

Single Equality Scheme Action Plan – Progress Report June 2010

<i>Intended outcomes</i>	<i>Progress Achieved</i>	<i>Comments</i>
Over-arching actions		
Implement, monitor & comprehensively review the Single Equality Scheme	First progress report against the action plan submitted to Overview and Scrutiny 8 th June 2010, then to Cabinet 17 th June 2010.	Detailed information made on progress contained within this report.
Achieve 'Excellent' level in Equalities Framework for Local Government	The Communities and Equality Team are co-ordinating services across the council in gathering examples of good practice in relation to evidencing outcomes from Equality Impact Assessments across the city. All information gathered will be put into a self assessment document for a mock assessment of Excellent Level of the framework in September 2010.	Full Peer Challenge from I&DeA in early December 2010.
A robust and transparent EIA process that leads to evidenced and appropriate actions	<ul style="list-style-type: none"> ▪ The Equality Impact Assessment toolkit has been reviewed to incorporate information and requirements around Community Cohesion. ▪ Progression toward completing the current timetable of impact assessments is regularly reviewed and all completed assessments have a summary of outcomes from their full assessment on their publication document. These summaries of the completed assessments can be found on the council's WebPages, under each of the specific directorates. ▪ All outcomes from impact assessments are incorporated into service plans as a means of monitoring and reviewing. 	<p>The Equality Impact Assessment timetable is set three yearly by assistant directors.</p> <p>This a rolling programme and a review of the next three years timetable is an draft, this will take us up to 2013. Any new major decisions that are on the forward plan will also need to be considered as part of the EIA timetable.</p>

(a) Promoting equality through information		
An up-to-date evidence base that covers all equality areas, fills gaps in existing evidence and is used to inform our ongoing work	The Analysis & Performance Team have undertaken a mapping exercise of existing Needs Analysis data and will support additional work as required within Intelligent Commissioning. The next stage of this will be the Intelligent Commissioning pilots which will enable us to develop models of best practice.	
Consistent monitoring systems across the council and improved analysis & use of captured data	<ul style="list-style-type: none"> ▪ Corporate Equality Monitoring Guidelines are available to staff via the Communities and Equality Team and on the Intranet. ▪ A quick and easy guide to monitoring has been produced and will also be made available to staff. ▪ We have incorporated specific aspects of equality monitoring training within our existing Equality Impact Assessment workshops. The current number of people trained from 2008 to present is 223 members of staff this includes all levels of staff from managers to frontline staff. ▪ To support the City Inclusion Partnerships working on making monitoring more consistent a new equalities monitoring form and guidance have been produced this approach also explains the value/use of monitoring. ▪ This new form is being trialled across the city throughout the year. 	Monitoring data is also included in services Equality Impact Assessments.
(b) Promoting equality through our partnership working		
Statutory services in the city work jointly through the City Inclusion Partnership to	The City has now produced an Equality and Human rights Charter this was launched on the 12 th January 2010 and will be	

address equality, community cohesion and human rights issues	reviewed in January 2011.	
Increased capacity within the community and voluntary sector (CVS)	<ul style="list-style-type: none"> ▪ A total of £1,617,393 awarded in discretionary grant across all 9 grant schemes. ▪ In all 255 individual grants awarded ▪ A wide range of funding made from £70 to Friends of Wild Park up to £100,000 for CAB. ▪ 15 community & voluntary sector organisations have been supported by Grant Finder so far this year 	
New post for Preventing Violent Extremism work	The new Post has been filled by Haroon Khalil (Community Research & Outreach Worker (PVE))	
Increase school staff confidence in discussing controversial issues and in challenging extremist narratives	<ul style="list-style-type: none"> ▪ A new toolkit has been developed to support school staff in implementing the PREVENT agenda 	
Increased number of hate crime incidents reported, and cases of domestic violence supported	<ul style="list-style-type: none"> ▪ Disability hate Crime – The Disability Hate Crime Steering Group is currently in the process of reviewing the reporting procedures. 	
Through procurement, (inc. social enterprise) achieve a diverse supply chain which effectively & appropriately delivers our equality agenda	<ul style="list-style-type: none"> ▪ As part of the procurement process contract officers are informed of the need to conduct monitoring of the contractors obligations including equalities considerations 	
Procurement officers across the organisation confident & skilled around the equalities duties	<ul style="list-style-type: none"> ▪ All new entrants to the Corporate Procurement team have been equalities training. Equalities training was offered to contract officers on 09/10 and a further course is due to run in September 2010. 	
(c) Promoting equality through community engagement		
People from all equality strands more involved in policy development, challenge mechanisms and developing future	<ul style="list-style-type: none"> ▪ Through the Performance and Analysis team an online Consultation Portal has been developed, the team is currently training staff in how to access and use the 	CVSF – Community and Voluntary Sector Forum

