

Ref	Action	Required Outcome	Responsible Officer (s)	Target Date	Progress as at 31 March 2015	Comments
1	Update the Equalities Profile of the District	Develop our knowledge and understanding of the communities we serve.	Head of Communications (NPS)	Mar 15	Equalities profile of the District updated.	Complete and on-going
2	Work in partnership with the South Derbyshire Council for Voluntary Service (SDCVS) to deliver the community work programme for 2014/15.	Increased voluntary and community engagement in the work of the Council.	Director of Planning & Community Services Head of Communications (NPS)	Mar 15	The Communities Manager and a Tenant Participation Officer attend the Communities Forum chaired by SDCVS on a regular basis. Details of training courses delivered by the SDCVS are communicated to all staff (as appropriate) on a regular basis.	Complete and on-going
3	Strengthen policies and procedures to ensure that any third parties that exercise functions on its behalf are capable of complying with the Equality Duty.	Undertaking a proportionate and balanced approach when considering the Equality Duty in the development of policy options. Undertake a programmed review of existing policies and procedures based on levels of risk. To publish the Council's Housing Tenancy Agreement and other	Director of Finance & Corporate Services Head of Communications (NPS) Director of Housing & Environmental Services	Mar 15	The profile of safeguarding issues within the Council has been raised via a series of articles in the staff magazine, <i>Better</i> . All existing policies and procedures have been assessed. EQIA/EA undertaken and complete. New policies and procedures are assessed at the time of their drafting. Housing Tenancy Agreement revised and updated. Considered by Members in Dec 14. An 'easy read' version of the	Complete and on-going

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		housing related policies (following consultation) in an easy read format.			document to be published following consultation with Stakeholders.	
4	Refresh the Training Plan to ensure it provides a range of training activities that raise awareness of the Council's responsibilities for both equalities and safeguarding issues.	Equalities & Safeguarding awareness training to be delivered through briefings and external training providers.	Director of Finance & Corporate Services Head of Organisational Development (NPS)	Dec 14	<p>Training Plan refreshed and updated</p> <p>4 x Safeguarding Awareness training sessions (2 hours) held in 2015.</p> <ul style="list-style-type: none"> • 26 Jan • 11 Feb • 13 Feb • 24 March <p>The sessions were attended by more than 150 participants.</p>	Complete and on-going
5	Maintain a central record for any training courses attended by Council staff.	<p>Accurate management information to be recorded on My View.</p> <p>Aid in assessing whether the Council is achieving its corporate aim to promote and embed equalities and safeguarding s across the organisation.</p>	Head of Organisational Development (NPS)	Mar 15	Central training records held on MyView have been updated	Complete and on-going

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6	<p>Refresh the Council's Safeguarding Children, Young People and Vulnerable Adults Policy in accordance with the recommendations made by audit:</p> <p>a) Third Party peer review (April 2014)</p> <p>b) external audit assessment (Sept 2014)</p>	<p>a) Promote revised arrangements within the Council.</p> <p>b) Monitor and assess the effectiveness of Council's Safeguarding policy and procedures.</p> <p>c) Assess the Partnership arrangements with other Public Bodies and Agencies.</p>	<p>Director of Finance & Corporate Services</p> <p>Head of Communications (NPS)</p>	Mar 15	<p>a) <u>Third Party peer review</u></p> <p>Policy document updated.</p> <p>Governance arrangements and reporting arrangements clarified.</p> <p>The profile of safeguarding issues within the Council raised via a series of articles in the staff e-magazine, <i>Better</i>.</p> <p>b) <u>external audit assessment</u></p> <p>Revised reporting and referral arrangements communicated to staff and via posters placed on notice boards.</p> <p>Dedicated email address for reporting safeguarding issues set up and communicated to staff.</p> <p>Statistical data collated and considered by the Corporate Equalities & Safeguarding Group.</p>	Complete
7	Undertake a Workforce Profile.	<p>Monitor and assess the trends in the workforce.</p> <p>Propose actions to address under representation.</p> <p>Promote a fair distribution of protected groups across</p>	<p>Head of Organisational Development (NPS)</p> <p>Director of Finance & Corporate</p>	Jun14	<p>The Annual Workforce Profile for 2013/14 produced and published in accordance with statutory guidelines.</p> <p>The Annual Workforce Profile 2014/15 to be considered by the Corporate Equalities & Safeguarding Group at its meeting in August 2015.</p>	Complete

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		the workforce.	Services			
8	Develop the internal Corporate Equalities and Safeguarding Group within the Council.	<p>Structured framework for monitoring progress and ensuring the implementation of the Council's Safeguarding and Equalities Policies.</p> <p>Increased awareness of equalities and safeguarding issues within the Council.</p> <p>Monitoring & Review of key equalities and safeguarding actions.</p>	<p>Director of Finance & Corporate Services</p> <p>Head of Communications (NPS)</p>	Mar 15	<p>The Council's Hate Crime reporting procedure is under review.</p> <p>The composition of the Corporate Equalities & Safeguarding Group has been reviewed.</p> <p>A Customer Services representative now attends meetings of the Group.</p>	Complete and on-going
9	Produce the Annual Corporate Equalities Report.	<p>To meet the requirements of the Public Sector Equality Duty.</p> <p>Monitor progress and achievements.</p>	<p>Director of Finance & Corporate Services</p> <p>Head of Communications (NPS)</p>	June 15	Being presented to Members at the Finance and Management Committee on June 18.	Complete