

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
SES1.01 - Continue to update equalities profile. Work with Somerset Intelligence Unit (SINE), SSDC Consultation Officer.	SES1.01.1 - SSDC Equality Profile produced and updated annually.	Fri-31-Dec-10	Race Disability Gender	Somerset Consultation Data Officer Community Cohesion Officer SSDC Consultation Officer	SSDC Equalities Profile (EP) produced and updated annually.	Equality mapping process constantly reviewed, analysed and updated. Equality gaps identified to inform policy and strategy. Consultation database updated. Robust, consistent and up-to-date information made available.	Improved equalities information available to inform service planning. SSDC Equalities Profile (EP) produced and updated annually.		Community Cohesion Budget Existing Budget
Progress:	(Please note: Consultation post no longer in existence) Somerset Equality Officers Group work with Somerset Intelligence Partnership to identify equality data and how that data can be expanded. Meet twice per year to work on profiles. Engagement work with local groups undertaken eg - Women's Equality Network in Somerset. The council has clear vision in how it wishes to deliver services and shape the community. It consistently uses different processes and methodologies to engage with its residents in developing services. Examples are consultation, surveys, Citizens panel, Forums. Somerset Intelligence Partnership have completed a South Somerset Community Profile: http://www.sine.org.uk/local-area-data/community-profiles/Health Inequalities South Somerset : http://www.sine.org.uk/publications/health-profiles/								
SES1.02 - Information and data disaggregated and analysed corporately and at service level to monitor and assess and to set equality objectives	SES1.02.1 - Equality data updated	Fri-31-Dec-10	Race Gender Disability	SSDC Consultation Officer Somerset County Council Community Cohesion Officer Service Managers Consultation Data Officer	Equality objectives set at service level	Information broken down to identify how local communities are changing	Outcomes inform equality priorities Actions link to service plans.		Existing resources Government Offices South West (GOSW)
Progress:	Community Link Worker, Chief Officer & Community Cohesion Officer, providing direct information on the changes in local community population eg Spanish in Chard, East and West African in Crewkerne. Full report due Dec 2010 Engagement activities have included: Local Development Framework, (LDF) consultation by the Somerset Black Development Agency, (SBDA). LDF consultation by the Corporate equalities Steering Group. LDF consultation with young people. Budget savings/finance consultation with the SBDA All profile information is shared with the Equality Champions Group. The profile will also form the basis in identifying the new equality objectives in line with our Public Duties under the Equality Act 2010.								
SES1.03 - Continue to develop guidance and required training	SES1.03.1 - Training opportunities established and	Fri-31-Dec-10	Race Gender Disability	Member Development Officer	Councillors undertake equalities training	Councillors and new elected members aware of equalities and Human Rights	% trained Monitored 6 monthly		Member Training Budget South West Regional and

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
for new elected members and Councillors with key responsibilities for equalities diversity and community cohesion	identified					issues			Improvement Efficiency Partnership SWRIEP Somerset Racial Equality Council SREC
Progress:	All newly elected members to undertake equalities training. Specific training will be available relating to dealing with racist representations in Planning applications. Dates TBC. Community Cohesion Officer successfully completed an ILM course on delivering training in equalities. It has been necessary to delay the start of the training programme following the implementation of the new Equality Act. Member training arranged for July 2011. Planning training arranged for May 2011. Staff training will begin in April 2011.								
SES1.04 - Strengthen and promote role of Councillors as the voice of the whole community	SES1.04.1 - Improved access for equality strands via Councillors	Thu-31-Mar-11	Gender Disability Race	Member Development Officer Area Development Service Managers Community Cohesion Officer	Councillors introduced and linked to local groups in their ward via Area Forums number of events/interactions/forums	Local groups have confidence in how to get their voice heard and taken seriously. Members have greater awareness in addressing and promoting community cohesion	Area Vice Chairs to capture common equality or diversity issues and to feed them, through the Community Cohesion Officer, to the Corporate Equalities Group to then champion the issue.		Existing resources
Progress:	Information brief/Training to be offered to Area Vice Chairs. Training has been postponed to await the guidance from the Equality and Human Rights Commission on the Public Sector Duties. Training programme now in development for staff and Members. Dates to be confirmed by April 2011. Community Cohesion Officer has attended all Area Committees with an equalities presentation and update on the new Equality Act 201.								
SES1.05 - Work is being undertaken to promote equality of opportunity in terms of the participation of under represented groups in civic and public life including as elected representatives	SES1.05.1 - Under represented groups informed of processes involved in becoming an elected	Fri-30-Apr-10	Race Disability Gender	Community Cohesion Officer Community Link Workers Democratic Services	Leaflet produced to explain process involved in becoming an elected representative Presentation to the South Somerset Corporate Equalities Steering Group on process involved in becoming an elected representative Community Champion project to increase and improve participation in under-represented groups	Under-represented groups participate in civic and public life	Output achieved Attendance at forums and events by under represented groups Number of events and participants		Transformation Fund Community Cohesion Budget Migration Impact Fund (MIF)

