

Appendix 2

Theme	Milestone	Revised deadline	Progress Status	Aug-13
A skilled and committed workforce	a. The Workforce Profile is used in all Workforce EIAs.	Apr-12	in progress	Pilots started PS 24 04 2013
A skilled and committed workforce	b. Develop a Dignity at Work policy	Oct-12	completed Q3	0
A skilled and committed workforce	c. Review the Flexible Working Procedure to ensure there is fair access.	Dec-12	completed Q4	0
A skilled and committed workforce	b. Ensure equal pay data is disaggregated across all nine equality themes and published on the intranet and website.	Apr-13	in progress	The results of the Equal Pay Audit are going to be shared with the trade unions at the next Joint Pay Board meeting prior to being published on the intranet, it is proposed to set up a Task and Finish group to develop an action plan from the audit
A skilled and committed workforce	a. Ensure all job descriptions are job evaluated.	Apr-13	completed Q4	
A skilled and committed workforce	a. Ensure all revised policies are equality impact assessed.	Apr-13	completed Q4	0
A skilled and committed workforce	d. Conduct a study to identify the barriers to BAME and disabled applicants.	Apr-13	in progress	SERG feedback last year helped to identify barriers to inform apprenticeship recruitment. Perhaps need to consider what specific strategies are needed as this is still likely to be the only area of active recruitment.PS 24 04 2013
A skilled and committed workforce	b. Develop and deliver a Managing Diversity courses for managers.	Apr-13	completed Q4	Course developed trainer appointed
A skilled and committed workforce	Implement revised equality training through WDU	Apr-13	in progress	Course undertaken for housing staff at Westfield office second course to take place at Hazel court
A skilled and committed workforce	b. Ensure appraisals include equality objective monitoring and action.	May-13	completed Q4	The Competency framework and revised PDR from embed equalities within them. Monitoring of appraisals will be undertaken when I Trent goes live April 14
A skilled and committed workforce	a. Develop key Fairness competencies for leaders, managers and staff. This will ensure that appraisals include equality objectives and actions where appropriate	May-13	completed Q4	Competency framework developed and equalities is embedded

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A skilled and committed workforce	c. Deliver Dignity at Work training for managers.	Jun-13	in progress	ACAS running this training from September end
A skilled and committed workforce	a. Identify from staff survey the levels of harassment/bullying organisationally and by directorate. The staff survey should include questions on fairness and identify improvement areas ensuring there are questions regarding equality/fairness. Results will be analysed and monitored	Jul-13	completed Q4	Results being analysed, second report on staff engagement going to CMT in September.
A skilled and committed workforce	d. Monitor improvements concerning harassment and bullying using staff surveys and consultation events through SERG on a yearly basis.	Jul-13	in progress	Results being analysed, second report on staff engagement going to CMT in September.
A skilled and committed workforce	b. Develop a Women in Leadership Programme to tackle under-representation of women in management, aspects need to be included are mentoring, training and secondments Once Launched - Project 8. The project illustrates the need to develop a positive action to address the under-representation of women in senior positions; how it was developed, success stories that demonstrate how women have increased their career opportunities and the illustration of what impact this programme has made on the Council's Fairness Agenda,	Jul-13	completed Q4	Springboard running from September 13.
A skilled and committed workforce	c. Develop short case studies illustrating where good equality practice is developed by staff and is recognised by the authority and share good examples at ELG. PS need to Weight X Factor awards to recognise good equality practice. The same for employer of the month	Sep-13	completed Q4	CMT agreement on inclusion on an equalities award at the December 2013 eXtra Factor Awards
A skilled and committed workforce	P9. Project 9 - The project highlights how Apprenticeships have increased the diversity of the workforce (all strands), with particular changes in respect to race/ethnicity of the workforce.	Sep-13	in progress	All new posts offered as career development for apprentices from September.

