

Development Services Equality and Diversity Action Plan 2017-18

Target	Action	Responsible Officer	Date Due	Measurable Outcomes	Progress	RAG
Performance Area 1 - Knowing your Communities						
1.1 Demonstrate an understanding of diversity strands when undertaking options appraisals in respect of making property, land and service based decisions	<p>Better understanding of the Council’s assets, the services delivered from them, and to whom</p> <p>Demonstrate increased knowledge of the community, including use of Diversity Ward profiles</p>	All	31.03.18	<p>Council demographics are specifically identified in options appraisals, and reflected in EINAs if appropriate</p> <p>Number of options appraisals addressing diversity issues noted</p> <p><i>Supporting equality objective 1</i></p>		G
1.2 Supporting regeneration in the most deprived areas of Bournemouth	Using Council land and property assets as a driver for regeneration in Boscombe and West Howe	Head of Property	31.03.18	<p>Contributing to meeting the targets within the <i>Boscombe Commitment</i> documents and the <i>West Howe Vision</i> and Action Plan</p> <p><i>Supporting equality objectives 2, 5 & 9</i></p>		G

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1.3 Supporting regeneration in the most deprived areas of Bournemouth	Supporting and promoting existing and new businesses in Boscombe and West Howe Highlight opportunities of employment and self-employment to diverse communities	Head of Economic Development & Sustainability	31.03.18	To report highlights of achievements and flag areas of concern from the Boscombe Commitment - Employment & Enterprise Theme Progress Reports Encouraging job club supporting people into employment / training / volunteering in West Howe <i>Supporting equality objective 3</i>		G
1.4 Community cohesion and supporting ethnic groups	A member of the ED&S team works closely with the Dorset Race Equalities Council and is a member of the Police Consultation Committee relating to the BME community	Senior Economic Development Officer	Quarterly meeting chaired by the Police at Dorset REC	Regular attendance and contributions to the group The focus of this group is to encourage community cohesion and to support ethnic groups to report any incidents of racism <i>Supporting equality objective 8</i>		G

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1.5 Carry out consultations for projects and undertake Customer surveys regularly, with outcomes reviewed	Planning and Transport surveys undertaken relating to projects and initiatives, and analysed	Relevant Managers	31.03.18	Surveys/ consultations analysed and taken into account e.g. the annual National Highways & Transport public satisfaction survey Action taken, if appropriate, to adapt services <i>Supporting equality objective 8</i>		G
1.6 Understand, increase and diversify the audience of the Arts by the Sea festival	Undertake audience surveys, implement Audience Development activity	Arts & Cultural Manager	01.12.17	Audience survey analysed and Audience Development plan in place and information used to target specific groups		G
Performance Area 2 - Leadership, partnership and organisational commitment						
2.1 Ensure that the EINA Screening Record, and where appropriate, the full Equality Impact Needs Assessment is completed in a timely manner for all new projects, policies and	To have a member of staff within each cost centre trained to complete EINAs Records of completed EINAs to be kept by Development Services and sent to corporate services to publish on Website	Service Leads, Project & Policy Managers	31.03.18	EINA trained member of staff for each cost centre EINAs completed and published on website Negative impacts identified and clarified		G

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procedures (including when proposing any budget cuts)	Any service area subject to budget cuts to be assessed for the impact on equality and the diversity strands			whether they are lawful or unlawful To inform decision making and avoid the Council being open to challenge		
2.2 External facing role at Business networking events - promoting equal opportunities across all diversity strands	Supporting businesses to encourage diversity and equality in their talent attraction and retention activity	Head of Economic Development & Sustainability	31.03.18	Case studies / examples to feed into progress section		G
2.3 External facing role at Business networking opportunities to raise the issue of gender deficiency in specific roles in work forces e.g. financial services (this might be a perception that requires changing or a real gap to address)	Through attending networking events, meetings and other activities, encourage businesses to engage and make positive changes where appropriate	Head of Economic Development & Sustainability	31.03.18	Case studies / examples to feed into progress section		G
2.4 Preventing food poverty and increasing	Develop opportunities for community and individual food growing	Sustainable Food City Manager	31.03.18	Continue to increase the number of individual and community growing spaces available and the		G

