

GENDER EQUALITIES SCHEME – ACTION PLAN 2007

		Lead Officer
Continue Equalities Steering Group.	Ongoing	PJ
Ensure customers, contractors, partners, members, staff, and Unison remain aware of the scheme through, for example, publicity, training seminars, information sheets, and welcome training for new employees.	Ongoing	PJ/KJ
Monitor the Social Inclusion proofing tool actions as used on Council front-line services.	Ongoing	PJ
Refine monitoring systems for employment/councillors service delivery to meet level 2 of the Equalities Standard	Completed	KJ/PJ
Maintain Officer Champions in each Directorate.	Ongoing	PJ
Review gender outputs from the formal complaints process.	April '07	PJ/BD
Maintain the system for recording recruitment monitoring, and develop it to meet the needs of level 2 of the Equalities Standard.	By Dec '07	KJ
Set up and develop Intranet information for staff on the gender scheme and also website information for the public.	Apr '07	PJ
Retain a Nominated Member for Equalities work.	Ongoing	DL
Develop a programme of training in all services on Equalities Impact assessment.	July '07	PJ/ST
Seek views from EDDC employees, Members, 'Speak Now' groups and representative organisations for people relating to gender.	Annual	PJ/ST
Create a project plan of work to enable the Council to reach level 2 of the Equalities Standard by the end of the year 2007/08 including Equality Impact Assessments.	July '07	PJ
Undertake a risk management assessment of Equalities work.	Completed	PJ/TC
Create a Customer Services Centre with policies which respect the particular needs of people of both genders.	Ongoing	DL/CP
Corporate Customer Care Standards published and Customer Assistants Training Scheme rolled out.	Commenced Dec '06	DC/LP
To work with Domestic Violence Fora.	Continuing	DB