

**Community Initiatives**  
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# Report

**Subject** : Equality & Diversity  
**Report to** : The Cabinet  
**Date** : Wednesday 07 November 2007  
**Author** : Robin Townsend, Head of Community Initiatives  
**Deputy Leader of the Cabinet - Cllr Fear – and Chair of the Equality and Diversity Project Board**

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## 1. Purpose of Report:

- 1.1. To endorse the Equality and Diversity Action Plan that the Corporate Equality and Diversity Project Board approved at its first meeting on 22 October

## 2. Introduction and Background:

- 2.1. On 5 September the Cabinet endorsed proposals to enable the Council to be provided with the necessary strategic and practical support that would be required to ensure that it would be able to lay the foundations for making sustainable progress in this vital area of work and to embed Equality and Diversity Best Practices within the authority.
- 2.2. Since then a substantial amount of progress has already made:
- o A Corporate Equality and Diversity Project Board has been established to give a genuine corporate lead on this very important area of work and to ensure that the current momentum is continued.
  - o To support the Board, Abbeville Associates have been retained to give E&D support for 3 days a week for a further 12 months beginning 10 September to provide the council and the Board with the necessary strategic and practical support.
  - o The Board has had its first meeting, chaired by Cllr Fear and attended by Cllr Tony Thorpe, who the Cabinet had previously appointed as its Equality and Diversity Champion, together with senior officers from within the council and three representatives from key stakeholder organisations who will act as 'critical friends'.
  - o The first meeting was very productive, terms of reference for the board were approved together with those of a number of sub-groups that will be responsible for delivering actions on key areas of work namely:
    - i. Development and Training – Councillors and Officers
    - ii. Communications and Equality and Diversity Champions
    - iii. Consultation and community engagement
    - iv. Equality Impact Assessments and Monitoring



INVESTOR IN PEOPLE



CUSTOMER SERVICE EXCELLENCE

Awarded in:  
Housing Services  
Waste and Recycling Services



- The Board approved a series of briefing sessions to be rolled out to all Councillors and officers. To ensure that each briefing session is relevant to the audience the sessions have been designed for specific groups linked to responsibilities within the Council. A programme has been specifically tailored for the Cabinet when it meets on 24 November.
  - The Board also identified the key roles and responsibilities for Councillors, Officers both individually and in terms of specific groups such as Cabinet, Management Team; Equality and Diversity Project Board. The draft Roles and Responsibilities for the Cabinet have been attached (Appendix B), however it is suggested that the Cabinet might like to consider these when it has its briefing session in November:
  - Performance Management/monitoring arrangements are also being developed.
- 2.3. The key decision of the Project Board however was to approve the Equality and Diversity Action plan, the purpose of which is to:
- Identify agreed priorities
  - Identify key milestones, time frames and accountabilities
  - Ensure an outcome focus
  - Ensure legal compliance / best practice
  - Enable monitoring, review and evaluation
  - Provide transparency and feedback

2.4. The summary E&D Action Plan that the Board approved is attached (Appendix A) and the Board are now looking for the Cabinet to endorse it prior to it being developed into a detailed plan.

**5 Recommendations:**

Cabinet is asked to note the report and endorse the Corporate Equality and Diversity Action Plan

**6 Implications:**

**Financial** : None at this stage

**Legal** : a variety of legislation bans less favourable treatment of people on the grounds of race sex sexual orientation disability religion/belief and age in employment the provision of goods services facilities premises and the exercise of public functions. The Council is required to have an equality scheme covering race disability and gender. The action plan will need to serve as the overarching framework for all of the Council's equality activities. Such activities will require review and monitoring in accordance with the law.

**Personnel** : None at this stage

**Community Safety:** None at this stage

**Environmental** : None at this stage

**Human Rights** : implementation of the action plan will demonstrate that the Council has had regard to article 3 [right not to be treated in a degrading way] article 8 [right to respect for private life] and article 14 [right not to be discriminated against]

**Equality and Diversity:** Included in the report

**Ward(s) Affected** : Potentially all within the SDC area.

**Core Values** : Fairness & Equality, Progressive employer, Open Learning Council & Willing Partner, Communicating with the Public, Supporting the Disadvantaged, Excellent Service, Thriving Economy;