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A skilled and committed workforce	d. Develop strategies to increase the diversity of applicants for apprenticeships which ensure that the recruits are reflective of the community we serve.	Sep-13	in progress	Attending colleges/ schools; Job Fairs at hotels and libraries Worked with Pathways team to reach care leavers And have also put up posters and information in Chinese restaurants and supermarkets. I will update further at the FLAG meeting Last year there was an issue obtaining Equality Data from NAS re: our applicants . This year all apprenticeship applications are being made through our own systems so we will be able to identify any Equality Issues that the data might highlight.
A skilled and committed workforce	c. SERG continue to conduct staff engagement events across the Council.	Sep-13	completed Q4	0
A skilled and committed workforce	a. The Workforce Strategy includes specific actions to develop a more diverse and inclusive workforce.	Sep-13	in progress	Springboard, Apprenticeships, the Review of SEE, E&D training, Behavioural Competencies, training in harassment and bullying at work.
A skilled and committed workforce	b. SERG conducts staff engagement initiatives to influence employment policy and practice and examples of outcomes are collated.	Sep-13	completed Q4	Signed off by CMT August 14th 13.
A skilled and committed workforce	c. Develop actions that can develop a diverse and inclusive workforce (e.g. specific equality training, recruitment campaigns, staff engagements events, revision of policies).	Sep-13	in progress	Publicising inter-city LGBT Group TW 29 04 2013
A skilled and committed workforce	b. Develop evidence of how SERG events are making a positive impact on employment practices.	Sep-13	in progress	Many examples available – Dignity at work policy development is best example
A skilled and committed workforce	b. Action is taken to mitigate gaps arising from questions on fairness .	Dec-13	in progress	looking at Staff Survey and staff engagement feedback to identify issues and develop solutions
A skilled and committed workforce	b. Data to Directorate Equality Groups . Data is disaggregated across all strands and submitted to all Directorate Equality Groups.	Dec-13	in progress	The results of the Equal Pay Audit are going to be shared with the trade unions at the next Joint Pay Board meeting prior to being published on the intranet, it is proposed to set up a Task and Finish group to develop an action plan from the audit.
A skilled and committed workforce	Provide workforce profile information to managers	Dec-13	future deadline not started	TW to update on any initiatives New recruitment module will ensure declaration on application PS 24 04 2013

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A skilled and committed workforce	c. Use Appraisals to assess whether Diversity courses are making a difference to service delivery, customer care and employment practices. PS stated that this should link into competencies work above	Apr-14	future deadline not started	April 2014 implementation.
A skilled and committed workforce	Following implementation of equalities training establish a system to determine if specific employment training has led to changes in recruitment practices. Has the % of BaME staff and people with disabilities etc increased		future deadline not started	
Community Engagement and Satisfaction	a. Identify where communities of Identity reside in York using the Experian and Public Health systems. Develop and equalities map and use this information to inform planning/policy/ and COI's and it informs service planning the develop of community contracts and informs consultation and involvement initiatives	Jan-13	completed Q4	Equality information included in Neighbourhood Ward information produced by the Business Intelligence Hub
Community Engagement and Satisfaction	b. Consult all community/service contracts with EAG. Revised action Consult EAG in order to make sure that the Community Contract process reflects the needs of Communities of Identity.	Mar-13	in progress	Initial discussion with EAG in June. Follow-up discussion to take place at 3 September meeting.
Community Engagement and Satisfaction	b. Review EIA surgery mechanism (EIA Fairs) with a view to holding EIA surgeries on major changes or projects.	Mar-13	completed Q4	A programme of work has been agreed for EIA fairs
Community Engagement and Satisfaction	P5. Project 5 - Scrutiny & Change	Sep-13	future deadline not started	0
Community Engagement and Satisfaction	d. Provide examples of member involvement in consultation and engagement sessions e.g. budget consultation process and communities of interest, EAG involvement etc.	Dec-13	future deadline not started	0
Knowing your communities	a. Monitor and review the Councils 'Fairness Agenda'.	Dec-12	completed Q3	Monitoring arrangements have been established with the Fairness and Leadership Group and Scrutiny
Knowing your communities	c. Ensure all service plans include meaningful and achievable equality objectives.	Apr-13	completed Q4	Review of service plans will ensure equality objectives are included.

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Knowing your communities	P2. Project 2- Knowing your communities Develop a case study illustrating how the Council and its partners have developed a more Cohesive Community. Use examples e.g. tackling hate crimes in schools, local and community initiatives such as festivals celebrations etc.	Sep-13	in progress	Starting to collect case studies in relation to neighbourhood management approach. This will then be used as a template for other case studies
Knowing your communities	P1. Project 1 - Knowing your communities – Assessing the gaps. Illustrate which groups have taken up more services as a result of actions.	Sep-13	future deadline not started	0
Knowing your communities	b. Monitor take-up of service targets and other narrowing the gap themes.	Dec-13	in progress	The SES Action plan is supported by key performance narrowing the gap measures which are monitored. These measures are also included in the relevant score cards for the Council Plan priority theme boards.
Leadership /Partnership	a. Develop, promote the Council's Fairness Agenda with staff, the public and other stakeholders, whilst ensuring the Council's leadership is visible.	Mar-12	completed Q3	<ul style="list-style-type: none"> • Report publication and launch – 27th September • CYC response published 6th November on same agenda as • revised SES which used FC consultataion and evidence as a major input • Cabinet also approved a Financial Inclusion Policy on the same agenda and
Leadership /Partnership	a. Ensure the recommendations of the Fairness Commission are implemented across the Council, partners and local community.	Apr-12	completed Q3	Recommendations reflected in the Single Equality Scheme and the focus of the Fairness Equality Board
Leadership /Partnership	d. Implement the use of equality checklists at PPQ' and ITT stages.	Apr-12	completed Q1	Check lists developed

