









APPENDIX D






RACE EQUALITY SCHEME APRIL 2008- 2011: ACTION PLAN ANNUAL MONITORING 2008-09


	Detailed Action/ Task	By Whom	By When	Monitoring	Success Criteria/ Milestones	Progress
1. Review of functions that are relevant to the general duty						
1.1	Ensure that Equality Impact Assessments have been completed on all relevant functions	Equalities Sub Group	Sept 2008	Equalities Sub Group	EIAs on all relevant functions to be published on the website.	 Good progress A programme of EIA completions has been carried out on relevant functions, these have been published. A three year schedule for EIA completions is being developed.
1.2	All actions arising from EIAs are to be added to departmental action plans for regular scrutiny	Each Department	Oct 2008	Equalities Sub Group	Race equality actions appear alongside equalities actions on departmental action plans	 Satisfactory progress The service plan template guidance for 2009-10 requested all Directors and their departments to ensure that EIA actions were included in service, business and work plans for the department.
2. Assessing and monitoring of services and policies						
2.1	Review ethnic origin data collected by departments through service delivery.	Each Department	Mar 08	Equalities Sub Group	Ethnic origin data reviewed.	 Satisfactory progress



						Further work is required to review ethnic origin data collected by departments through service delivery; however this process has been started through the production of equality impact assessments.
2.2	Where improvements are needed in the quality of ethnic origin data, timetabled plans should be produced.	Each Department	End 2009-10	Equalities Sub Group	Timetabled plans detailing how improvements to ethnic origin data will be made.	 Satisfactory progress Work has started on this based on the actions from equality impact assessments completed in 2008-09.
2.3	Continue to profile black and minority ethnic communities in Bracknell Forest.	Director of Corporate Services	Annually	CMT	Enhanced profile of ethnic communities published.	 Good progress Experian consultants completed research using mosaic origins to map the ethnicity of communities in the borough; this included an analysis of take up of library services by different ethnic groups. Schools Census data and DWP NI Registrations data is used to update this profile annually.
2.4	Race equality performance indicators and targets to be developed	HR	Mar 2008	Equalities Sub Group	Race equality performance indicators developed.	 Complete Included in HR Workforce monitoring report.




2.5	Review current race equality targets and performance indicators and draw up programme to address gaps.	HR/Each Department	End 08/09	Equalities Sub Group	Programme of improvement against race equality performance indicators developed.	 Complete Workforce monitoring has identified gaps and plans to address them have been picked up in Workforce Plans. Department's equality impact assessments have also identified targets.
3. Reporting of racist incidents						
3.1	Encourage the reporting of racist incidents within the Council, including reporting from schools.	Borough Human Resources Manager/ Martin Gocke	Ongoing	Director of Corporate Services	Reporting of racist incidents are more reflective of actual levels of racist incidents.	 Good progress 3 actions being taken: <ul style="list-style-type: none"> • Revisiting and confirming the definition of a "racist" incident to ensure that all staff are clear about it. • Changing the reporting regime to ensure staff pass on details of incidents as soon as possible rather than co-ordinators working on a quarterly collection basis. A new form on the Councils intranet to encourage reporting of discriminatory incidents.





						<ul style="list-style-type: none"> Putting an item in Forest Views to publicise the issue. <p>Information is shared with and received from schools each term and monitored to ensure appropriate action is being taken to combat racist incidents. Schools are reminded of the importance of this area of work.</p>
3.2	Develop policy to support staff who are the target of racist abuse by service users or members of the public.	Borough Human Resources Manager	Apr 08	Director of Corporate Services	Policy in place.	<p style="text-align: center;">✓</p> <p>Good progress Fair treatment at work policy in place. Harmony Counselling offered to staff. Harmony to be approached for feedback (anonymous) on levels of concern expressed during counselling</p>
4. Consultation & Engagement						
4.1	Engagement processes to include BME communities and all consultation plans to include arrangements to consult with BME people.	Engagement Strategy Policy Officer/ Each Department	Ongoing	Community Cohesion & Engagement Working Group	Engagement Strategy to outline guidance and BME communities included in all consultation.	<p style="text-align: center;">✓</p> <p>Satisfactory progress Equality impact assessment guidance has been developed which includes support on consulting with BME communities. Support has been provided to departments to engage with Bracknell Forest Minorities Alliance.</p>


4.2	Good practice on engagement and consultation with BME communities to be collected corporately.	Engagement Strategy Policy Officer	Ongoing	Community Cohesion & Engagement Working Group	Good practice examples available to all staff conducting consultations.	 Satisfactory progress This has been included as a target in the Community Engagement Strategy through the development of a toolkit.
5. Arrangements for publishing assessment, consultation and monitoring						
5.1	EIAs, consultation and monitoring in departmental race equality action plans to be published on the Council website.	Each Department	Ongoing	Equalities Sub Group	All to be published on the Council website.	 Satisfactory progress EIAs published on the Council website.
5.2	Each department to publish a detailed Race Equality Scheme (see RES for more details).	Each Department	Annually	Equalities Sub Group	Departmental Race Equality Schemes published on the Council website.	 A decision has been made that due to forthcoming changes in equality policy and legislation, this action is no longer appropriate.
5.3	Annually review all Equality Schemes and publish results	Equalities Officer	Annually	Equalities Sub Group	Equality Annual Report published on Council website.	 Good progress Equality schemes being reviewed for 2008-09, the results will be published on the Councils website this autumn.
5.4	Continue to publish workforce monitoring data in line with RR(A)A 2000.	Borough Human Resources Manager	Ongoing	Equalities Sub Group	Workforce monitoring data published and regularly	 Good progress

