

# **Basildon District Council**

## **Race Equality Scheme Action Plan (2008-2011)**

## Basildon District Council Race Equality Scheme (2008-2011)

The aims and objectives in this Race Equality Action Plan are based on the requirement criteria for level 3 of the Equalities Standard for Local Government and the Council's Equality & Diversity targets based on the Race Relations Amendment Act (2000). It has also taken into account the following:

- National and local BVPIs on workforce profile on race
- Initial development of levels 4-5 of the Equalities Standard for Local government.

This Action Plan will be reviewed annually to incorporate detailed requirement of level 4 –5 of the Equalities Standard, annual EIA outcomes and any changes in Equalities legislation.

### Acronyms:

REIA – Race Equality Impact Assessments

RES –Race Equality Scheme

BME – Black & Minority Ethnic

DCLOG- Department of Local Government

EIAs- Equality Impact Assessments

LSP- Local Strategic Partnership

ESLG – Equality Standard for Local Government

CRE- Commission for Racial Equality (now part of the Equality & Human Rights Commission)

## Section 1: Leadership & Commitment (a)

<u>Objectives</u>	<u>Link</u>	<u>Actions</u>	<u>Measure of Success</u>	<u>Lead Responsibility</u>	<u>Time Scale</u>
<b>To tackle race discrimination through Equality Impact Assessments</b>	<b>ESLG</b>	1.1 Establish systems/procedures for monitoring and reporting race equality, including Race Equality Impact Assessments (REIA)	▪ Equalities performance managing structures and reporting mechanism in place	Inclusion & Diversity Manager	June 2008
			▪ All services to publish the results of their REIA	Service Managers	Dec 2008 and annually thereafter
			▪ Annual REIA report produced and published on internal and external website	Inclusion & Diversity Manager	Jan 2009 and annually thereafter
	<b>ESLG</b>	1.2 Set targets based on REIA outcomes and stakeholder engagement	▪ REIA Action plans with objectives and targets in place	Heads of Service	July 2008
	<b>ESLG</b>	1.3 Set equality objectives and targets for race	▪ EIA Action Plans produced with clear objectives, targets and budgetary allocations to be endorsed by Heads of Service	Service Managers/Heads of Service	
		1.4 Develop and improve local partnership working	▪ Review the CRE Guidance on Partnership Working and produce guidance for the Council and Basildon LSP	Inclusion & Diversity Manager	Jan 2009
	<b>ESLG</b>	1.5 Implement systems for reviewing progress and reviewing RES	▪ 6 monthly monitoring of RES in place	Inclusion & Diversity Manager	May 2008 and ongoing thereafter
	<b>ESLG</b>	1.6 Achieve ESLG level 3 criteria on race equality	▪ Self assessment auditing guidance produced for level 3	Inclusion & Diversity Manager	April 2008
▪ Self assessment carried out			Inclusion & Diversity Manager	Sep 2008	

**Section 1: Leadership & Commitment (b)**

<u>Objectives</u>	<u>Link</u>	<u>Actions</u>	<u>Measure of Success</u>	<u>Lead Responsibility</u>	<u>Time Scale</u>
	<b>ESLG</b>	1.7 Self assess against race equality targets for level 3,4 &5	<ul style="list-style-type: none"> <li>▪ External assessment carried out</li> </ul>	Inclusion & Diversity Manager	March 2009
			<ul style="list-style-type: none"> <li>▪ Self assessment auditing guidance produced for levels 4 &amp; 5</li> </ul>	Inclusion & Diversity Manager/All Service Managers	<u>May 2009 - Level 4</u> <u>May 2010 - Level 5</u>
			<ul style="list-style-type: none"> <li>▪ Progress report on level 4 &amp; 5 produced</li> </ul>	Inclusion & Diversity Manager	<u>Sep2009 – Level 4</u> <u>Sep 2010 – Level 5</u>