<p>priorities (including the Community Engagement Framework - CEF)</p>	<p>Portal</p> <ul style="list-style-type: none"> ▪ The Communities team have supported the Performance and Analysis team to promote the portal and opportunities for training to the third sector via the CVSF. ▪ The Communities Team continues to support four projects commissioned with LPSA funding on behalf of the SCP to support delivery of the Local Area Agreement including the Equalities Coalition, the Stronger Together Project, The What's To Do Project and a new project to support delivery of the city volunteering strategy. ▪ <p>GET INVOLVED GROUP - In 2009 GIG have been involved with:</p> <ul style="list-style-type: none"> • Reviewing the disability awareness training used within the Council, NHS <p>Trusts and Sussex Police</p> <ul style="list-style-type: none"> • Working to share information about taxis and improve the booking process for disabled people, and identifying solutions for the upcoming taxi review. • Making information available to participants about the broad spectrum of Occupational Therapy services available in the City • Monitoring the implementation of signing and 'Sign translate' for deaf and hearing-impaired patients in accident and emergency departments 	
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	<ul style="list-style-type: none"> • Earlier this year, as a result of engagement between Get Involved! and Brighton and Sussex Universities Hospitals Trusts, PAs and carers are now able to visit the disabled person they are supporting in hospital 24-hours a day. <p>And so far in 2010:</p> <ul style="list-style-type: none"> • The Get Involved Group met on April 28 with parliamentary candidates from all of the main political parties standing in Brighton, giving disabled people an opportunity to get involved in the democratic process and question candidates on their approach to disability. • The Get Involved project has been working with council officers from the city parks department to identify barriers and opportunities to accessing park facilities across Brighton and Hove. We hope to continue this collaboration and extend it to other council services such as City Clean. <p>In the future:</p> <ul style="list-style-type: none"> • We have also begun the process of developing a disability awareness and equality training package through the Federation, starting with a “Train the Trainer” course for disabled people in June. The training package will be developed via extensive user involvement, and will be delivered by disabled people themselves. • The Get Involved project will be taking a leading role in the disability summit in June this year, aiming to improve 	
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	<p>its representation of disabled people from a wide range of organisations in the city.</p> <ul style="list-style-type: none"> • Providing representation of disabled people to feed into the planning process for the new 3Ts hospital development. 	
<p>Improve engagement activity to enhance lives, provide opportunities & drive up quality (including Get Involved Campaign)</p>	<ul style="list-style-type: none"> ▪ Consultation with Federation of Disabled People and Older People’s Council to review assisted recycling and refuse collection service ▪ Consultation with Brighton & Hove Citizen’s Panel to develop a channel strategy that sets out clear actions to improve how customers access the refuse & recycling service. 	<p>City Clean</p>
<p>Improve awareness of and data on groups where data is limited</p>	<ul style="list-style-type: none"> ▪ Analysis of allotments application forms to look at which groups of people are not accessing this service to enable a targeted communications campaign. Also, this will enable us to ensure community groups are being catered for based on numbers of people/groups applying. 	
<p>Develop cohesive, integrated and Stronger communities</p>	<ul style="list-style-type: none"> • Consultation with FDP and action from parks and open spaces EqIA has led to ranger service considering how we can provide events in parks that are accessible to disabled people. • We have a co-ordinated approach to promoting international and national celebrations, at the council and the council marked Holocaust Memorial Day 2010 by organising a photographic exhibition at Jubilee Library in partnership with ‘Portraits for Posterity’, an independent project which aims to make a national 	