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
					Transformation Fund – inter-generational cross cultural disability project using ICTMembership and attendance at the Somerset Gender Network meetings				
Progress:	Democratic Services information leaflet has been translated into Polish and Portuguese. Presentation by Democratic Services delivered to South Somerset Corporate Equalities Steering Group. Additional presentations have been offered to community groups eg Yeovil Muslim Cultural Association, Midwest European Communities Association. New target date: April 2011. New 2 Somerset project successfully completed. Dvd produced. Requests and interest in showing the dvd have been received, and several film screenings have already taken place for different audiences and organisational training. These include: South Somerset Corporate Equalities Steering Group, Migrant Workers Forum, South Somerset Mind, South Somerset LSP, Yeovil District Hospital Equalities and Diversity Conference, Somerset Black Development Agency, Gypsy and Traveller Forum, Probation service, Avon and Somerset Contabulary. Community Link Worker has provided information on participation in civic and public life through drop in surgeries across the district. Community Cohesion officer sits on WENS committee and was involved in the focus group and report on women's experiences and barriers to participation.								
SES1.06 - Explore an appropriate Assessment Partnership Guidance Document (giving information regarding best practice when working in partnerships) and other guidance in relation to equalities strategy requirements	SES1.06.1 - Review of existing procedures	Fri-31-Dec-10	Gender Disability Race	Third Sector Partnership Manager Local Strategic Partnership Co-ordinator	Assessment Partnership guidance document produced	Guidance document available to inform on best practice within partnerships	Equality objectives embedded within partnership strategies		Existing resources
Progress:	Equality Impact Assessment undertaken on the Voluntary Sector strategy (draft)Draft strategy presented to District Executive on 1st July								
SES2.01 - The Corporate Equalities Steering Group continues to ensure consultation and scrutiny of EIAs	SES2.01.1 - EIA actions identified	(not specified)	Disability Race Gender	Theme Advisor- Equalities and Social lusion Community Cohesion Officer	EIAs published	Key policies and strategies equality impact assessed by strand	% of EIAs published on website		Community Cohesion BudgetExisting resources

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
Progress:	New Schedule of EIAs completed for 2010 - published. So far 100% of planned EIAs have been completed in 2011 and 100% were completed in both 2009 and 2010. Since February 2010 the following have been Equality Impact Assessed and published on SSDC website: Arts and Entertainment disability policy LSP South Somerset Together Customer Focus team Development & Building Control Community Health & Leisure The following draft strategies have presented their EIAs to the Corporate Equalities Steering Group: Procurement Strategy Voluntary and Third Sector Strategy Public Convenience Strategy (Draft) Communications Strategy (Draft) Bullying and Harassment policy Corporate Information and Technical Services Team The following EIAs have been completed, presented to the Steering group, and are awaiting amended action plans ready to be published in the months ahead Area Development Yeovil Town Partnership New targets: to ensure that key strategies and policies are Equality Impact Assessed. Process and system now in place with Democratic Services. All potential budget savings required an Equality Impacts Statement before being presented to District Executive.								
SES2.02 - EIAs published on SSDC website	SES2.02.1 - TEN monitoring	Fri-31-Dec-10	Race Disability Gender	Community Cohesion Officer	Completed EIAs along with Action Plan published following presentation at Corporate Equalities Steering Group	Services delivered with due regard to equalities	% of EIAs completed		Existing resources
Progress:	EIAs have completed the process through the Corporate Equalities Steering Group. All completed EIAs, once signed off have been uploaded and published onto the website. e.g. Customer Focus, Development & Building Control, Arts and Entertainment (transferring from wheelchairs policy) This information is also updated on TEN. 100% of all EIAs have been completed and published to date. (Draft policies uploaded as approved)								
	SES2.02.2 - EIAs published on SSDC website/Insite	Fri-31-Dec-10	Disability Race Gender	Community Cohesion Officer	Completed EIAs along with Action Plan published following presentation at Corporate Equalities Steering Group	Services delivered with due regard to equalities	% of EIAs completed		Existing resources
Progress:	EIAs have completed the process through the Corporate Equalities Steering Group. All completed EIAs, once signed off have been uploaded and published onto the website. e.g. Customer Focus, Development & Building Control, Arts and Entertainment (transferring from wheelchairs policy) This information is also updated on TEN.								
SES2.03 - EIA and equalities progress reported to Management Board and Scrutiny	SES2.03.1 - Report to Management Board and Scrutiny	Fri-31-Dec-10	Gender Disability Race	Service Managers Community Cohesion Officer	Equalities actions embedded into service plans	Services delivered with due regard to equalities	Equalities actions embedded into service plans Process in place		Existing resources Equality Framework Self Assessment Tool (Efect)
Progress:	Report to Scrutiny 03/08/2010 Community Cohesion Officer updates TEN								
	SES2.03.2 - Equality Framework Evidence Collection Tool (Efect) completed with actions	Fri-31-Dec-10	Race Disability Gender	Community Cohesion Officer Service Managers	Equalities actions embedded into service plans	Services delivered with due regard to equalities	Equalities actions embedded into service plans Process in place		Existing resources Equality Framework Self Assessment Tool (Efect)

