



**Corporate Services Policy and  
Performance Board**

**Tuesday, 9 January 2007 6.30 p.m.  
Civic Suite, Town Hall, Runcorn**

A handwritten signature in black ink, appearing to read 'David WR', positioned above a large green and white curved graphic element.

**Chief Executive**

**BOARD MEMBERSHIP**

<b>Councillor Robert Gilligan (Chairman)</b>	<b>Labour</b>
<b>Councillor Alan Lowe (Vice- Chairman)</b>	<b>Labour</b>
<b>Councillor John Bradshaw</b>	<b>Conservative</b>
<b>Councillor Sue Blackmore</b>	<b>Liberal Democrat</b>
<b>Councillor Mark Dennett</b>	<b>Labour</b>
<b>Councillor Susan Edge</b>	<b>Labour</b>
<b>Councillor Christopher Inch</b>	<b>Liberal Democrat</b>
<b>Councillor Kath Loftus</b>	<b>Labour</b>
<b>Councillor Paul Nolan</b>	<b>Labour</b>
<b>Councillor Ulfar Norddahl</b>	<b>Liberal Democrat</b>
<b>Councillor Kevan Wainwright</b>	<b>Labour</b>

*Please contact Gill Ferguson on 0151 471 7395 or e-mail  
gill.ferguson@halton.gov.uk for further information.  
The next meeting of the Board is on Tuesday, 27 February 2007*

**ITEMS TO BE DEALT WITH  
IN THE PRESENCE OF THE PRESS AND PUBLIC**

**Part I**

<b>Item No.</b>	<b>Page No.</b>
<b>1. MINUTES</b>	
<b>2. DECLARATION OF INTERESTS (INCLUDING PARTY WHIP DECLARATIONS)</b>	
Members are reminded of their responsibility to declare any personal or personal and prejudicial interest which they have in any item of business on the agenda, no later than when that item is reached and (subject to certain exceptions in the Code of Conduct for Members) to leave the meeting prior to discussion and voting on the item.	
<b>3. PUBLIC QUESTION TIME</b>	<b>1 - 2</b>
<b>4. MINUTES OF EXECUTIVE BOARD</b>	<b>3 - 8</b>
<b>5. DEVELOPMENT OF POLICY ISSUES</b>	
<b>(A) PARTNERSHIPS</b>	<b>9 - 15</b>
<b>(B) SERVICE PLANNING</b>	<b>16 - 17</b>
<b>(C) CORPORATE EQUALITY PLAN</b>	<b>18 - 75</b>
<b>6. PERFORMANCE MONITORING</b>	
<b>(A) AREA FORUM TOPIC GROUP</b>	<b>76</b>
<b>(B) PERFORMANCE MANAGEMENT REPORTS TO HALF-YEAR 30 SEPTEMBER 2006</b>	<b>77 - 78</b>

***In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.***

**REPORT TO:** Corporate Policy and Performance Board

**DATE:** 9<sup>th</sup> January 2006

**REPORTING OFFICER:** Chief Executive

**SUBJECT:** Public Question Time

**WARD(s):** Boroughwide

### **1.0 PURPOSE OF REPORT**

- 1.1 To consider any questions submitted by the Public in accordance with Standing Order 33 (5).
- 1.2 Details of any questions received will be circulated at the meeting.

### **2.0 RECOMMENDED: That any questions received be dealt with.**

### **3.0 SUPPORTING INFORMATION**

- 3.1 Standing Order 34(11) states that Public Questions shall be dealt with as follows:-
- (i) A total of 30 minutes will be allocated for members of the public who are residents of the Borough, to ask questions at meetings of the Policy and Performance Boards.
  - (ii) Members of the public can ask questions on any matter relating to the agenda.
  - (iii) Members of the public can ask questions. Written notice of questions must be submitted by 4.00 pm on the day prior to the meeting. At any meeting no person/organisation may submit more than one question.
  - (iv) One supplementary question (relating to the original question) may be asked by the questioner which may or may not be answered at the meeting.
  - (v) The Chair or proper officer may reject a question if it:-
    - Is not about a matter for which the local authority has a responsibility or which affects the Borough;
    - Is defamatory, frivolous, offensive, abusive or racist;
    - Is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
    - Requires the disclosure of confidential or exempt information.