	<p>collection of portraits of Holocaust survivors now living in Britain. The exhibition featured six local holocaust survivors and the exhibition opening was attended by the survivors, their families and local dignitaries. The exhibition received local and national radio, newspaper and TV coverage.</p>	
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(d) Promoting equality in our service delivery		
Our buildings are accessible to disabled people as far as is reasonably possible	<ul style="list-style-type: none"> • Hollingdean Depot now has an accessible building for meetings as part of the depot refurbishment project • Stanmer Nursery now has an accessible toilet to ensure disabled visitors have appropriate facilities • By April 2010 target of 75% has been met, 75.4% of relevant audited public buildings more accessible to disabled people. • An annual progress report to Cabinet will sent to outline progress toward the rolling programme of access improvement works in relation to the DDA. • An Equality Impact Assessment of the council's office accommodation strategy is now complete. The strategy includes new public counters including a 'single point of access facilities' and implementing alternative methods of working in some areas including home working, hot desking and desk sharing. 	Cityclean Property and Design
Communications & information accessible to all, (inc. websites) and reflect positive images across all equality strands	<ol style="list-style-type: none"> 1. Using assisted collection review as a template, working with OPC and FDP to look at how services that require an application are accessible in a number of different channels. 2. Two temporary web author posts created to overhaul parks and waste webpages in line with corporate guidance 3. All communications to be awarded Plain English crystal mark 4. Channel strategy and communications EqIA to set out standard ways of communicating to all groups and then training to all staff to ensure this is embedded. 	
Provide best use of public space for streamlined customer service centre	<ul style="list-style-type: none"> • Under the Council's core accommodation review all public services under revenues and benefits will be situated in one place Bartholomew House, this is scheduled to be in place by late 2011. 	

	<ul style="list-style-type: none"> • Planning application submitted; consultation with staff throughout May 2010. Customer insight & Journey Mapping being undertaken as part of Equality Impact Assessment and evidence gathering. 															
Better access to public spaces and services	<ul style="list-style-type: none"> • All actions from EqIAs for parks and waste are now on team plans. • Consultation with all equalities groups to improve service delivery • There has been an improvement in enforcement around Blue Badge use and parking across dropped kerbs, Since 1st December 2009 135 Penalty Charge Notices have been issued for parking across dropped kerbs. • The Civil Enforcement Officers carry out regular checks on the validity of a blue badge. The information is recorded and forwarded to the police for action to be taken. Information below so far. <p>Already with police:</p> <table> <tr> <td>Stolen</td> <td>0</td> </tr> <tr> <td>Expired</td> <td>2</td> </tr> <tr> <td>Fake</td> <td>2</td> </tr> <tr> <td>Deceased</td> <td>1</td> </tr> </table> <p>Reported and being investigated by BHCC before handing to police:</p> <table> <tr> <td>Stolen</td> <td>19</td> </tr> <tr> <td>Expired</td> <td>0</td> </tr> <tr> <td>Fake</td> <td>1</td> </tr> </table>	Stolen	0	Expired	2	Fake	2	Deceased	1	Stolen	19	Expired	0	Fake	1	
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Customers receive services appropriate to their needs including Independent Living	<ul style="list-style-type: none"> ▪ In 2008/09 we opened a new extra housing scheme (New Larchwood) with Hanover Housing, offering 72 extra supported homes for older and vulnerable people in the City. ▪ In 2009 a similar development was completed at Patching Lodge, the central location being ideal, offering a real opportunity for people to play an active part in City life. ▪ Vernon Gardens is a new extra care housing scheme providing ten adapted flats for disabled people. Developed by Guinness Housing who will be the landlord, the new flats will be available for the tenants to move in from September '10. The tenants have been fully involved in the design and procurement of personalised care and support which will be funded by Brighton & Hove City council. The development also houses a new community centre which will be managed by the Brighton & Hove Federation for Disabled people to provide a range of services for disabled people. ▪ Housing Strategy approved by LSP Dec 2009 (progress report due end 2010) ▪ Other strategies (Supporting People, Homelessness etc) under review and will have progress reported late 2010 <p>KPIs:</p> <ul style="list-style-type: none"> • Exceeded target for new affordable homes with 234 developed in 2009/10 • Exceeded target for halving the number of households in temporary accommodation 2005-2010 • 153 empty homes brought back into use 2009/10 	ASC

