

LEICESTERSHIRE COUNTY COUNCIL

Race Equality Scheme

Appendix 3 – Race Equality Action Plan 2002-5

ACTION	TARGET	RESPONSIBILITY	TIMESCALE
YEAR 1			
Launch and promote consultation on the Race Equality Scheme internally and externally with partner organisations.	Effective consultation and feedback on the draft Scheme.	Chief Executive.	July to November 2002.
Agree additional or amended targets arising from the consultation.	Revised targets incorporated into the Scheme, including monitoring arrangements.	Chief Executive.	November 2002.
Agree New Race Equality Policy Statement.	Policy statement which meets the statutory duty and positively promotes race equality across the authority.	Chief Executive.	November 2002.
Determine Cabinet Lead Member and Chief Officer responsibility for equalities issues.	Responsibilities assigned as part of overall monitoring arrangements.	Chief Executive.	October 2002.
Determine Organisational arrangements to ensure we meet our responsibilities under the Race Relations (Amendment) Act and response to the new Equality Standard for local government.	Appropriate arrangements in place corporately and across services.	Chief Executive.	October 2002.

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YEAR 1 (continued)			
Confirm list of 'relevant' functions.	Analysis of relevant functions reflects views of local communities.	Chief Executive and Chief Officers.	October 2002.
Develop Equality Impact Assessment Process.	Impact Assessment process available for use in fundamental service reviews, roll-forward of major service plans, new policy development.	Chief Executive.	October 2002.
Use audit against CRE Standards for Local Government to confirm position on race equality elements of new Equalities Standard.	Race equality elements of audit against Equality Standard completed.	Chief Executive and Chief Officers.	January 2003.
Extend employee information monitoring systems to meet new statutory requirements.	New Human Resources Management in place and used.	Head of Human Resources and County Treasurer.	?

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YEAR 1 (continued)			
Introduce monitoring of employees and promotion, appraisal, and training of all employee groups.	Baseline equalities data covering promotion, appraisal and training across departments available for subsequent years and action plan.	Head of Human Resources and Personnel Steering Group.	June 2003.
Set up minority ethnic employees forum for the Council (dependent on support from relevant employees).	Council wide forum in operation.	COMT.	June 2003.
Develop existing corporate guidance on consultation in relation to consultation with hard to reach groups.	Effective consultation arrangements in place for the Race Equality Scheme and responsibilities under the Race Relations (Amendment) Act.	Assistant Chief Executive.	February 2003.
Review the range of publications available in ethnic minority languages and other formats.	Consistent arrangements in place for key relevant functions and plans prepared to fill gaps in availability.	County Public Relations Officer.	November 2002.

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ACTION	TARGET	RESPONSIBILITY	TIMESCALE
YEAR 1 (continued)			
Undertake consultation and research as part of the Better Access to Better Services Initiative to establish preferences for access to services and information and barriers to access.	Baseline established through research and consultation as a basis for future plans.	BABS Initiative – lead officer.	January 2003.
Review existing training activity in response to the requirements of the general and specific duties under the Race Relations (Amendment) Act.	Revised training programme established and plan developed for priorities to implement training/familiarisation to employees and elected members.	Head of Human Resources.	November 2002.
Initiate equality impact assessments of priority front line services.	Assessments complete. Action plans produced and being implemented.	Chief Executive and Chief Officers.	June 2003.
Assess resource implications for implementation of the Race Equality Scheme for 2003/04 and beyond.	Resource implications assessed and budgeted for.	Chief Executive and Director of Resources.	December 2002.

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ACTION	TARGET	RESPONSIBILITY	TIMESCALE
YEAR 1 (continued)			
Produce annual report on Race Equality Scheme and review year 2 targets.	Annual report published and considered by Cabinet and Scrutiny bodies.	Chief Executive.	July 2003.
Assess integration of race and other equality targets in 'key service plans'.	Assessment complete, relevant action taken.	Assistant Chief Executive.	June 2003.

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ACTION	TARGET	RESPONSIBILITY	TIMESCALE
YEAR 2			
Use year 1 employee monitoring information to identify areas for further investigation/action.	Priorities for further investigation agreed with employees and Chief Officers and action plan in place.	Head of Human Resources.	September 2003.
Conduct research programme into effectiveness of vacancy advertising in reaching ethnic minority communities.	Evaluation of current recruitment activities and proposals for campaign.	Head of Human Resources.	September 2003.
Improve the County Council's employment from ethnic minority groups in under-represented areas.	Target for % increase in ethnic minority employees to be agreed.	Head of Human Resources.	Target to be set by September 2003 (linked to 2001 census data).
Continue employee and member familiarisation and training.	Training complete.	Head of Human Resources.	June 2004.
Key employees to have had training in dealing with reported incidents of racial harassment.	Training complete for identified employees.	Head of Human Resources.	June 2004.

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ACTION	TARGET	RESPONSIBILITY	TIMESCALE
YEAR 2 (continued)			
Undertake equality impact assessments for remaining relevant front line services.	Assessments complete. Action plans produced and being implemented.	Chief Executive and Chief Officers.	June 2004.
Evaluate effectiveness of equality impact assessment arrangements.	Arrangements evaluated and revised as necessary.	Assistant Chief Executive.	September 2003.
Produce second annual report on Race Equality Scheme and review year 3 targets.	Annual report published and considered by Cabinet and Scrutiny bodies.	Chief Executive.	July 2004.

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YEAR 3			
Achieve level 4 of the Equalities Standard in relation to employment matters and at least level 3 for each service in relation to service delivery.	Achieve Standard. Achieve at least one Level increase for each Service area.	Chief Executive and Chief Officers.	June 2005.
Appropriate monitoring arrangements to be in place for contracts and service level agreements – related to implementation of the Procurement Strategy.	Frameworks in place and monitoring taking place.	Chief Executive and Chief Officers.	June 2005.
Undertake equality impact assessments for relevant support services.	Assessment of all relevant functions complete. Plans produced and being implemented.	Chief Executive and Chief Officers.	June 2005.
Review training and development framework and programme on equalities issues.	Effectiveness of existing equalities training and development evaluated and any necessary revised arrangements introduced.	Head of Human Resources.	June 2005.

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YEAR 3 (continued)			
Produce third annual report on Race Equality Scheme.	Annual report published and considered by Cabinet and Scrutiny bodies.	Chief Executive.	June 2005.
Review Race Equality Scheme.	New 3 year Race Equality Scheme prepared, consulted on and published.	Chief Executive.	June 2005.