- (vi) In the interests of natural justice, public questions cannot relate to a planning or licensing application or to any matter which is not dealt with in the public part of a meeting.
- (vii) The Chairperson will ask for people to indicate that they wish to ask a question.
- (viii) **PLEASE NOTE** that the maximum amount of time each questioner will be allowed is 3 minutes.
- (ix) If you do not receive a response at the meeting, a Council Officer will ask for your name and address and make sure that you receive a written response.

Please bear in mind that public question time lasts for a maximum of 30 minutes. To help in making the most of this opportunity to speak:-

- Please keep questions as concise as possible.
- Please do not repeat or make statements on earlier questions as this reduces the time available for other issues to be raised.
- Please note that public question time is not intended for debate – issues raised will be responded to either at the meeting or in writing at a later date.

#### **4.0 POLICY IMPLICATIONS**

None.

#### **5.0 OTHER IMPLICATIONS**

None.

#### **6.0 RISK ANALYSIS**

None.

#### **7.0 EQUALITY AND DIVERSITY ISSUES**

None.

#### **8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

There are no background papers under the meaning of the Act.

**REPORT TO:** Corporate Policy and Performance Board

**DATE:** 9<sup>th</sup> January 2006

**REPORTING OFFICER:** Chief Executive

**SUBJECT:** Executive Board and Executive Sub Minutes

**WARD(s):** Boroughwide

### **1.0 PURPOSE OF REPORT**

- 1.1 The Minutes relating to the Corporate Portfolio which have been considered by the Executive Board and Executive Sub since the last meeting of this Board are attached at Appendix 1 (link) for information.
- 1.2 The Minutes are submitted to update the Policy and Performance Board of decisions taken in their area.

**2.0 RECOMMENDED: That the Minutes be noted.**

### **3.0 POLICY IMPLICATIONS**

None.

### **4.0 OTHER IMPLICATIONS**

None.

### **5.0 RISK ANALYSIS**

None.

### **6.0 EQUALITY AND DIVERSITY ISSUES**

None.

### **7.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

There are no background papers under the meaning of the Act.

Executive Board – 2<sup>nd</sup> November 2006

**CORPORATE SERVICES PORTFOLIO**

EXB46 MEDIUM TERM FINANCIAL FORECAST

The Board considered a report of the Operational Director – Financial Services setting out the findings of the Medium Term Financial Forecast. It was noted that the Forecast set out a three-year projection of resources and revenue spending. The implications of the forecast in terms of the need for budget savings in 2007/08 onwards could then be considered and the scope for increased costs to maintain or enhance services assessed.

It was noted that the projections provided initial guidance to the Council on its revenue position into the medium term, although further information had yet to be received and the projections therefore needed to be treated with caution. However, the forecast currently showed that the spending required to maintain existing policies and programmes was expected to increase at a faster rate than the resources available to support it. Given the need to avoid budgets being capped by the Government, levels of additional spending would need to be kept to the absolute minimum and compensating budget savings would need to be identified.

The Board considered areas of uncertainty such as the change in the allocation of the Supporting People Grant and the waste agenda. In addition, Members discussed the impact on the Authority of the introduction of the Dedicated School Grant where, due to the Council supporting its schools and cushioning them from the impact of the new formula, it was now being penalised. It was advised that representations in this respect were ongoing. The Board further noted that national negotiations would determine the final figure in respect of staff salary inflation.

RESOLVED: That

- (1) the Medium Term Financial Forecast be noted;
- (2) the base budget be prepared on the basis of the underlying assumptions set out in the Forecast; and
- (3) further reports be considered by the Executive Board on the areas for budget savings and cost increases to maintain existing service levels or service enhancements.

Operational  
Director -  
Financial Services

Executive Board – 16 November 2006

**CORPORATE PORTFOLIO**

*(NB Councillor M. Ratcliffe declared a personal and prejudicial interest in the following item of business due to being a magistrate.)*

**EXB54 PROPOSED CHANGES TO MAGISTRATES' COURT ARRANGEMENTS IN HALTON**

The Board considered a report of the Strategic Director – Corporate and Policy regarding the proposed changes to the Court arrangements in Halton. The Council had been formally told of these changes in a letter received from the Area Manager, Her Majesty's Courts Service, on 31<sup>st</sup> October 2006.