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<p>Customers receive services appropriate to their needs including Independent Living (Continued)</p>	<p>Completed adaptations 09-10:</p> <table border="0"> <tr> <td>Major Adaptations to Council Properties</td> <td>194</td> </tr> <tr> <td>Minor Adaptations to Council Properties</td> <td>293</td> </tr> <tr> <td>Major Adaptations to Private Sector Homes</td> <td>162</td> </tr> </table> <p>Service users with a Learning Disability who meet our eligibility criteria can access personal budgets through person-centred assessment or transition assessment and review processes that focus on outcomes for the individual and maximising independence. This is supported by a change in care management practice from care planning to outcome based support planning.</p> <p>Those choosing self-directed support are advised on the indicative budget available to them following completion of their assessment. Information on what self-directed support is and how to access it is provided through a range of methods including the council’s website, telephone advice and an accessible leaflet that is available in community languages on request and a comprehensive, accessible information pack.</p> <p>Information on the range of services available and the cost of those services is provided through direct payment rates and from providers on request. Information on local services is available through contacting the Community Learning Disability Team and will be available through the ongoing development of the Big Bridge website (Ref: www.thebigbridge.org).</p> <p><u>Information, Support & Advice</u></p> <ul style="list-style-type: none"> Information and support group has produced information leaflets regarding SDS & Direct Payments. The CLDT is drafting easier to 	Major Adaptations to Council Properties	194	Minor Adaptations to Council Properties	293	Major Adaptations to Private Sector Homes	162	<p>Housing Note: the adaptations figures need updating next week when Petra send a revised version</p>
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	<p>read versions of these leaflets A comprehensive, accessible SDS information pack that was developed in consultation with family carers and people with learning disabilities is available online and through the Community Learning Disability Team and is also available in an easy read version.</p> <ul style="list-style-type: none"> • “Supporting Me” guides for Personal Assistants (PAs) (Ref: www.brightpart.org/pca.php Self-Directed Support Documents section) • Learning Disability Partnership Board’s website PCA page has lots of information about self-directed support (www.brightpart.org/pca.php) • Direct Payments support officer with Federation of Disabled People (federation-services/direct-payments) • User led peer support group for people receiving Direct Payments – Federation of Disabled People Forum • Training for carers regarding self-directed support and a self-directed support team in ASC. 	
<p>Customers receive services appropriate to their needs including Independent Living (Continued)</p>	<p>Our council homes are in the top quartile for energy efficiency & our rating is increasing year on year.</p> <p>Energy efficiency is also improved through a combination of new boilers & heating systems as well as new double glazing.</p> <p>The percentage of non-decent homes is also decreasing annually.</p> <p>In the private sector we have exceeded 2009/10 Fuel Poverty targets by decreasing proportion of households on benefits in energy inefficient</p>	<p>Housing</p>

	<p>homes and by increasing proportion of households on benefits in energy efficient homes</p> <p>Following extensive consultation, a revised Tenancy Agreement has been introduced and is available in 21 different languages</p> <p>There is a PC available to callers at each local housing office. It can be used to access council services & there is also limited internet access.</p> <p>Residents can text their repair requests</p> <p>Residents have received training and are involved in regular mystery shopping exercises</p> <p>An initiative is underway in relation to resident profiling and improving the data we hold on residents in order that we can better meet their individual needs.</p>	
Gypsies and Travellers receive services that meet their needs and legal requirements	<ul style="list-style-type: none"> ▪ A review of the Traveller Strategy is planned for June 2011 	
Increased participation in culture and leisure activities	<ul style="list-style-type: none"> ▪ The introduction of the new category of membership for people with learning difficulties enabled them to access most services free of charge, including free audio-visual hire and reservations, and with no overdue charges. Previously this was done manually: now a new category of exempt status has been created for people with learning difficulties. Support and guidance on this have come from the Learning Disability Services & Learning Disability Partnership Board. Further 	CE