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
	identified. (Self assessment tool to measure progress on EFLG)								
Progress:	Report to Scrutiny 03/08/2010 Report to Management Board 11/10/10 Community Cohesion Officer updates TEN								
SES2.04 - EIAs attached to all new policies/strategies within scrutiny process	SES2.04.1 - EIAs presented to South Somerset Corporate Equalities Steering Group (SCEESG)	Fri-31-Dec-10	Race Gender Disability	Assistant Director Communities Democratic Services Community Cohesion Officer	Councillors/partners scrutinise EIAs and action plans which lead to major new policies or initiatives	Policies/strategies monitored through scrutiny process	% of policies/strategies monitored through scrutiny process Process in place		Community Cohesion Budget Existing resources
Progress:	Policies and strategies have now been included in the 3 year EIA schedule. Additional policies have been added accordingly in liaison with individual services, eg Licensing. Draft strategies have been through the EIA process eg - Procurement, Voluntary and Third Sector, Public Convenience.								
SES2.05 - Equalities issues considered on all committee reports	SES2.05.1 - Completion of equalities box on report template	Thu-31-Dec-09	Race Disability Gender	Democratic Services Community Cohesion Officer	Equalities issues considered in all committee reports	Equalities embedded within all services and functions	% of reports submitted that have equalities box completed Process in place		Existing resources
Progress:	Template now has box to record considered equality issues. Authors of reports have been completing box and have been offered the opportunity to consult with CCO for advice and guidance.								
SES2.06 - Produce a Voluntary Sector Partnership Strategy	SES2.06.1 - Strategy has been impact assessed	Fri-30-Apr-10	Disability Gender Race	Third Sector and Partnership Manager	Strategy published	Equality objectives integrated into partnership Challenge by stakeholders contributes directly to the development of the authority's targets and objectives	Strategy produced		Existing resources
Progress:	Voluntary Strategy has been Equality Impact Assessed and was adopted by DX in July 2010								
SES2.07 - Review systems for partnership register and guidance	SES2.07.1 - Review outcomes feed into strategy actions	Fri-30-Apr-10	Gender Race Disability	Third Sector and Partnership Manager	Review outcomes feed into strategy actions	Equality objectives integrated into partnership strategies Challenge by stakeholders contributes directly	System in place System reviewed Guidance published		Existing resources

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
						to the development of the authority's targets and objectives			
Progress: System for reviewing partnerships will be considered by scrutiny committee on June 29th									
SES2.08 - Equalities embedded into thematic service plans	SES2.08.1 - Service plan training to be undertaken by all service managers	Fri-30-Apr-10	Disability Race Gender	Assistant Director Communities	Actions within EIAs incorporated into service plans Service Managers attend training to embed equalities actions within service plans	Equalities embedded into thematic service plans	Clear link between equality schemes, equality objectives, corporate and service plans All managers trained All service plans have equality actions embedded		Outside trainer SW RIEP
Progress: One Service Manager and CCO attended training on embedding equalities into service plans run by SW RIEP. Clear advice in the service plan guidance issued to managers that service plans reflect the EIA's. All managers were not sent on training earlier in the year as we were assessing how we are preparing service plans in the light of EDDC. Service plans are not being prepared until the new structures are confirmed. Awaiting update of Corporate Plan. All actions in EIAs to be monitored through TEN									
SES2.09 - Equality Champions identified for each directorate	SES2.09.1 - Equality Champions	Fri-30-Apr-10	Disability Gender Race		Each directorate has a named Equality Champion	Equalities issues championed throughout SSDC Staff have increased awareness of equalities issues	Staff can provide examples through meetings and reports Each directorate has a named Equality Champion		Existing resources
Progress: Briefing sent to Assistant Director CCO is attending Team meetings to discuss equality issues and inform about the role of the Equality Champions. A number of volunteers have already signed up - eg Environmental Health, Community Health and Leisure New target: Equality Champions in each directorate briefed, trained and informed of the role by March 2011 The first meeting of the Equality Champions Group took place in November 2010. Twenty officers attended, representing all Directorates. Meetings to be quarterly. A section is being set up on Insite as a resource bank for equalities issues.									
SES2.10 - Work with the multi-agency Strategic Partnership Against Hate Crime (SPAHC)/ Community Safety Team to monitor	SES2.10.1 - Reports, minutes from meetings.	(not specified)	Race Disability Gender		Reports, minutes from meetings. Attendance at SPAHC meetings. Attendance at Domestic Abuse Forum. Report from Community Safety Coordinator Monitor and analyse	Awareness of levels of harassment and hate crimes Understanding of issues relating to harassment and hate crimes	Information available on levels of harassment and hate crimes		Existing resources