	High Priority Oct 07 – Mar 08	Medium Priority	Completed
<p><b><u>1. Corporate Projects</u></b></p> <p><b>a) Salisbury Vision; Local Development Framework</b></p> <ul style="list-style-type: none"> <li>▪ Equality Impact Assessments</li> <li>▪ Accessible information (review)</li> <li>▪ Consultation and engagement exercise</li> <li>▪ Analysis of views and plugging gaps in evidence</li> <li>▪ Improvements actions, monitoring and review</li> </ul> <p><b>b) New Office Development</b></p> <ul style="list-style-type: none"> <li>▪ Equality Impact Assessment on process (including stages as above)</li> </ul> <p>(Action required to meet legal requirements in DDA 95.2005, RR(A)A 200, Equality Act 2006)</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>*</p>	
<p><b><u>2. Service Issues</u></b></p> <p><b>a) Monitoring</b> Introduce unified, consistent systems across the council for</p> <ul style="list-style-type: none"> <li>▪ Service users</li> <li>▪ Complaints</li> <li>▪ Debt profiling</li> </ul> <p><b>b) Conduct EQIA's/Review current and proposed arrangements for:</b></p> <ul style="list-style-type: none"> <li>▪ Enforcement</li> <li>▪ Procurement</li> <li>▪ Waste Collection</li> <li>▪ Housing (Choice based lettings, single homeless)</li> </ul>	<p>*</p> <p>*</p> <p>*</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p>	
<p><b><u>3. Employment Issues</u></b></p> <p><b>a) General</b></p> <ul style="list-style-type: none"> <li>▪ Corporate strategy to cover E&amp;D</li> <li>▪ Consult on strategy – ensure equality groups included</li> </ul> <p><b>b) Monitoring</b></p> <ul style="list-style-type: none"> <li>▪ Introduce systems for monitoring key equality strands</li> <li>▪ Ensure legal requirements are met</li> <li>▪ Train staff</li> <li>▪ Use information to inform business planning</li> </ul> <p><b>c) Training</b></p> <ul style="list-style-type: none"> <li>▪ Equality proof E&amp;D plans</li> <li>▪ Train workforce in E&amp;D</li> <li>▪ Brief workforce/key contractors in EQIA's</li> <li>▪ Train 20 EQIA assessors</li> </ul> <p><b>d) Appraisal</b></p> <ul style="list-style-type: none"> <li>▪ Equality Proof Appraisal systems</li> <li>▪ Provide guidance/support to staff</li> </ul> <p><b>e) Equal Pay Review</b></p> <ul style="list-style-type: none"> <li>▪ Use existing pay review to identify E&amp;D gaps e.g. gender</li> </ul>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>*</p> <p>*</p>	

<p><b>4. All Equality Strands</b></p> <p><b>a) Single Equality Scheme</b></p> <ul style="list-style-type: none"> <li>▪ Develop Schemes and decide priorities</li> <li>▪ Involvement of relevant groups in setting strategy/developing policy</li> <li>▪ Monitoring of services and employment <ul style="list-style-type: none"> <li>- to identify make up of service users/non-service users/workforce</li> </ul> </li> <li>▪ Action to improve where there is evidence of inequality or lack of opportunity to access or take up of services</li> </ul>	<p>*</p> <p>*</p> <p>*</p> <p>*</p>		
<p><b>5. E&amp;D Delivery Framework</b></p> <p><b>a) Corporate E&amp;D Group</b></p> <ul style="list-style-type: none"> <li>▪ Set up Corporate E&amp;D Project Board</li> <li>▪ Membership represents SDC</li> </ul> <p><b>b) Equality Impact Assessment</b></p> <ul style="list-style-type: none"> <li>▪ Prioritise and plan EQIA's</li> <li>▪ Train Assessors</li> <li>▪ Develop EQIA procedures/guidance and structures</li> <li>▪ Brief all staff/key contractors</li> </ul> <p><b>c) Corporate Equalities Scheme</b></p> <ul style="list-style-type: none"> <li>▪ Develop single equality scheme (based on action plan)</li> </ul> <p><b>d) Disaggregated CRM Information</b></p> <ul style="list-style-type: none"> <li>▪ Ensure monitoring information is available for different equality groups and informs Council decisions</li> </ul> <p><b>e) Performance Mgt/Monitoring of E&amp;D issues</b></p> <ul style="list-style-type: none"> <li>▪ As above – use information to set business priorities and plans</li> <li>▪ Include regular updates in Perf Mgt System</li> </ul> <p><b>f) Involvement Strategy</b></p> <ul style="list-style-type: none"> <li>▪ Review to ensure all groups are involved</li> <li>▪ Work closely with strategic partners (eg, SWSA and WCC)</li> </ul> <p><b>g) Communications Strategy</b></p> <ul style="list-style-type: none"> <li>▪ Review to ensure effective and accessible communications and consultation around E&amp;D issues</li> </ul>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>*</p> <p>*</p>	

Salisbury District Council – Draft Equality and Diversity Roles and Responsibilities

**The Cabinet**

To provide political leadership of E&D in Salisbury:

- Contributing to community cohesion and the removal of discrimination
- Setting strategic direction, and identifying key priorities rooted in the needs and aspirations of Salisbury communities
- Providing leadership and accountability for the Council's approach to equality and Diversity within the authority
- Leading on embedding Equality and Diversity into the authority and setting an example for staff to follow
- Demonstrating, through personal behaviours, actions and statements, a commitment to fair treatment, inclusion, equality of opportunity and the value of diversity
- Delivering a corporate agenda which improves the position of disadvantaged and excluded groups in Salisbury
- Providing accountability and monitoring progress against desired outcomes, to ensure there is real change where this is needed
- Ensuring the interests of all communities are represented in key decision making by the Council and its partners and reviewing how responses have been taken into account
- Working to secure equitable distribution of funds and other Council resources
- Demonstrating, through personal behaviours, actions and statements, a commitment to fair treatment, inclusion, equality of opportunity and the value of diversity