

## Appendix 2 - Progress Report on Action Plan 2012/13

Ref	Action	Required Outcome	Responsible Officer (s)	Target Date	Progress / Comments (as at 31 March 2013)	Complete
<b>Equalities</b>						
1	Publish Equality Objectives.	Embed equalities into the organisation.  Meet Statutory requirements	Heads of Service / Policy and Communications Manager(NPS)	Apr 12	Objectives published on Council's website on 31 March 2012.	Complete
2	Update the Equalities Profile of the District using the 2011 Census data.	Develop our knowledge and understanding of the communities we serve.	Policy and Communications Manager(NPS)	Dec 12	2011 Census District Profile made available on the Council's website  Census Profiles used to inform the Annual Equalities & Safeguarding Report	Complete
3	Establish more consistent equalities monitoring of service users across outward facing services.	Improve service design and delivery via improved communication and engagement.	Policy and Communications Manager(NPS)	Mar 13	Policy briefing note considered by the Strategic Management Team.  Revised guidance produced and disseminated.  Representatives of the Corporate Equalities & Safeguarding Group ensure that both the Council's Safeguarding and Equalities Policies are properly disseminated to all Council staff.	Complete
4	Work in partnership with the South Derbyshire Council for Voluntary Service to deliver the community work programme for 2012/13.	Increased VCO engagement in the work of the Group.  .	Head of Planning & Community Services / Corporate Policy and Communications Manager(NPS)	Mar 13	Community Cohesion action plan developed.  SD CVS promoting Increased awareness of other communities/ faiths in South Derbyshire. Consultation undertaken with vulnerable people and community groups about	Complete

Ref	Action	Required Outcome	Responsible Officer (s)	Target Date	Progress / Comments (as at 31 March 2013)	Complete
					welfare reform	
5	Undertake Equality Assessments (EAs) of the Councils 'Functions' and services delivered by Partners.	Increased awareness of the Public Sector Equalities Duty.	Heads of Service/ Corporate Policy and Communications Manager (NPS).	Mar 13	Equality Assessment Toolkit and templates produced.  Revised EA Schedule agreed with the Client.  Programme of equality assessments to reviewed in accordance with the guidance provided by the Government Equalities Office	Complete
6	Provide a range of training activities that raise awareness of the Council's responsibilities.	Equality training delivered to employees.	Head of Organisational Development.(NPS)	Mar 13	Training & Development Officer has outlined the training activities and the options available, See Action Point 12 below.	Complete
<b>Safeguarding</b>						
7	Identify lead Safeguarding Officer for the Council	Responsibility for coordinating, monitoring and reporting progress against this action plan	Head of Corporate Services.	Sept 12	The Head of Corporate Services identified as the lead officer for Safeguarding (as per CMAP recommendation 1) and now chairs the internal Corporate Equalities & Safeguarding Group.	Complete
8	Identify lead Safeguarding Member for the Council	Responsibility for implementation, monitoring and developing the Safeguarding Policy and related procedures	Head of Corporate Services	Nov 12	The Member 'champion' for Safeguarding identified (as per CMAP recommendation 1) and is now part of Corporate Equalities and Safeguarding Group.  Report considered and approved by F&M Committee - 21 March 2013	Complete
9	Identify contact officers in each department of the Council and for the services delivered	Responsible officers identified for co-ordinating and escalating	Head of Corporate Services/ Head of Organisational Development (NPS) /	Nov 12	Key Contact Officers for each Department identified (as per CMAP recommendation 2a).	Complete

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	through the Northgate Partnership	safeguarding issues to the statutory authority.  Provision of advice and support to other areas	Policy & Communications Manager (NPS)		Appropriate training to be provided to Officers. See Action Point 12 below.	
10	Refresh the Safeguarding Children and Vulnerable Adults Policy / Action Plan as determined by the Council	Refreshed Policy and Action Plan	Policy & Communications Manager (NPS) / Head of Corporate Services	Dec 12	The Policy Team (NPS) have refreshed the Council's Safeguarding Children & Vulnerable Adults' Policy as per CMAP recommendation 2b) Consultation undertaken with Derbyshire County Council's Safeguarding Officer  Revised Safeguarding Policy approved by F&M Committee - March 2013  Safeguarding Action Plan developed and merged into the Equalities and Safeguarding Action Plan	Complete
11	Put in place a suitable framework of support workers	To assist and support departmental lead officers for Safeguarding issues	Head of Corporate Services / Head of Organisational Development (NPS)	Jun 13	Officers identified (see Action Point 9 above)  Appropriate training put in place to support these Officers. (as per CMAP recommendations 3 and 5) See Action Point 12 below	Complete
12	Put in place a system for providing a central record of any relevant safe- guarding training courses attended by Council staff.	Accurate management information  Aid in assessing whether the Council	Head of Corporate Services / Head of Organisational Development (NPS)	Sep 12	A training plan produced (as per CMAP recommendation 5). It outlines the level of training required for all relevant posts.  (Note - The responsibility for accessing this training lies with the individual but is	Ongoing

