

APPENDIX A: Gender Equality Scheme Action Plan

Priorities for Action	Measures of progress/key dates	By when?	Milestones	Responsible group/officer
1. Consultation	a) Staff Survey to identify effectiveness of HR policies in relation to gender issues and any caring responsibilities of staff b) Member Survey c) Gender Groups d) Unions e) Separate consultation with LGBT groups on employment issues in South Norfolk area f) Citizens Panel	Every 18 months Annually During the life of the scheme To review the scheme Annually Annually	Feed in to the action plan any issues that come out of consultation exercises	Performance Review Officer
2. Review and Update policies and procedures regarding Employment	a) Develop guidance for managers and staff relating to trans issues b) Gather information on the effect of our employment policies and practices c) Create a sexual orientation policy which includes issues relating to trans people	By March 2009	Over the year have new and revised policies in place This has been completed – new policy scheduled for Impact Assessment	HR writing new policy statement December 2008 Action Completed, April 2008
3. Employment Monitoring: To ensure that effective employment monitoring is carried out.	Produce annual monitoring data to include percentage: a) of men / women. b) pay levels between men and women. c) of men and women in part time jobs. d) of maternity leave returnees. e) of men and women accessing	Annually from April 2007	Monitoring system in place to allow this work to be undertaken electronically This is now complete and published monthly	HR Manager Action Completed April 2008

	<p>training courses.</p> <p>f) %of staff working part time by grade</p>			
<p>4. Equal Pay: To ensure that our pay policy complies with the Equality Act 2006</p>	<p>a) Complete Equal Pay Audit and identify potential equal pay issues e.g. pay gap between men and women, occupational segregation.</p> <p>b) Develop future monitoring systems to include a regular programme of Equal Pay Audits</p>	<p>By March 2008</p> <p>By March 2008</p>	<p>Identification of gaps in the policies</p>	<p>HR Manager Action Completed April 2008</p> <p>HR Manager Action Complete April 2008</p>
<p>5. Recruitment: To ensure our recruitment and retention policies and procedures comply with the Equality Act 2006.</p>	<p>a) Carry out recruitment and selection training for managers, which cover equality issues.</p> <p>b) Review advertising media and response rates. Annual monitoring reports to Management Team and Equalities Group</p> <p>c) Review application forms to ensure equality proof.</p> <p>d) Review on-line process</p>	<p>By March 2009</p> <p>Annually from April 2007</p> <p>By May 2007</p>	<p>Added to Corporate training plan</p> <p>New forms. Feedback on the forms undertaken</p>	<p>HR Manager</p> <p>HR Manager</p> <p>HR Manager Action completed April 2008</p>
<p>6. Staff retention: To ensure that our Human Resources policies comply with the Equality Act 2006.</p>	<p>a) Harassment: Review harassment procedure. Train managers and promote policy to ensure that employees are aware of it and understand a zero tolerance approach to sexual harassment.</p> <p>b) Carers: Consult on and review the needs of staff that are carers and develop a carer's policy.</p>	<p>By May 2007</p> <p>By Oct 2007</p>	<p>Impact assess all new policies</p> <p>Health and Safety Group examined this</p> <p>Finding the balance policy</p>	<p>HR Manager Action Complete April 2008</p> <p>HR Manager Action Complete April 2008</p>

	<p>c) Transgender: Audit all HR policies & procedures to ensure they cover the needs of transsexual and transgender employees.</p> <p>d) Flexible working: Promote flexible working as a right for all to encourage more take-up by men.</p>	<p>By September 2007</p> <p>By September 2007</p>	<p>Complete</p> <p>New policy completed</p>	<p>HR Manager</p> <p>Action Complete April 2008</p> <p>HR Manager Action Complete April 2008</p>
7. Staff Training	<p>a) To undertake Learning Hours for staff on the Gender Equality Scheme and duties</p> <p>b) Train staff gradually to undertake their own Impact assessments as a matter of course</p>	<p>April 2007</p> <p>As they become due</p>	<p>Monitor who has received training – Complete</p> <p>Ongoing</p>	<p>Equalities Group</p> <p>a) Action Complete Head of Revenue Services April 2008</p>
8. Carry out research and data analysis: To inform the scheme and action plan	<p>a) Ensure monitoring forms are utilised and we have a process to record and handle data received</p> <p>b) Look at gender differences in service use and issues affecting sexual orientation</p> <p>c) Look at the gender profile of staff</p> <p>d) Analyse patterns of work for part time staff and those with caring responsibilities</p> <p>e) Identify number of complaints due to sexual harassment by staff and service users</p>	<p>Annually</p>	<p>Work with partners and other agencies. Look to see what research there already is</p>	<p>a) Paper prepared to take to Management Team December 2008</p> <p>a) Monitoring Guidance Prepared and actions in the Equalities Strategy for implementation. January 2009</p> <p>Performance Review Officer</p>
9. Members: Providing support to enable Members to fulfil their duties	<p>a) To extend the Childcare and Dependent Carers' Allowance available to Members to include payments to a councillor's carer.</p>	<p>By July 2009</p>	<p>Make members aware of any allowances</p>	<p>Independent Review</p> <p>To be considered by the Panel on</p>

