008	 Ongoing