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
and analyse harassment and hate crimes					harassment and hate crime data information				
Progress:	Community Cohesion Officer has attended all SPAHC meetings. Data analysis for the district being collated. Data from 2009 received from Partnership Intelligence Unit. Information and data feeds into the Independent Advisory Group (IAG) and Community Tension Group. CCO attends Community Safety Action Panels across the district and reports on equality issues. CCO involved in supporting Third Party Reporting of Hate Crimes with partners. CCO has reported to the Scrutiny Partnership Review on the SPAHC.								
SES2.11 - Undertake projects and events to promote equality of opportunity and community cohesion: Inter-Faith event, 'New to Somerset' project, 'Ready Steady, Let's Get Cooking!', 'New to Somerset' website re-launched, Portuguese Cultural event	SES2.11.1 - Events and projects	Fri-30-Apr-10	Gender Disability Race		Transformation Fund – inter-generational, cross-cultural, disability, project using ICT promotes equality of opportunity and community cohesion. Inter-cultural community cohesion school project, linking into healthy eating agenda. Portuguese cultural event	Awareness of SSDC staff in relation to different faiths and beliefs groups within the district. People from different communities brought together. People believe that there has been an improvement in relations across local communities.	Local measures using Local Indicators NI1, NI4, NI16, NI24, NI32, NI56		Community Cohesion Budget
Progress:	Inter-Faith event undertaken - 30 representatives from 12 different faiths attended an awareness session at SSDC New 2 Somerset film project successfully completed Dvd produced. 20 positive community role models. Wider participation of project extended to 400 people. Information has been gained on equality mapping and community profiles eg identified East and Central African communities Groups have come forward to consult and engage with the council on issues that effect them. eg guidance to be translated for some housing and council tax forms Ready, Steady, Let's Get Cooking! A Ready, Steady, Let's Get Cooking contest was organised to celebrate the cultural diversity of a local school, (where 18 different languages are spoken), and encourage pupils to learn healthy cooking skills. Celebrity Chef Lesley Waters hosted the culinary competition at Holyrood school in Chard. November 2009. 150 people attended a Portuguese speaking cultural Christmas event New targets: Support International Day of Culture, July 18th. Community Link Worker, (CLW) has been in post since April 2010. The CLW has dealt with a wide range of issues effecting local migrant workers. Support surgeries have been established across the district, and the CLW works closely with our service teams as well as partner organisations and the voluntary and community sector. In total in excess of 300 queries have been dealt with by the CLW.								
SES3.01 - Work with Forum for Equality and Diversity in Somerset, partners, and Somerset	SES3.01.1 - Membership and attendance at the Somerset Gender Network meetings	Fri-31-Dec-10	Gender Disability Race	Community Cohesion Officer Community Link Workers Performance Monitoring	Consultation forums and event(s) provide representative involvement with communities of interest	Inclusive open forums established where community groups can participate	Consultation results and analysis		Existing resources FEDS Somerset Racial Equality Council South Somerset

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
Equality Officers Group on community consultation and engagement				Consultation Officer					Disability Forum (Service level Agreements SLAs) Migration Impact Fund Community Cohesion budget
Progress:	Gypsy and Traveller Forum initiated. CCO has liaised with Sally Woodbury from Friends, Families & Travellers to help set up. The first two meetings have successfully been held with good attendance and interest. Disability Forum strengthened through SLA and planned Village Hall Accessibility review. A series of consultation and engagement activities and events have been undertaken. These include, work with the Somerset Lesbian Network, Women's Equality Network for Somerset, Somerset Black Development Agency, (SBDA) and Midwest European Communities Association, (MECA) The Local Development Framework, Draft Core Strategy had been identified as an area for consultation specifically with hard to hear/reach groups. The Corporate Equalities Steering Group, SBDA, MECA and young people were all specific groups engaged with during the Local Development Framework consultation process. Consultation and engagement focus group completed with MECA on women and access to SSDC services.								
	SES3.01.2 - Forums, focus groups & events	Fri-31-Dec-10	Race Disability Gender	Community Link Workers Community Cohesion Officer Performance Monitoring Consultation Officer	Consultation forums and event(s) provide representative involvement with communities of interest	Inclusive open forums established where community groups can participate	Consultation results and analysis		Existing resources FEDS Somerset Racial Equality Council South Somerset Disability Forum (Service level Agreements SLAs) Migration Impact Fund Community Cohesion budget
Progress:	Gypsy and Traveller Forum initiated CCO has met with Friends, Families & Travellers. Migrant Workers Forum to be jointly initiated with districts and county. Disability Forum strengthened through SLA and planned consultation mystery shopper. A series of consultation events have been planned for the months ahead. These include, work with the Somerset Lesbian Network, Gender Network for Somerset, Somerset Black Development Agency. The Draft Core Strategy has been identified as an area for consultation specifically with hard to hear/reach groups. The Corporate Equalities Steering Group will take the lead in this consultation. Review in December 2010								
SES3.02 - Support the development of the Multi-Faith Forum (MFF) by attending meetings and promoting	SES3.02.1 - Attendance at MFF Events initiated/supported	Fri-31-Dec-10	Disability Race Gender	Community Cohesion Officer	Greater understanding in communities Good relations between faith and belief groups in the community are encouraged Attendance at	Inter-faith/beliefs links established	Inter faith/ beliefs links established Greater understanding in communities Good relations between		Existing resources Community Cohesion budget