## Section 2: Community Engagement & Accountability (a)

<u>Objectives</u>	<u>Link</u>	<u>Actions</u>	<u>Measure of Success</u>	<u>Lead Responsibility</u>	<u>Time Scale</u>
<b>To improve service level and departmental consultation &amp; engagement with BME communities including Refugees, Gypsies &amp; Travellers and Accession Migrants</b>	<b>ESLG</b>	2.1 Develop a mechanism for BME stakeholders to participate in the development of objectives, service design and employment practice	<ul style="list-style-type: none"> <li>Mechanism for engaging with BME stakeholder including Refugees, Gypsies &amp; Travellers and Accession Migrants in place</li> </ul>	Inclusion & Diversity Manager	August 2008
	<b>ESLG</b>	2.2 Make all service level and employment objectives and targets available for consultation	<ul style="list-style-type: none"> <li>RES published on internal and external website</li> </ul>	Inclusion & Diversity Manager	Jan 2009
			<ul style="list-style-type: none"> <li>RES progress report published</li> </ul>	Inclusion & Diversity Manager	June 2009 and annually thereafter
		2.3 Continue to conduct Need Assessments of community stakeholders	<ul style="list-style-type: none"> <li>BME groups in Basildon identified through Essex County Council mapping exercise</li> </ul>	Inclusion & Diversity Manager	March 2008
			<ul style="list-style-type: none"> <li>Programme for carrying out Needs Assessment in place</li> </ul>	Inclusion & Diversity Manager	March 2009
			<ul style="list-style-type: none"> <li>Gypsy &amp; Traveller Welfare Needs Assessments carried out</li> </ul>	Inclusion & Diversity Manager	April 2008 – (complete)

### Section 3: Service Delivery & Customer Care (a)

<u>Objectives</u>	<u>Link</u>	<u>Actions</u>	<u>Measure of Success</u>	<u>Lead Responsibility</u>	<u>Time Scale</u>
<b>To Improve access to service and information</b>	<b>RES</b>	3.1 All services/functions/policies designated as high/medium in the Council's RES, to complete their Race Equality Impact Assessments	<ul style="list-style-type: none"> <li>All EIAs completed</li> </ul>	All Service Managers	March 2009
	<b>RES</b>	3.2 Carry out screening on all service areas designated low	<ul style="list-style-type: none"> <li>Screening carried out and any areas identified as</li> </ul>	All Service Managers	Jan 2009
	<b>RES</b>	3.3 Services to monitor take up by race	<ul style="list-style-type: none"> <li>Timetable with action plans in place for creating/adapting information and monitoring systems within service areas</li> </ul>	Inclusion & Diversity Manager	Sep 2008
	<b>RES</b>	3.4 Services to identify lack of take up and consult local BME people on possible reason for this	<ul style="list-style-type: none"> <li>Strategy in place for consulting local communities to identify pockets of exclusion and reason for gaps in services</li> </ul>	Heads of Service	April 2009
	<b>RES</b>	3.5 Carry out annual satisfaction surveys to identify satisfaction levels of BME service user	<ul style="list-style-type: none"> <li>Surveys carried out and results available</li> </ul>	Service Managers	March 2009 and annually thereafter
			<ul style="list-style-type: none"> <li>The Gypsy &amp; Traveller Welfare Needs Assessments report used to put in place recommendations</li> </ul>	Inclusion & Diversity Manager	March 2009
	<b>ESLG</b>	3.6 Allocate appropriate resources to achieve race equality targets	<ul style="list-style-type: none"> <li>All REIA have allocated human and financial resources to meet race equality targets</li> </ul>	Heads of Service	Feb 2009, annually thereafter

**Section 3: Service Delivery & Customer Care (b)**

<u>Objectives</u>	<u>Link</u>	<u>Actions</u>	<u>Measure of Success</u>	<u>Lead Responsibility</u>	<u>Time Scale</u>
	<b>ESLG</b>	3.7 Review contract procurement procedures and include within contracts a requirement to deliver appropriate services to BME service users	<ul style="list-style-type: none"> <li>▪ Contracts database used to introduce race equality into contracts</li> </ul>	Inclusion & Diversity Manager	Dec 2008
<ul style="list-style-type: none"> <li>▪ Contracts include race equality clause</li> </ul>			All Commissioning Managers	Dec 2008 – New Contracts	
<ul style="list-style-type: none"> <li>▪ Rolling programme to embed race equality into contracts in place</li> </ul>			Inclusion & Diversity Manager	June 2009 and ongoing thereafter	
	<b>ESLG</b>	3.8 Ensure communication and provision of appropriate information to BME users groups	<ul style="list-style-type: none"> <li>▪ Translation information available in public documentation</li> </ul>	All Service Managers	August 2008
<ul style="list-style-type: none"> <li>▪ Information/guidance on communicating with 'Hard to Reach' groups provided</li> </ul>			Inclusion & Diversity Manager	Jan 2009	