					updated on the Council website.	Latest report to Employment Committee in June 2009. Annual data now on website (wef 31.5.09).
6. Arrangements to ensure access to information and services						
6.1	Identify groups who do not appear to know about our services or who face barriers in accessing them.	Each Department	Ongoing	Equalities Sub Group	Groups identified.	 <p>Satisfactory progress Equalities monitoring guidance has been developed to support departments to monitor their service users by the equality stands. Plans are being put in place in departments to further improve equality monitoring by Heads of Service in order that we ensure that we identify groups who do not know about our services or face barriers to accessing them.</p> <p>Equality impact assessments have been completed for major functions which has supported this action.</p> <p>Examples of proactive work completed by service areas to raise awareness of services and break down barriers include: Extended Services have recruited a Nepali community worker to conduct development work with this community, raising their awareness of the services available for children</p>

						and young people. In partnership with Bracknell Forest Voluntary Action a number of Council service areas participated in a Polish Drop In Event to raise awareness of services amongst this community. Outreach work has also been completed by the benefits team to increase take up of benefits by diverse communities.
6.2	Provide support for the increasing number of pupils who have English as a second language.	Social Care & Learning Department	Ongoing	Community Cohesion & Engagement Working Group	Pupils with English as a second language accessing support.	 Good progress Guidance, training and support have been given to schools to induct, assess and meet the educational needs of EAL pupils. Priority languages have been identified. Guidance issued to each school. Local Authority and school data sets have been used to identify any underachievement of individual and groups of pupils. Subject specific resources have been developed to support individual pupils.
7. Arrangements for ensuring all our staff understand their responsibilities						
7.1	Continue to ensure that there are appropriate training programmes for all staff	Learning & Development Manager	Ongoing	Borough Human Resources	A variety of equalities and diversity	 Good progress

	including local context.			Manager	training will continue to be offered.	A full programme is now in place but continues to be monitored to ensure appropriateness and take up. Local context information is included. A management training programme will commence in October 2009.
7.2	Develop a training programme for conducting Equality Impact Assessments.	Learning & Development Manager/ Equalities Officer	May 08	Borough Human Resources Manager	EIA Training offered to all relevant staff.	 Good progress Ongoing. Programme delivered to managers during 2008-09. Continuous improvements will be made to the programme in 2009-10.
7.3	Develop a programme of Equality and Diversity training for elected Members.	Learning & Development Manager Democratic Services.	Dec 08	Borough Human Resources Manager	Equality & Diversity training offered to all elected Members.	 Good progress A Member training workshop was delivered in June 2008 and a further training session is in development for Autumn 2009.
8. Implementing the specific employment duties						
8.1	Continue to make steps to make the workforce more representative of the communities it serves.	Borough Human Resources Manager	Ongoing	Equalities Sub Group & Employment Office	Workforce will become more representative of the community.	 Satisfactory progress Aspirational requirements set as part of annual report to Employment Committee and the overall monitoring strategy.

8.2	Continue to monitor the ethnicity of our workforce and everyone who applies for jobs, training and promotion.	Borough Human Resources Manager	Ongoing	Equalities Sub Group & Employment Office	Data showing the ethnicity of our workforce and everyone who applies for jobs, training and promotion will be available.	 Good progress Being carried out in detail on an ongoing basis.
8.3	Continue to monitor the ethnicity of those receiving training, benefit or suffer from performance appraisals, are involved in grievances, are subjected to disciplinary action and anyone who leaves the Council.	Borough Human Resources Manager	Ongoing	Equalities Sub Group & Employment Office	Data showing the ethnicity of those mentioned will be available.	 Good progress Being carried out in detail on an ongoing basis.
8.4	All workforce data collected by ethnicity should be subject to scrutiny.	Borough Human Resources Manager	Ongoing	Equalities Sub Group & Employment Office	Workforce data will accurately reflect opportunities for staff relating to race equality.	 Good progress Reported annually through CMT/Employment Committee and made available to all staff and public
9. Promoting civic participation diversity						
9.1	Investigate ways of encouraging engagement of BME communities in public activities.	Member Development Steering Group/ Head of Democratic	Ongoing	Community Cohesion & Engagement Working Group	Encourage a wider range of people, including those from BME	 Satisfactory progress Discussions and planning underway.

		Services			communities to consider standing for public positions.	
9.2	Ensure that full information is available in appropriate formats about all opportunities for engagement in public activities.	Engagement in Public Activities Group (to be set up).	Ongoing	Community Cohesion & Engagement Working Group	People from a range of ethnic backgrounds accessing information about public positions.	 Satisfactory progress Discussions and planning underway. Group to be established.