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
events					MFF Events initiated/supported Attendance at events		faith and belief groups in the community are encouraged Attendance at MFF Events initiated/supported Attendance at events		
Progress:	Inter-Faith event undertaken - 30 representatives from 12 different faiths attended an awareness session at SSDCCommunity Cohesion Officer has attended MFF meetings								
SES3.03 - Use local and internal media to promote diversity and campaign against ignorance	SES3.03.1 - Press releases, stories published	Fri-31-Dec-10	Gender Disability Race	Community Cohesion Officer Communications Officer	Number of stories regarding diversity reported sensitively. Myth busting/ 'good news' stories sent to press by all partners	Myths and stereotypes challenged through the media	Press releases, stories published		Existing resources Community Cohesion budget
Progress:	Community Cohesion Officer (CCO), has provided input to the communication plan for the Community Cohesion Forum (CCF)CCO has provided a presentation to the CCF on good news stories.Presentation was delivered by CCO to Yeovil District Hospital on equalities and partnership working for the Equality and Diversity conference July 20th. CCO has liaised with Communications Officer to challenge myths and stereotypes, eg Following a national news story regarding the increase in migrants in the South East of England, the local press were keen to publish a similar story. Using local data, it was possible to inform the reporter that the reality has been a drop in the number of migrant workers. BBC Somerset has produced two reports and a radio interview on our Community Link Worker, as well as an item on our NHew 2 Somerset film project: http://news.bbc.co.uk/local/somerset/hi/people_and_places/newsid_8649000/8649407.stm http://news.bbc.co.uk/local/somerset/hi/people_and_places/newsid_9295000/9295972.stm http://news.bbc.co.uk/local/somerset/hi/people_and_places/newsid_8492000/8492254.stm								
SES3.04 - South Somerset Disability Forum to identify barriers to services experienced by disabled customers	SES3.04.1 - Disability groups within the district participate in consultation and engagement through eg focus groups/ forums	Wed-30-Jun-10	Gender Disability Race	SSDC Consultation Officer Community Cohesion Officer South Somerset Disability Forum	SSDF complete a 'mystery shopper' initiative. Outcomes analysed – with Action Plan in place to aim to meet any identified issues	Disability groups within the district participate in consultation and engagement through eg focus groups/ forums Issues relating to access to services identified	Action Plans in place to meet any identified issues		Community Cohesion budget Existing resources
Progress:	SSDF continue to attend SSCESG, participate in consultation and engagement activities and work with Planning to undertake Part M building regulations. New target: Complete Village Hall Access Review by March 2012. Training for SSDC by SSDF was postponed to await the new Equality Act 2010 legislation. SSDF will provide four training events for SSDC staff by March 2012								
SES3.05 - Develop	SES3.05.1 -	Fri-31-	Race	Community Link	Translated leaflets	Greater	Leaflets produced		Existina

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
information leaflets in Portugese and Polish in relation to council tax	Leaflets produced	Dec-10	Disability Gender	Workers Revenues & Benefits	available explaining Council Tax process and procedures and implications of non-payment	understanding of the Council Tax system by Portuguese and Polish speaking communities			resources Migration Impact Fund
Progress:	Leaflets produced and available to staff. New target for May 2011 To produce simple guidelines on specific forms that have been identified as complicated e.g. Change of circumstances, Council tax. (Completed) Template letters completed for Fraud service. Forms identified by Community Link Worker/Chief Officer following referrals/drop in surgeries. Community Champions Group to feed into this process, and identify any relevant leaflets/forms/generic templates that may need translating by Link Workers. Housing and council tax benefits explanation form simplified and tranlated. Careline leaflets translated for Welfar Benefits. Reporting Incidents of Anti-Social Behaviour translated. Park Ranger's leaflet completed.								
SES3.06 - Encourage equality strand representation on Voluntary Sector Forum	SES3.06.1 - Equality strand representation on Voluntary Sector Forum	Wed-31-Mar-10	Gender Disability Race	Third Sector and Partnership Manager	Voluntary and community sector involved in informing equality priorities	Involvement and consultation influences and informs equality priorities	Equality strand representation on Voluntary Sector Forum		Existing resources
Progress:	Voluntary and Community Sector Forum is made up of: South Somerset Mind South Street Day Centre for older people Wincanton Live at Home Scheme South Somerset Disability forum Time Out Together for young People Shine (Mental Health) YOG (Young and Disabled) Yeovil Rotary Victim Support Central Somerset Outdoor learning Partnership Yeovil Opportunity Yeovil Town Council BTCV (Volunteering and Conservation) Somerset County Council Consultation exercise undertaken on SSDC Voluntary Sector Strategy.								
SES3.07 - Establish a Gypsy and Traveller Forum	SES3.07.1 - Gypsy and Traveller Forum established	Fri-30-Apr-10	Race Disability Gender	Planning Friends Families and Travellers Link Worker Community Cohesion Officer Housing Gypsy and Traveller Liaison Officer	Gypsy and Traveller Forum established	Services consult and engage with the Gypsy and Traveller communities Services respond to and are aware of the needs of the Gypsy and traveller communities	Services respond to and are aware of the needs of the Gypsy and traveller communities Gypsy and Traveller Forum established		Existing resources Friends Families and Travellers
Progress:	Following liaison with Sally Woodbury from Friends, Families and Travellers, the South Somerset Gypsy and Traveller Forum was initiated in November 2010. The initial meeting was very successful with positive feedback and good attendance and interest fromthe community and partner agencies. A further meeting took place in January 2011. The aim is to continue on a quarterly basis. (minutes available on the equalities section of the website)								
SES4.01 - Review and update Communications guidance to ensure that differing needs are taken into	SES4.01.1 - Guidance updated	Fri-31-Dec-10	Gender Disability Race	Communications Team Spatial Manager Community Cohesion Officer	Clear approach to translation and interpretation services	Greater access to services and information	Updated information published on Insite/SSDC website		Existing resources