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community food security	<p>Work with Public Health and the CCG to improve the uptake of Healthy Start Vouchers</p> <p>Grow free to take 'Grown for You' vegetables in public centres across the conurbation</p> <p>Support a Food Poverty Action Group to ensure a more coordinated approach to combating food poverty across the area</p>			<p>number of people growing their own food</p> <p>Increase in the promotion of Healthy Start Vouchers in key areas of deprivation</p> <p>Free vegetables available in two pilot public centres</p> <p>Development and management of a cross sector Food Poverty Action Group</p> <p><i>Supporting equality objective 4</i></p>		
2.5 Reduce health & financial inequalities: Energy Efficient Localities - Work with Public Health and partners to deliver home energy efficiency schemes in GP locality areas	<p>Work with Public Health Dorset on borough-wide insulation scheme to improve health</p> <p>Achieve 300 LEAP home visits to reduce fuel poverty and maximise income</p>	Policy Development Manager	31.03.18	<p>Number of homes improved</p> <p><i>Supporting equality objective 4 G</i></p>		G
2.6 Keep all staff informed of Equality issues	Regular e mails to cost centre managers on latest equality issues	Policy & Support Manager (Property)	31.03.18	All staff kept informed on National and Local Equality Issues		G

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	<p>Meetings of the Joint Service Unit Equalities Group (Environment & DS) to take place regularly throughout the year</p> <p>Equality is a standing item on CCMs agenda and team meeting agendas</p>		Quarterly meetings	<p>All sections encouraged to have representation on the Group</p> <p>Members to promote and assist with equalities issues and act as mentors for EINA completion</p> <p>All agendas have Equality as a standing item</p>		
2.7 Ensure Service Plan links with Equality Action Plan	Refer to Equality Action Plan when service planning each year	Service Director, Development Services	In line with service planning target date	<p>Link in place in Service Plan</p> <p>Link equality objectives to key activities in service plan</p>		G
2.8 Ensure the Cultural Strategy includes a commitment to ensuring equality, diversity and accessibility is included in our cultural offer	<p>Draft a cultural strategy and carry out consultations</p> <p>Carry out a DOTS Disability assessment of Arts by the Sea festival venues and outdoor locations</p> <p>Carry out an Accessibility Audit as part of the Arts by the Sea 2018 Equality Action Plan</p>	Arts & Cultural Manager	<p>31.12.17</p> <p>31.12.17</p> <p>31.05.18</p>	<p>Strategy adopted by Cabinet</p> <p>Assessment complete and findings implemented</p> <p>Audit complete and findings implemented</p>		G

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Performance Area 3 - Involving your communities						
3.1 Ensure consultation with DOTS continues during the implementation of the DDA Improvement Budget.	Continue with consultation when setting out priority works for each year's programme	Corporate Facilities Manager, the Corporate Asset and Carbon Management Group	31.03.18	Delivery of the DDA Improvement Budget 2017/18 Regular consultation with DOTS to assist in prioritising schemes <i>Supporting equality objective 5</i>		G
3.2 Enable participation by members of the community (with protected characteristics) in issues affecting them	Relevant officers attending Area Forums and taking back community views and ideas for inclusion in project planning	Relevant officers according to topics under discussion at Area meetings	31.03.18	Views of individuals within the community taken into consideration in planning and implementation stages of projects Specific examples identified in Progress column <i>Supporting equality objective 8</i>		G
3.3 Good working relationships with community event organisers and well run events	Supporting events such as Fair Trade Fortnight and Bourne Free	Relevant Officers	In line with events and review at 31.03.18	Community Events in which we have input considered to be successful		G

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3.4 Refer appropriate cases involving elderly and vulnerable people as well as those with learning or language difficulties to the regional and national Scambusting and Loanshark teams and other relevant agencies for investigation, enforcement and support	Refer such cases for further investigation. Support victim	All staff in Trading Standards	As arise to March 2018	Support in place for all vulnerable customers following referral from Citizens Advice Consumer Service		G
3.5 Support individuals, communities and groups in developing cultural activity	Facilitate community projects, share networking opportunities, advertise commissions, signpost funding and partnership opportunities	Arts & Cultural Manager	31.03.18	Increase in the amount of cultural activity taking place in the town and projects assisted by the Arts Team		G
3.6 Develop Engagement Projects as part of the Arts by the Sea Festival	Projects to include summer schools, inspirational experiences, workshops as part of the Programme Plan	Arts & Cultural Development Manager	31.12.17	Agreed number of projects delivered and participation targets met as per the Programme Plan		G