	<p>partnership work has been developed with Amaze who support children and young people up to 21 with special needs that significantly affect their every day life. As a part of this, children and young people who hold Amaze's 'Compass' card will be exempt from charges. The Compass card gives the holder a range of concessions on charges at a number of services across the city.</p> <ul style="list-style-type: none"> ▪ Book Bag Sessions: A successful partnership between the library service and AMAZE, who work with people with learning difficulties has resulted in the production and use of interactive book bags for use with a range of disabled adults and children. One of the sessions (for example) was run for members of the SCOPE organisation. The group leader said 'The Bag Book group benefited our service users because it is such a sensory session. We have one blind lady in the group and the other three have profound learning difficulties and these types of sessions which involve a lot of touching things and different sounds communicate to them on a different level. They all had a lot of fun also. We would definitely recommend it to other services that cater for adults with PMLD (profound and multiple learning difficulties). Jen [the group leader] was very welcoming and was very engaging with her story telling, she included all members of the group and the Scope staff members that attended thought that it was a very good group.' ▪ As part of the new wayfinding and mapping system recently installed in the centre of Brighton, the scheme has been expanded to offer wayfinding and visitor information to residents and visitors with visual impairments. One of the new monolith signs in the city centre will be powered to work as a "talking sign"; and bus stops that are already using the REACT real time 	
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	<p>bus info system near other wayfinding signs have now been installed with orientation and visitor information. The system works via a keyfob with two buttons. One tells the user where they are eg “you are at the bottom of North Street. You are only one minute’s walk from the Royal Pavilion and five minutes walk away from the seafront”. The other gives a deeper level of information, eg “You are in North Street, and are in the heart of the city. With the building line behind you, the next junction on your left will lead you to the fabulous Royal Pavilion, the summer palace built for the Prince Regent, where you will also find the Visitor Information Centre.....” Visitors will be able to get a key fob from the Visitor Information Centre or One Stop Travel (coming soon!)</p>	
<p>More people get into work and reduce dependency on benefits</p>	<ul style="list-style-type: none"> ▪ As part of Turning the Tide project, some targeted action around improving access to work and learning in the pilot area of Selsfield Drive is proposed for summer 2010. This will take place through an outreach project with the Bridge Community Centre. ▪ Expected outcomes have been set & to monitor this, KPIs have been agreed. ▪ The Council continues to provide a programme of activities for former rough sleepers and single homeless people services are provided through <ul style="list-style-type: none"> ▪ Friends Centre ▪ Business Action on Homelessness ▪ New Steine Mews Hostel ▪ Phase One ▪ Sussex Central YMCA 	<p>Housing</p>

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	<p>New services in the past year include</p> <ul style="list-style-type: none"> ▪ George Williams House (Brighton YMCA) ▪ Service that are still in development are ▪ First Base Day Centre ▪ Palace Place <p>Both the above are undergoing major refurbishment and will under go transformational charge into life skills centres for people in hostels and temporary accommodation and are expected to come on line in early 2011.</p> <ul style="list-style-type: none"> ▪ Service continue to develop Social enterprises to enable work skills and extended work placements for this group and include Dine Social Enterprise Catering (BHT) and Phase One (BHT) <p>All of this area of work is monitored by the Work and Learning Working Group</p>	
<p>Improved services for children at risk and with special needs or disability</p>	<ul style="list-style-type: none"> • The Tamhs project has developed an online assessment tool that is being used to identify and assess children who may be socially isolated and/or have emotional/mental health concerns. This tool is being used in all Tamhs schools and is being rolled out to schools across the city. This is ensuring earlier identification of need, greater understanding by staff of individual needs and consequently appropriate interventions for identified children and young people. • The Tamhs team and wider Schools and Community Support teams are providing training to all staff in schools and the wider CYPT work force on improving mental health awareness - again 	<p>CYPT</p>