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
account									
Progress:	Identified British Sign Language service contacts now included on Insite Revised Communications strategy (draft) Equality Impact Assessment has been presented to the Corporate Equalities Steering Group, with the Action Plan represented in February 2011. New Action: Publish Corporate Communications guidance June 2011.								
SES4.02 - Review, develop and update 'New to Somerset' website	SES4.02.1 - Website updated	Fri-30-Apr-10	Gender Race Disability	Community Link Workers Community Cohesion Officer Spatial Systems Manager	Information available on website in relation to services facilities and amenities across partnerships third and voluntary sectors	Accessible website available to all new populations in the Somerset area Proactive approach to enable new communities to settle within SSDC	Information regularly updated by partners Forums provide feedback on accessing the website		Community Cohesion budget Existing resources Migration impact Fund
Progress:	The New to Somerset website is no longer operating as it had become obsolete. A full report was submitted to the LSP in November 2010. Partners were advised that the MECA-run website Polski Somerset planned to provide information in Portuguese, and now had a link to the equalities section of SSDC's website. Action to be withdrawn								
SES4.03 - Ensure that contractor commissioned services and grant receivers, regularly review their services and access to them to ensure that they continue to be appropriate and accessible	SES4.03.1 - Procurement Strategy	(not specified)	Race Gender Disability	Procurement Manager	Fully accredited approved supplier list in place for all construction and related services Simple range of guidance leaflets produced to inform Officers on contract management	Equality standards continue to form major element of accreditation process The application of supplier or relationship management continues to ensure that suppliers and commissioning of services via third parties consider and apply equality standards	Simple range of guidance leaflets produced to inform officers on contract management		Existing resources
Progress:	Approved supplier list and officers who needed training have been trained. Guidance notes on Insite under procurement. Procurement champions have been given training. Draft Procurement Strategy has been Equality Impact Assessed and presented to the Corporate Equalities Steering Group.								
SES4.04 - Establish working group between the Partnering and Third Sector Commissioning	SES4.04.1 - Working group established	(not specified)	Gender Race Disability	Procurement Manager	Equality standards are applied to grant aided bodies and commissioning third sector	Working group established that identifies best practice within procurement is strategically applied	Working group established		Existing resources

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
Officer and the Procurement Officer									
Progress:	Delayed Working with Alice Knight to identify how best to take this forward.New target - Review in March 2011 Future action not yet started								
SES4.05 - Officers to adopt the check box approach to equality issues in relation to the contract award process	SES4.05.1 - Check box used by officers	Fri-31-Dec-10	Gender Disability Race	Procurement Manager	Check box approach undertaken in relation to contract awards	Equalities embedded into contracts process	Contractor compliance in relation to equalities		Existing resources
Progress:	Check box system in operation.All contractors from approved list are compliant.New Target:Procurement champions to promote the concept of equalities within the contracting process and how they may achieve this.March 2011								
SES4.06 - Provide training on contract management	SES4.06.1 - Training module developed	Fri-31-Dec-10	Disability Race Gender	Procurement Manager	Staff to attend training	Staff informed and aware of equalities requirements in relation to contracts management	% staff completing training		Existing resources
Progress:	Research into external modules has been undertaken. A training module on contract management is being explored								
SES4.07 - Ensure all staff trained in and aware of equalities legislation	SES4.07.1 - Training modules	Mon-31-Jan-11	Race Gender Disability	External Trainer Community Cohesion Officer E-Learning Learning & Development	Staff aware of equality legislation Staff to be trained	Fair and equitable service delivery Staff aware of equality legislation	% staff completing training		Existing resources Corporate Training
Progress:	Researching external modules for contract management training. Procurement training sessions for the autumn linking to the Equality Act 2010.								
SES4.08 - Human rights issues are considered and addressed for staff and when delivering services to customers and clients	SES4.08.1 - Staff survey customer surveys confirm satisfaction	(not specified)	Race Gender Disability	Service Managers Community Cohesion Officer	Analyse survey results Provide guidance and information	Fair and equitable service delivery Staff aware of equality legislation	Guidance and information updated regularly with regard to changing case law Customer satisfaction and complaint monitoring		Existing resources Equality South West/SW SW RIEP training events
Progress:	Case law and information have been uploaded onto Insite eg Planning and EIAs Human Rights links published on Insite and Website CCO to develop equalities training to incorporate human rights issues April 2011 Equalities Champion Group to provide information on customer satisfaction and								