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Performance Area 4 - Responsive Services and Customer Care						
4.1 To ensure all Development Services literature, reports and other publications are accessible	Ensure plain English is used for all communications and translated versions considered (based on cost/benefit)	All Cost Centre Managers	31.03.18	No complaints received		G
4.2 To ensure the Council complies with its Access Standards for Council-Operated Public Buildings	Support the delivery of the DDA Improvement Works Programme (Corporate Facilities Manager supported by the Corporate Asset and Carbon Management Group)	Corporate Facilities Manager, the CA&CMG	31.03.18	No successful challenges <i>Supporting equality objective 5</i>		G
4.3 Ensure equality issues are considered in accessible/public transport initiatives	Improve general amenity and operation of bus stops along several key transport corridors in the Borough through enhanced access for buses by extending bus stop clearway	Local Transport Plan Team	31.03.18	Enable more effective disabled access to bus services <i>Supporting equality objective 5</i>		G

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Performance Area 5 - A Skilled and Committed Workforce						
5.1 Apprenticeships in Development Services	Recruit new apprentices in Development Services To support the Council's Corporate Parent Agenda	Recruiting Managers	31.03.18	Number of apprentices appointed in accordance with the Council's new Corporate Apprenticeship Policy <i>Supporting equality objective 3</i>		G
5.2 Volunteers in Development Services	To encourage more volunteers in Development Services	Service Managers	31.03.18	Giving people work and volunteer experience <i>Supporting equality objective 3</i>		G
5.3 Develop the South West Shared Apprenticeship Scheme which is a separate organisation supported by the Council	To grow the SWSA Programme with 32 new apprenticeships commencing in the local construction industry during 2017/18	SWSA Programme Manager	31.03.18	Target number of new apprentices 32 To ensure fair representation during the recruitment process of BME and female applicants <i>Supporting equality objective 3</i>		G

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5.4 Staff who are involved in interview panels to have attended recruitment and selection training	Relevant staff receive training prior to participating in selection/ interview process including new managers	Recruiting Managers	31.03.18	Relevant staff have followed recruitment process in accordance with Council policy		G
5.5 To help dismiss any perception that roles are gender specific	At the beginning of any recruitment process to consider any imbalances that could be addressed through positive action during the process Aspire to achieve a gender split on interview panels to avoid the impression that a particular role is gender specific	Recruiting Managers	31.03.18 31.03.18 31.03.18	Evidence that due consideration has been given to each recruitment 100% of interview panels achieve gender split Report to Service Director the latest gender split regarding service establishment		G
5.6 Participation in Equality and Diversity Network groups	Ensure staff aware of Network Groups and their ability to participate	Service Managers	31.03.18	All staff able to participate in Equality Network group List network groups that have representation by Development Services		G
5.7 Managers and staff to receive regular and appropriate E & D training to fulfil their roles	Managers to discuss training requirements with staff at Appraisal Conversations and support any requests Courses available on BLITZ include:	CCM Managers	31.03.18	All staff training requirements met New staff to complete relevant BLITZ modules within first month of joining the Council		G

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	<ul style="list-style-type: none"> • Disability Discrimination (30 mins); • Equality Impact Needs Assessments (30 mins); • Equality Act 2010 & Public Sector Equality Duty (30 mins) • Tackling Racial Discrimination (30 mins) <p>Other training can be requested via the E&D Team including the half day EINA session</p> <p>Working Towards a Fairer Bournemouth is available on the Leadership and Management Programme</p>			Production of a 'Statement of conduct' for agency & contractors		

EINAs scheduled for 2017/18

Completed EINAs 2017/18

Screening Tools:

Full EINAs:

Equality Objectives

Bournemouth Borough Council has nine Equality Objectives for 2017 - 2019:

1. *Improve choice and satisfaction for service users*
2. *Provide affordable housing in partnership with stakeholders*
3. *Improve the life chances of young people in Bournemouth*
4. *Improve health and wellbeing by reducing health inequality*
5. *Improve accessibility to services and public spaces*
6. *Improve people's feeling of safety by reducing both isolation and the fear of anti-social behaviour*
7. *Use our community leadership role to minimise and prevent extremism*
8. *Increase community engagement and involvement in decision making*
9. *Increase equality of outcomes through inclusive growth*