				Members Allowances in January 2009 – updated December 2008
10. Gender reassignment: To ensure that we are able to meet the duties of the Goods and Services Directive 2004/113 (introduces a legal protection against discrimination on the grounds of gender reassignment in the provision of services)	a) Identify any policies and procedures which may need to be amended in light of the new duty (to be introduced in December 2007)	By December 2007	Staff understanding	All Heads of Service Policy for trans-people being prepared by HR December 2008
11. Service monitoring: To implement service monitoring where appropriate.	a) Identify which services would benefit from equality monitoring in relation to gender (i.e. monitor who is or is not accessing services and in what ways) b) Ensure gender monitoring is undertaken and review services according to perceptions of the service	From April 2007 onwards	Do a review	Paper prepared to take to Management Team December 2008 Equalities Strategy Action Plan bringing in Corporate Monitoring. January 2009
12. Impact assessments: Carry out equality impact assessments (EIA) where appropriate to identify where men and women have different	a) All relevant functions and policies will undergo an Impact Assessment covering all areas of Equalities	Continuous-see timetable	On-line system updated and can be viewed by all	All Heads of Service and relevant officers

service requirements				
<p>13. Work in Partnerships</p>	<p>a) Work with the Crime and Disorder Reduction Partnership in areas relating to domestic violence, sexual assault and abuse</p> <p>b) Ensure all partnerships are aware of Gender Equality issues and their duty</p>	<p>From April 2007</p>	<p>Use Impact Assessments to determine outcomes</p> <p>Leisure implemented the new investment agreement system – stringent checks on equalities policies</p>	<p>All Officers of the Council involved in Partnership working</p>
<p>14. Domestic violence: To work in partnership to reduce the rate of offending.</p>	<p>a) Develop guidance for staff and managers</p> <p>b) Maintain and develop services for people at risk of domestic violence</p>	<p>By March 2009</p>	<p>This task will be discussed at the next South Norfolk Domestic Abuse Forum in February 09 and staff will seek guidance form experienced partners on developing this.</p> <p>b) The South Norfolk Domestic Abuse Forum continues to oversee DV services in the district. The council has provided a series of training events for its own staff and other agencies to raise awareness of DV and how to respond to it. SNC recently supported a successful countywide conference aimed at promoting better joint working and early intervention for victims. The Forum</p>	<p>Performance and Strategy Manager Strategic Housing</p> <p>Action Point updated December 2008</p>

			has arranged a high profile 'stand' in the Millennium library to highlight services to victims and raise awareness. The Housing & Advice team supports and assists victims who want to move safely. In 2008 they have funded and arranged 2 Sanctuary schemes, allowing 2 families to remain safely in their own homes	
15. Improve Health Awareness: For men and women especially those in low income groups	a) Identify areas where training or advice would be helpful, e.g. Health awareness days	March 2009	Health Inequality Needs Assessment being undertaken in Diss. Reporting back in 2009. Further actions to come out of the assessment	Head of Environmental Services Updated December 2008
16. Website update	a) Ensure information is added to the website in a timely fashion and kept up to date b) Add a list of relevant organisations c) Shaw Trust accreditation	April 2007 Ongoing March 2008	Accurate and timely information available Website analysis undertaken February 2007	Equalities Group Equalities Officer Website Manager Action Complete April 2008
17. Compile a list of relevant gender groups	a) e.g. WEETU, a group that helps women set up their own business b) Gender groups c) List of any same sex only activities in our Leisure Centres to	April 2007	List available on the website	Equalities Group

	promote them			
18. Procurement: To ensure our procurement policies and procedures comply with the Equality Act 2006.	a) Amend Standard Conditions of Contract to reflect the requirements of gender equality legislation.	By September 2007	Revised policy to Cabinet	Action Completed April 2008
	b) Publish the revised Standard Conditions of Contract on the website.	By September 2007	Revised policy to Cabinet	Procurement Officer
	c) Ensure that business / company questionnaires reflect the requirements of equality including gender equality.	By September 2007	Revised policy to Cabinet	Action Completed April 2008
	d) Ensure that standard tender documents and guidance for use reflect the requirements of equality including gender equality.	By September 2007	Bespoke documentation prepared – guidance highlights requirements under the Equalities Legislation	Action Completed April 2008
	e) Amend SNDC guidance for the assessment of tenders to reflect the requirements of gender equality legislation	By September 2007	Processes in place for this to ensure necessary scrutiny	Action Completed April 2008
	f) Communicate changes relevant to staff and provide guidance and support.	By September 2008	Revised policy to Cabinet	Procurement Officer
19. Monitoring and Review	a) Assess progress against the Gender Equality Scheme action plan	Annually from 2008	Annual reports. Regular monitoring to ensure those that have a responsibility to deliver, do.	Equalities Group
	b) Review the action plan quarterly and amend/add to as necessary	Quarterly from April 2007		Equalities Group
20. Reporting progress:	a) To report annually on progress	Annually	Do as a matter of	Equalities Group

Annual report of Gender Equality Scheme and action plan (statutory requirement)	b) To report quarterly on immediate achievements via project progress reports	Quarterly	course	Head of Corporate Affairs Head of Revenue Services Reported submitted to Cabinet September 2008
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