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
complaints through service monitoring.									
	SES4.08.2 - Human rights issues addressed within reports	(not specified)	Disability Gender Race	Service Managers Community Cohesion Officer	Analyse survey results Provide guidance and information	Fair and equitable service delivery Staff aware of equality legislation	Guidance and information updated regularly with regard to changing case law Customer satisfaction and complaint monitoring		Existing resources Equality South West/SW SW RIEP training events
Progress:	Case law and information have been uploaded onto Insite eg Planning and EIAs Human Rights links published on Insite and Website New Target: January 2011 Liaise with Customer Focus team in relation to customer satisfaction and complaint monitoring. CCO to develop equalities training to incorporate human rights issues Jan 2011								
SES4.09 - Update the website to include welcome and information in other languages (Polish Portuguese, British Sign Language BSL)	SES4.09.1 - Messages translated	(not specified)	Disability Race Gender	Community Link Workers Communications Community Cohesion Officer Spatial Systems Manager	Welcome messages translated into other languages (Polish, Portuguese, BSL)	Information accessible	Welcome messages translated into other languages (Polish, Portuguese, BSL) Website updated		Communications Community Cohesion Budget Existing resources Migration Impact Fund Transformation Fund
Progress:	Messages have been translated New target: produce BSL video clips by June 2011								
SES4.10 - Update website and Insite on equalities diversities and human rights issues	SES4.10.1 - Website updated	(not specified)	Disability Race Gender	Community Cohesion Officer Community Link Workers	Relevant and current information shared	Information accessible and shared	Information regularly updated on website Forums feedback on accessibility		Existing resources Migration Impact fund
Progress:	EIA schedule guidance templates SSDC website and Insite have been regularly updated on equalities issues. The equalities page on the new website has been planned and established								
SES5.01 - Monitor and implement workforce strategy. Review workforce profile (including applications shortlists leavers)	SES5.01.1 - Review of existing procedures and workforce profile	Fri-31-Dec-10	Gender Race Disability	Human Resources Manager	External and internal interviews are conducted in accordance with equalities policies Job evaluations are carried out to ensure equality aspects of the workforce strateav	Workforce representative of the local communities	% of strands represented within workforce		Existing resources

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
training and promotion) by equality strand					are properly implemented Potential areas for action to improve representation identified				
Progress:	Data is reported quarterly through TEN system. Eg for this quarter 1.82% of workforce are recorded as having a disability, and 32% of our top 5% of earners are women.								
SES5.02 - Set employment objectives in accordance with departmental service plan needs. Where exceptions to policies identified positive action is required.	SES5.02.1 - Employment objectives set	(not specified)	Disability Race Gender	Human Resources Manager	Profile is tracked via appraisals exit interviews and internal transfer interviews	Representative workforce	Employment objectives set		Existing resources
Progress:	Service plans are used to decide what the future human resource requirement will be. Currently minimal turnover and recruitment so trends static.								
SES5.03 - SSDC reports all statutory monitoring required using the Trent database	SES5.03.1 - Employment data is monitored analysed and published	Fri-31-Dec-10	Race Disability Gender	HR Managers to update database	Employment data updated and published	Actions identified to reverse any trends where there is disproportionality	Employment data updated and published		Existing resources
Progress:	Quarterly profile reporting. Currently minimal turnover and recruitment so trends static.								
SES5.04 - Impact assess employment procedures	SES5.04.1 - EIA completed	Sat-31-Dec-11	Gender Race Disability	HR	Identify gaps in fair recruitment selection and training Action Plan developed to address any required amendments	People management processes Equality Impact Assessment to ensure equality outcomes Actions taken link to profile	EIA completed		Existing resources
Progress:	Services now aware of and are advertising new vacancies on SREC and Polskisomerset.								
SES5.05 - Consult with Trade Unions on all changes in relation to terms, conditions and equal pay. Monitor actions from equal	SES5.05.1 - Consultation undertaken	Sat-31-Dec-11	Race Disability Gender	GMB Trade Union Human Resources Manager Unison Trade Union	Consultative Committee continues to monitor actions identified from monthly meetings implemented	Equal pay audit Progress towards equal pay	Consultation completed		Existing resources

