

## APPENDIX 4

### THREE YEAR ACTION PLAN

ACTION	BY WHOM	YEAR 1	YEAR 2	YEAR 3
<b>1 Consultation</b>				
1.1 Consult widely through the Local Area Assemblies and YELLS on equalities issues.	HR & OD	✓	✓	✓
1.2 Consult widely with community and stakeholder groups on service issues and priorities highlighting potential diversity and equality issues.	EQUALITIES PMG	✓	✓	✓
1.3 Develop a Race Equality Consultation forum for the district.	HR & OD	✓		
1.4 Develop consultation forums to deal with issues of gender, age and disability.	HR & OD	✓		
1.5 Review equality content of the Community strategy.	CMT	✓		
1.6 Monitor results of annual survey (general survey) to assess views of residents from minority groups about equal treatment and satisfaction with council's services.	CMT	✓	✓	✓
<b>2 Service review</b>				
2.1 Undertake impact assessments all policies and procedures where the function has been identified as having <b>high</b> relevance to race equality.	EQUALITIES PMG	✓		
2.2 Undertake impact assessments all policies and procedures where the function has been identified as having <b>medium</b> relevance to race equality.	EQUALITIES PMG		✓	
2.3 Undertake impact assessments all policies and procedures where the function has been identified as having <b>low</b> relevance to race equality.	EQUALITIES PMG			✓

ACTION	BY WHOM	YEAR 1	YEAR 2	YEAR 3
2.4 Develop service planning template to further accommodate assessment of policies and functions against equality objectives.	HR & OD	✓		
2.5 Develop service level equality objectives and targets.	CMT/SECTION HEADS	✓	✓	✓
<b>3 Monitoring</b>				
3.1 Implement monitoring arrangements as shown in paragraph 25 of Generic Equality Scheme.	SEE PARA. 25	✓		
3.2 Develop guidance on monitoring.	HR & OD	✓		
3.3 Develop monitoring and information systems.	HR & OD	✓		
3.4 Monitor service level equality objectives and targets on a monthly basis.	CMT	✓	✓	✓
3.5 Review monitoring undertaken by sections.	CMT	✓	✓	✓
<b>4 Publishing outcomes</b>				
4.1 Review publishing arrangements.	HR & OD	✓		
4.2 Publish equalities objectives and outcomes through the Council's Freedom of Information process and the Performance Plan.	BUSINESS MANAGEMENT SERVICES	✓	✓	✓
ACTION	BY WHOM	YEAR 1	YEAR 2	YEAR 3
4.3 Report to Cabinet annually on profile of job applicants.	HR & OD	✓	✓	✓
4.4 Report to Cabinet annually on workforce profile.	HR & OD	✓	✓	✓

<b>5 Training</b>				
5.1 Undertake training as per schedule in paragraph 33 of the Generic Equality Scheme.	HR & OD	✓	✓	✓
5.2 Review training and development in relation to equal opportunities.	HR & OD	✓	✓	✓
<b>6 Access to services</b>				
6.1 Complete service specific action plan.	SECTION HEADS	✓	✓	
6.2 Review telephony arrangements for equal access.	ICT SERVICES	✓	✓	✓
6.3 Review SKDC website for accessibility.	ICT SERVICES	✓	✓	✓
6.4 Audit SKDC buildings for compliance with the Disability Discrimination Act.	PROPERTY SERVICES	✓	✓	✓
<b>7 Employment</b>				
7.1 Carry out equal pay audit (to also include ethnic origin, disability and age).	HR & OD	✓		
7.2 Carry out Local Labour Market assessment.	HR & OD	✓	✓	✓
7.3 Consult with staff via staff satisfaction survey on their satisfaction with the council and monitor outcomes in terms of equalities.	HR & OD	✓	✓	✓
7.4 Monitor recruitment and selection process in terms of equality.	HR & OD	✓	✓	✓
7.5 Introduce Local Government JE scheme to Cleansing and Direct Works Organisation.	HR & OD	✓		
7.6 Review recruitment procedures to ensure the council does not unfairly restrict range of applicants.	HR & OD	✓	✓	✓

ACTION	BY WHOM	YEAR 1	YEAR 2	YEAR 3
<b>8 Procurement/partnership</b>				
8.1 Ensure that the equality policy and objectives are incorporated in 'partnership' arrangements/Public Service Agreements.	SOLICITOR TO THE COUNCIL	✓		
8.2 Amend current contracts to comply with the general duty.	SOLICITOR TO THE COUNCIL	✓		
8.3 Ensure future contracts include provision for race equality elements in accordance with the Equality Scheme and the Race Relations Amendment Act 2000.	SOLICITOR TO THE COUNCIL	✓		
8.4 Review joint working practices with other partnership agencies through the LSP e.g. Health Authority, Police service, with regard to duties under the Act	CMT	✓		
8.5 Develop policy to facilitate equality of opportunity for small and medium sized firms.	CORPORATE DIRECTOR FINANCE & STRATEGIC RESOURCES		✓	
8.6 Monitor and review outcomes for procurement.	HR & OD		✓	
ACTION	BY WHOM	YEAR 1	YEAR 2	YEAR 3
<b>9 Racial incident reporting</b>				
9.1 Complete service specific actions 6.6 and 6.7.	CUSTOMER SERVICES MANAGER	✓		

9.2 Ensure harassment on grounds of disability, gender, age, sexual orientation and religious belief are treated in the same way as racial harassment both for service users and employees.	HR & OD	✓	✓	✓
9.3 Review racial incidents and consider service impacts.	CMT/SECTION HEADS	✓	✓	✓
<b>10 Development of the Generic Equality Scheme</b>				
10.1 Extend the Generic Equality Scheme to other areas of equality e.g gender, age, disability, sexual orientation and religious belief.	HR & OD	✓		
10.2 Achieve level 3 of Local Government Equalities standard.	COUNCIL			✓
10.3 Review published scheme.	COUNCIL			✓