	<p>ensuring improved identification, assessment and intervention by tier one staff</p> <ul style="list-style-type: none"> • There is increased use of the common assessment Framework (CAF) providing strength based holistic assessments and intervention plans delivered by multi-agency teams around the child/family (TAF). However, this is still an area that requires further development and engagement by school and other CYPT staff. ▪ A Joint Strategic Assessment of the needs of disabled children is scheduled for later this year. 	
Package of measures to support young people Not in Education, Employment or Training (NEET) falling into poverty	<p>Activity is underway to identify young people at the risks of becoming a NEET early and linking them with Connexions Personal Advisors. They also target teenage parents, former offenders and young disabled NEETs.</p> <p>City College doubled vocational courses available for 14-16 year olds. Additional courses have also been offered by BHASVIC, Varndean College and the Military Preparation College.</p> <p>The Key stage 4 engagement programme has provided further opportunities to achieve qualifications.</p> <p>Hove YMCA host a programme called Entry to Learning which provides study skills, support from advisors and encouragement.</p> <p>We are working with local employers more effectively to roll out the new Diploma qualifications for 14-19 year olds by 2013.</p>	CYPT
(e) Promoting equality in employment		
Reduce the pay gap between men and women	Single Status gradings have now been implemented with effect from 1 January 2010. This means staff who are doing jobs of the same size will be paid the same grade.	Human Resources
Workforce profile reflects the community	Annual workforce profile figures for 2009/10 will be published on the website.	Target for this by July 2010

as far as possible		
Consistent, effective approach for all staff forums	A current review of memorandum of understanding being carried out by Human Resources Equality Group for all Staff Forums.	
Staff understand their role and objectives around the equality duties & wider equality legislation inc. community cohesion	<ul style="list-style-type: none"> • All managers and team leaders that have not already done so will attend the leading on diversity training. • New foundation programme for 2011 being designed which will include e-learning mandatory training for managers • The Corporate Communities and Equality Team support disseminating information across the services through the Equality Steering Group Members and discussions at meetings, and by providing reference material on the council's WebPages and intranet pages. • Figures for 09-10 are not yet available but achievable and sustainable targets are being set alongside the 3-year rolling EIA programme. 	Corporate Housing
Clear information about training applications and attendance across staff equality groups	Regular reporting to the Management Team has started which includes data regarding training course attendance across equality groups. The data shows that the group which is under-represented is part time staff.	
Equality and diversity is successfully promoted across Directorates	<ul style="list-style-type: none"> • The Communities and Equality Team are currently developing a database of promotional material to celebrate equality and diversity and to support a range of appropriate information and ensuring that it is available for staff to use. Currently as a resource there is a list of all religious festivals along with a summary of what they all mean the information is available on the intranet together with a religious festival calendar. • The team is also working with the Communications team to 	

	<p>deliver an Equalities Communication Plan. Priorities have been planned and action discussed with the Equalities Steering Group. So far we have:-</p> <ul style="list-style-type: none"> ○ Raised staff awareness around our new Equality Policy through a Hand On Heart Campaign and asking staff to fill in an Equalities Pledge card for what their personal contribution to the equalities agenda will be for the future. ○ The Equality and Human Rights Charter had its profile raised through local media the Argus. ○ We have also planned with the Communication team how to launch the Single Equality Scheme 	
Staff are treated with dignity and respect	Policy has been drafted and full consultation with Staff Fora and trade unions has taken place. The policy has also been considered by the ad hoc scrutiny panel and recommendations were submitted to Overview & Scrutiny Commission on 27 April. Final policy to be considered by Governance Committee on 13 July 2010.	
Maintain rating in Stonewall Index	The council achieved 4 th Place overall for 2010 and was awarded top council for 2010.	
Disabled staff are fully supported in all areas of their employment	<ul style="list-style-type: none"> ● Guidance has been drafted on reasonable adjustments in conjunction with key stakeholders including ICT, Finance, Buildings management, trade unions and DWF representatives. Guidance is awaiting sign off. ● A DDA Masterclass has been delivered for managers, trade unions, Fora representatives and HR practitioners. The aim of the session was to improve knowledge and awareness of disability legislation, and managing disability issues including implementing reasonable adjustments in the workplace. ● The sickness absence procedure has been reviewed in light of the findings from the EIA and feedback from managers, staff fora 	

	<p>and trade union representatives.</p> <ul style="list-style-type: none"> • The revised policy is currently subject to consultation with the trade unions 	
Sources of information about barriers to recruitment and retention are fully used	A review of the council's exit policy is included in this year's HR Policy & Projects Team Plan.	