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
pay audit.									
Progress: Bullying and harassment complaint data analysed Gender Audit produced and published. New target; continue to review and report.									
SES5.06 - Provide equalities and diversity, community cohesion training and development opportunities Monitor evaluation and access to training across equality strands	SES5.06.1 - Staff trained	Fri-31-Dec-10	Disability Race Gender	Learning & Development Community Cohesion Officer	Training programme continues to be developed and incorporated into the Corporate Training Plan E-learning available Equality & Diversity training provided at Corporate Induction Specific specialist training provided as required (external trainer eg EFLG) Equalities, diversity community cohesion information posted on Intranet (Insite), 'New to Somerset' and Polski Somerset websites	Set improvement measures on access to training if identified	% of staff completed training % of staff who receive training across equality strands		Existing resources SW RIEP
Progress: Community Cohesion Officer has undergone ILM Equalities facilitator trainingx 4 half day Equalities, diversity and community cohesion information is regularly posted on SSDC website, Insite and on Polskisomerset website. Equalities training has been postponed whilst awaiting guidance and Codes of Practice for the new Equality Act 2010. Training programme being developed, all new Members will receive training in July 2011, training for new Members in relation to Planning will take place in May 2011. Staff training on equalities to be rolled out from May 2011. Equality presentation given by CCO at Corporate Induction.									
SES5.07 - Establish a supplier's list of all training providers	SES5.07.1 - List completed and updated twice a year	Fri-31-Dec-10	Disability Race Gender	Learning & Development Manager	Equalities issues mainstreamed into all training	Equalities embedded within delivery of all training provided	Supplier's list established that ensures all providers mainstream equalities issues into training programmes		Existing resources
Progress: List of training suppliers collated									
SES5.08 - Develop coaching/mentoring approaches by line managers within performance	SES5.08.1 - Coaching /mentoring approach initiated	Fri-31-Dec-10	Gender Disability Race	Learning & Development Manager Human Resources	Coaching /mentoring approach initiated	Skills improvement for staff Different approaches to staff support in place	Coaching/mentoring approach with performance management system		Existing resources

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
management system									
Progress:	Coaching/ mentoring is one option available that may be adopted by a line manager to help improve performance. Review target date for February 2011 once new restructure has been in place (future action, not yet started)								
SES5.09 - Monitor bullying and harassment complaints	SES5.09.1 - Data collected	Fri-31-Dec-10	Disability Race Gender	Human Resources Manager	Grievances tracked Robust enforcement of policies and procedures continues	Actions arising from complaints and observed breaches of procedures immediately acted upon and followed through according to policies	Information available to all staff Data collated and produced		Existing resources
Progress:	Training sessions provided by Learning and Development Ongoing monitoring bullying and harassment complaints are logged and reviewed. There have been 2 logged in the past 12 months. Continue to monitor and report.								
	SES5.09.2 - All incidents monitored	Fri-31-Dec-10	Race Gender Disability	Human Resources Manager	Grievances tracked Robust enforcement of policies and procedures continues	Actions arising from complaints and observed breaches of procedures immediately acted upon and followed through according to policies	Information available to all staff Data collated and produced		Existing resources
Progress:	Training sessions provided by Learning and Development Ongoing monitoring bullying and harassment complaints are logged and reviewed. There have been 2 logged in the past 12 months. Continue to monitor and report.								
SES6.0 - Equality implications inform the setting of objectives in management and individual appraisals	SES6.0.1 - Equalities question to be included on appraisal form	Wed-30-Jun-10	Gender Disability Race	Human Resources Manager Service Managers	Guidance for managers on new system to include clear instructions on equalities Process in place for tracking	All staff aware of their responsibilities and accountabilities to the equalities agenda	All staff informed Equalities embedded within appraisal process		Existing resources
Progress:	There is now an equalities question on the appraisal form.								
SES6.01 - Engage and involve staff in service transformation and in developing new	SES6.01.1 - Sounding Board	(not specified)	Gender Disability Race	Service Managers Trade Unions Human Resources Manager	Staff involved through team meetings and audited individual discussions	Staff feel involved and proactively engaged	Staff forums Staff survey Sounding Board		Existing resources

Key Task	Milestone	Target Date	Duties	Lead	Output	Outcome	Performance Measure	Status Color	Resources
roles and ways of working									
Progress: Sounding board now replaced by Staff Awareness sessions - Lead is Chief Executive. Minutes available on Insite									
SES6.02 - Initiate a cross-strand Staff Support Network Forum	SES6.02.1 - Staff Support Network forum established	Fri-31-Dec-10	Disability Gender Race	Spatial Systems Manager Unions Community Cohesion Officer	A Staff Support Network Forum is available on the Intranet (Insite)	Staff from different strands feel supported	A Staff Support Network Forum is available on the Intranet (Insite)		Existing resources
Progress: Future action, not yet started.									