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		is achieving its corporate aim to promote and embed a safeguarding culture and ethos across the organisation.			co-ordinated through the departmental safeguarding lead and the Training and Development Officer)	
<b>Monitoring &amp; Review</b>						
13	Develop the internal Equalities Group within the Council.	Structured framework for monitoring progress and ensuring the implementation of the Council's Safeguarding and Equalities Policies.  Increased awareness of equalities and safeguarding issues within the Council	Policy and Communications Manager (NPS).	Sept 12	The role of the internal Equalities Group has been developed and renamed the Corporate Equalities and Safeguarding Group in order to reflect the extended remit of the group (as per CMAP recommendations 1, 2a and 4)  Representatives of the Corporate Equalities & Safeguarding Group ensure that the Council's Safeguarding and Equalities Policies are properly disseminated to all Council staff  Progress is monitored on a quarterly basis	Ongoing & Complete
14	Produce the Annual Corporate Equalities and Fairness Report.	To provide awareness and better access to services across the District for all of our communities	Head of Corporate Services/Policy & Communications Manager (NPS)	June 2013	The Annual Report to include progress on both equalities and safeguarding issues. (as per audit recommendations 1 and 2c)  Work on the Annual Report is due to commence in April 2013 and is presented for approval as part of this report.	Ongoing

## Appendix 3 - Equalities and Safeguarding Action Plan 2013/14

Ref	Action	Required Outcome	Responsible Officer (s)	Target Date
1	Update the Equalities Profile of the District using further releases of the 2011 Census data.	Develop our knowledge and understanding of the communities we serve.	Policy and Communications Manager(NPS) (Update new titles)	Dec 13
2	Work in partnership with the South Derbyshire Council for Voluntary Service to deliver the community work programme for 2013/14.	Increased voluntary and community engagement in the work of the Council. .	Director of Planning & Community Services  Policy and Communications Manager(NPS)	Mar 14
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. are required to comply with it , and that they can do so in practice	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  Understanding the potential effects of the Councils activities on different people, which may include treating some people more favourable than others. For instance, provision of additional parking spaces for the disabled people, and making services more accessible for people with learning and or reading difficulties and etc	Director of Finance & Corporate Services  Policy and Communications Manager(NPS)	Mar 14
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.	Equality training delivered to employees.  Safeguarding awareness training delivered through briefings and external training recorded by individuals.	Director of Finance & Corporate Services  Head of Organisational Development (NPS)	Dec 13

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5	Maintain a central record for any training courses attended by Council staff.	Accurate management information is recorded on My View.  Aid in assessing whether the Council is achieving its corporate aim to promote and embed equalities and safeguarding s across the organisation.	Head of Organisational Development (NPS)	Mar 14
6	Undertake a Workforce Profile.	Monitor and assess the trends in the workforce  Propose actions to address under representation.  Promote a fair distribution of protected groups across the workforce.	Head of Organisational Development. (NPS)	Mar 14
7	Develop the internal Corporate Equalities and Safeguarding Group within the Council.	Structured framework for monitoring progress and ensuring the implementation of the Council's Safeguarding and Equalities Policies.  Increased awareness of equalities and safeguarding issues within the Council  Monitoring & Review of key equalities and safeguarding actions.	Director of Finance & Corporate Services  Policy and Communications Manager (NPS).	Mar 14
8	Produce the Annual Corporate Equalities& Safeguarding Report.	To provide awareness and better access to services across the District for all of our communities  Monitor progress and achievements	Director of Finance & Corporate Services  Policy & Communications Manager (NPS)	June 14