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Leadership /Partnership	e. Implement strategies to tackle hate crimes/homophobic harassment in schools	Jun-12	completed Q3	Various strategies are being implemented. Anti Bullying group has been established A on line survey with pupils in year 4,5,6 and year 8 - includes a question on homophobic bullying results . A Safe to Learn course which addresses all types of bullying as part of the School Improvement Team is offered to schools Termly meetings for Primary and Secondary Pastoral Leaders to look at Behaviour, Attendance and Safety(BAS) are undertaken. Meetings with the LGBT forum have taken place and their next meeting will discuss how we support pupils with issues around their sexuality.
Leadership /Partnership	b. Develop Customer and Workforce Equality Impact Toolkits and include social deprivation as an assessment theme.	Jun-12	completed Q1	Tool kits developed
Leadership /Partnership	b. Consult the new SES with community/voluntary of organisations and identify community priorities	Aug-12	completed Q3	SES was considered at ' Help us Get in Right ' day held in October 2012. The Council's critical friend for equalities has also provided feedback and approved the scheme SB
Leadership /Partnership	a. Develop a prioritised list of project, strategies, policies listing what different consultation methods will be used.	Sep-12	completed Q4	EAG agreed programme of work
Leadership /Partnership	d. Develop a list of projects, strategies and policies that require CIAs or WIAs	Sep-12	completed Q3	List of projects etc provided to EAG so they can decide which ones they would like to scrutinise
Leadership /Partnership	c. Deliver Customer and Workforce Equality Impact Toolkits Training.	Sep-12	in progress	Running
Leadership /Partnership	a. Revise the Council's Single Equality Scheme (SES) to ensure it includes our obligations outlined by the Equality Act 2010 and includes a social/economic deprivation theme.	Nov-12	completed Q3	Single equality scheme has been revised to include obligations under the Equality Act 2010 SB
Leadership /Partnership	c. Publish the Single Equality Scheme.	Nov-12	completed Q3	Scheme has been launched and published

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Leadership /Partnership	a. Review membership and functions of EAG to ensure a reflective representation of York	Nov-12	completed Q3	Cabinet has now approved a revised role for EAG and the first meeting of the reformed group is scheduled for January.
Leadership /Partnership	e. Link actions from Fairness and Equality scheme to Corporate & service plans. Ensure all actions arising from the draft Single Equality Scheme are linked to the Corporate Plan, and service plans	Nov-12	completed Q4	incorporated into the Service plan guidance - to be completed as part of the service planning process.
Leadership /Partnership	a. Develop a Hate Crime Strategy ensuring the Strategy assesses the: (i) outcomes for victims of hate crimes, (ii) actions against perpetrators.	Dec-12	completed Q4	Strategy has been approved
Leadership /Partnership	b. Devise a range of equality checklists which assess the contractors strengths and areas for improvement (See Note 1).	Dec-12	completed Q3	Evaluation models have been revised to incorporate this into tender requirements.
Leadership /Partnership	d. Look to provide support to local groups that can deliver local cohesion programmes	Feb-13	in progress	Second round of Community York funding now awarded with further cohesion projects included.
Leadership /Partnership	d. Monitor and review progress of the SES Quarterly from Feb 13. Building in external scrutiny and challenge from EAG	Feb-13	completed Q4	Monitoring arrangements have been established with Scrutiny. Monitoring will be taken to December EAG.
Leadership /Partnership	c. Review the Inclusive York Board, membership and terms of reference to ensure that the new board is fit for purpose to lead the city's equalities agenda and members are in a position to embed equalities in their respective organisations with regard to service delivery (public sector) and employment (public and private sector)."	Mar-13	completed Q4	The Board is holding their first meeting in September 2013.
Leadership /Partnership	Develop benchmarking arrangements on the equality themes . Identify near neighbours and comparators	Mar-13	in progress	Authorities who have achieved Excellence in the Equalities Framework have been contacted and feedback reports obtained
Leadership /Partnership	b. Conduct a York wide assessment, including Council, partners and local community to ascertain what actions have been undertaken to tackle disadvantage.	Apr-13	completed Q4	The work of the Fairness Commission brought partners together to identify how disadvantage was being tackled . The outcome of this work was the Fairness Commissions improvement actions plan which informed York's Single Equality Scheme.