## Section 4: Employment & Training (a)

<u>Objectives</u>	<u>Link</u>	<u>Actions</u>	<u>Measure of Success</u>	<u>Lead Responsibility</u>	<u>Time Scale</u>
<b>To ensure that the workforce at all levels better presents the ethnic make up of the Basildon community</b>	<b>RES ESLG</b>	4.1 Set employment targets for recruitment of staff, staff retention, workforce profiles on race	<ul style="list-style-type: none"> <li>Race targets set for recruitment, retention and workforce profiling</li> </ul>	Human Resources Manager/Inclusion & Diversity Manager	Oct 2008
			<ul style="list-style-type: none"> <li>Positive action initiatives identified to tackle under-representation</li> </ul>	Human Resources Manager/Inclusion & Diversity Manager	May 2009
			<ul style="list-style-type: none"> <li>Improved retention and development of BME staff</li> </ul>	Human Resources Manager/Inclusion & Diversity Manager	March 2010
	<b>RES</b>	4.2 Monitor and provide relevant information on employment activities	<ul style="list-style-type: none"> <li>Report produced and published on internal and external website</li> </ul>	Human Resources Manager	March 2009 and annually thereafter
<b>To improve member and staff awareness on race equality</b>	<b>RES ESLG</b>	4.3 All staff and members to attend race equality training/briefing	<ul style="list-style-type: none"> <li>Continued annual programme of race equality training in place</li> </ul>	Organisational Development Manager	Currently at 70%, achieve 98% by March 2009
	<b>ESLG</b>	4.4 All staff and members aware of RES and the implications for services and employment	<ul style="list-style-type: none"> <li>Briefing sessions on RES carried out to members</li> </ul>	Inclusion & Diversity Manager	Dec 2008
			<ul style="list-style-type: none"> <li>Internal communication methods used to inform staff of RES</li> </ul>	Inclusion & Diversity Manager	Feb 2009
<b>ESLG</b>	4.5 Provide training to relevant staff on the implementation of the race equality aspect of the Equality	<ul style="list-style-type: none"> <li>Training in place for race equality aspect of the ESLG</li> </ul>	Organisational Development Manager	June 2008	

#### Section 4: Employment & Training (b)

<u>Objectives</u>	<u>Link</u>	<u>Actions</u>	<u>Measure of Success</u>	<u>Lead Responsibility</u>	<u>Time Scale</u>
	<b>ESLG</b>	Standard for Local Government (ESLG)	<ul style="list-style-type: none"> <li>▪ Customer First training to include race equality</li> </ul>	Customer Services Manager/Inclusion & Diversity Manager	Sep 2008
<b>To mainstream race equality into employment practices</b>	<b>ESLG</b>	4.6 Set targets including race equality objectives in manager's appraisals	<ul style="list-style-type: none"> <li>▪ System in place to ensure that manager's appraisals include race equality targets</li> </ul>	Human Resources Manager/Inclusion & Diversity Manager	Sep 2008

## Section 5: Community Cohesion (a)

<b>To improve Community Cohesion</b>		5.1 All services to assess their relevance to Community Cohesion	<ul style="list-style-type: none"> <li>Community Cohesion integrated into Equality Impact Assessment process</li> </ul>	Inclusion & Diversity Manager	April 2008
		5.2 Develop a partnership Community Cohesion Strategy	<ul style="list-style-type: none"> <li>Partnership Community Cohesion Strategy in place and published</li> </ul>	Inclusion & Diversity Manager	Jan 2011
		5.3 Hold a Community Cohesion Conference involving the Basildon LSP and neighbouring Councils	<ul style="list-style-type: none"> <li>Conference held</li> </ul>	Inclusion & Diversity Manager	May 2008
			<ul style="list-style-type: none"> <li>Report produced and used to inform Community Cohesion Strategy</li> </ul>	Inclusion & Diversity Manager	May 2009
	<b>Our Shared Futures, DCLOG</b>	5.4 Encourage BME communities to learn English in order to develop independence and improve communication	<ul style="list-style-type: none"> <li>Work with the Essex Race Equality Council (EREC), Council for Voluntary Sector (CVS), Citizen's Advice Bureau (CAB), Connexions to identify provision for ESOL classes</li> </ul>	Inclusion & Diversity Manager	Jan 2009
		5.5 Work with Marketing & Communications to include positive messages of BME communities including Refugees, Gypsies & Travellers and Accession Migrants in media publications	<ul style="list-style-type: none"> <li>BME positive images/messages in Council publications</li> </ul>	Service Manager Marketing & Communication/ Inclusion & Diversity Manager	Dec 2008
	<ul style="list-style-type: none"> <li>Dialogue taking place between the Council and local newspapers, such as ECHO and Inquirer to reduce negative perceptions of Gypsies &amp; Travellers in the District</li> </ul>		Service Manager Marketing & Communication/ Inclusion & Diversity Manager	April 2009	