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Leadership /Partnership	b. Provide examples of where there is a diversity in regards to local governance e.g. BAME school governors, Cabinet membership etc	Apr-13	deadline passed not started	Governor profiling completed. Still to get member profiling information
Leadership /Partnership	P4.Project 4 - Tackling Hate Crimes. Develop a project/case study which illustrates how the partnership has made a difference to the lives of people who have suffered from hate crimes. Using anonymised information, illustrate the types of incidents, types of actions taken (legal and non-legal), report forms from victims illustrating satisfaction from services. Include case studies and information from schools in tackling all hate crimes, noting concern from the LGBT group that more needs to be done to tackle homophobic harassment in schools.	Sep-13	future deadline not started	0
Leadership /Partnership	P11. Project 11 - Col plans Develop community of identity/interest "neighbourhood" agreements and plans. Show how a plan has led to better outcomes for the relevant Col.	Sep-13	in progress	Discussion of approach at ELG on sept 12, nov 12. Report to Cabinet -Jan 2013 (part of a report about the Communities and Equalities Service vision and plan. Plans started: LGBT, Gender, Carers
Leadership /Partnership	P3. Project 3-The Fairness Commission -	Sep-13	future deadline not started	0
Leadership /Partnership	b. Provide evidence of how EAG scrutinises the Council's action plans, major projects, community contracts and employment practices.	Sep-13	in progress	Role and remit of EAG will change. Revised terms of reference under development. Draft will be provided to EAG members for comment by December 2012
Leadership /Partnership	d. Use Place Survey data or satisfaction rates from victims to illustrate improvements in perceptions for Hate Crime	Sep-13	future deadline not started	Awaiting results of Big York survey
Leadership /Partnership	c. Review outcomes of One City Strategy and publish a report	Jan-14	future deadline not started	The One City Strategy will be subsumed into the agenda and reports back of the new Fairness and Equalities Board CC 29 04 2013
Responsive Services/customer care	a. Revise the Council's Procurement Strategy to ensure our approach to fairness is embedded.	Apr-12	completed Q1	Strategy revised
Responsive Services/customer care	a. Customer satisfaction survey monitoring forms are changed to include the nine new equality themes.	Jun-12	completed Q3	Completed

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Responsive Services/customer care	d. Ensure all contracts include clauses which ensure services will meet the diverse needs of our customers.	Jun-12	completed Q1	Completed
Responsive Services/customer care	e. Set up aspirational and achievable equality service take up targets whilst developing actions that will support the targets e.g. Community engagement, publicity campaigns, review of policies etc.	Nov-12	completed Q4	The SES Action plan is supported by key performance narrowing the gap measures
Responsive Services/customer care	b. Set up process to ensure Customer satisfaction surveys are analysed to assess levels of satisfaction rates for Communities of Identity . Results inform service planning vulnerable and marginalised groups.	Dec-12	completed Q2	0
Responsive Services/customer care	a. Update survey questions to cover questions in relation to people being respected and hate crime	Dec-12	completed Q3	Completed
Responsive Services/customer care	c. Develop and set up service equality monitoring mechanisms.	Dec-12	completed Q4	Established as part of monitoring the Single Equality Scheme
Responsive Services/customer care	Illustrate how service delivery has been consulted with communities of identity and reflected in COI Plans and Community Contracts	Apr-13	completed Q4	EAG model updated so that they meet on a regular basis to review new CIAs. They can ask for further details/comment on CIAs and these CIAs will be brought back to the next meeting. The next EAG is in June. Minutes and other feedback are available for illustration. Although the deadline states Apr 13 this work is ongoing
Responsive Services/customer care	f. To deliver two hour equality and diversity training to staff who will be directly delivering services to York's customers at a fee to be paid by contractors.	Jul-13	in progress	Specific training is underway in conjunction with York College
Responsive Services/customer care	P6. Project 6 - Consultation & Design of Services-	Sep-13	future deadline not started	0
Responsive Services/customer care	b. Illustrate how budget proposals have been consulted with communities of interest and equality impact assessed.	Sep-13	completed Q4	Directors attended the last EAG meeting to talk through the impact of the budget. As a result EAG model refined to include regular interaction with Directors to understand changes to the service.

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Responsive Services/customer care	P7. Project 7 - Procurement .	Sep-13	in progress	Case study being written and will be completed by Dec 12 with updates in June 13. Case study link is: http://www.york.gov.uk/info/200164/council_and_democracy/797/co-operative_council/7
Responsive Services/customer care	d. Identify which groups do not take up key services and develop actions that tackle any likely barriers. Feed this information into the review of the SES	Dec-13	future deadline not started	0
Responsive Services/customer care	c. Develop procurement equality monitoring guidance for managers and distribute	Dec-13	future deadline not started	0
Responsive Services/customer care	c. Develop guidance for contractors and suppliers.	Dec-13	future deadline not started	0
Responsive Services/customer care	b. Develop procurement equality checklists (under £50k and over £50k). (See Note 1)	Dec-13	future deadline not started	0
Responsive Services/customer care	e. Ensure all contracts are monitored.	Dec-13	future deadline not started	0
Responsive Services/customer care	a. Continue to conduct budget EIAs and consult with communities of interest.	Jan-14	future deadline not started	
			x	
			completed Q2	
			completed Q3	
			completed Q4	
			transferred into future	