The principal changes were outlined within the report for the Board's information. Although the Council had effectively been told that these new arrangements were being put in place, the Chief Executive had written to make representations about the detrimental effect they would have on the administration of justice within Halton, essentially relating to accessibility, cost, attracting new magistrates and the long-term future of the Courts in Halton.

The Chief Executive reported that, as a representative of the Cheshire Local Authority Chief Executives on the Criminal Justice Board, he had raised these concerns at a recent meeting and had been supported by representatives of Cheshire Magistrates, in particular with regard to the decision-making process and the lack of consultation. As a result of this meeting, Judge Elgin Edwards, the Court Service, the Crown Prosecution Service and the Police had agreed to come to a meeting to explain the rationale for the decision made and provide an opportunity for questions. This meeting was scheduled for 6<sup>th</sup> December 2006.

Invitations had been sent to the Chairs of each of the Benches of Cheshire Magistrates, the Cheshire Chief Executives and Cheshire Authority Leaders for this meeting, which was to be held at Halton Stadium. However, in the interim, it had been assured that

- (1) the changes would not result in the closure of courts in Halton; and
- (2) the arrangements would be kept under review so that

if the difficulties that had led to the decision were not resolved an alternative would be sought.

Members of the Board expressed their discontent at the lack of consultation and the impact that this would have on the residents of Halton.

In addition, it was advised that the Authority had been notified that the Courts were to change the way private prosecutions were administered. This would mean that Court time availability for the Council would be reduced from a weekly to a fortnightly slot.

RESOLVED: That

- (1) the Council expresses its concern and disappointment that Her Majesty's Courts Service (HMCS) has asked for the Council's views after its decision appears to have been made and seeks further clarification in relation to the points raised within the report;
- (2) the action of the Chief Executive in expressing the Council's concerns be endorsed;
- (3) HMCS be asked to reconsider its decision in the light of the concerns of the Council and other stakeholders;
- (4) HMCS be asked to work with the local bench and other stakeholders to thoroughly examine other options to improving the performance of the Court Service in Halton, including looking at the alternate use of Courts in Halton and Warrington; and
- (5) HMCS be requested to consider Halton as the location for the hearing of road traffic cases given the road and public transport infrastructure in and around the Borough.

Strategic Director  
- Corporate and  
Policy

#### EXB55 DEFAULT RETIREMENT AGE

The Board considered a report of the Strategic Director – Corporate and Policy regarding implications of the Employment Equality (Age) Regulations in respect of a default retirement age.

It was noted that dismissal on the grounds of a person's age was likely to be unfair. However, the Regulations contained an exception in the case of persons



who were at, or over, the age of 65 and where the reason for dismissal was retirement. As a result, employers had the option of continuing to have a retirement age of 65 or over but, if they did, they must have procedures in place to consider and determine requests to work beyond retirement age. The alternative was not to have a default retirement age and simply allow employees to continue to work until they wished to retire.

A number of options were outlined for the Board's information. It was advised that these had been discussed with the Trade Unions, and the view of both senior management and the Trade Unions was that the best option would be for the Council not to have a default retirement age. This decision should not result in any significant financial implications for the Council and would not affect employees' pensions.

RESOLVED: That a no default retirement age policy be adopted with immediate effect.

Executive Board Sub Committee – 12 October 2006

### **CORPORATE SERVICES PORTFOLIO**

#### **EXB39 SALE OF LAND AT HALE ROAD, WIDNES**

The Sub-Committee considered a report which sought approval for the sale of Council land forming part of the site of the former Ball O'Ditton Royal British Legion Branch premises, Hale Road, Widnes.

The whole site (including the Council's land) had been advertised for sale on the open market. 14 bids had been received ranging from £175,000 to £525,000. The offer of £525,000 from Grundy and Co. Excavations Limited was unconditional and it was their intention to hold the site for a period of time prior to making a formal planning application for residential development purposes. Acceptance of the bid would give the Council a projected capital receipt of £175,000.

RESOLVED: That approval be given for the sale of the site of the former Ball O'Ditton Royal British Legion Branch premises, Hale Road, Widnes to Grundy and Co. Excavations Limited.

Strategic Director  
- Corporate and  
Policy

Executive Board Sub Committee – 2<sup>nd</sup> November 2006

### **CORPORATE SERVICES PORTFOLIO**

EXB40 2006/07 HALF YEAR SPENDING

The Sub-Committee considered a report which summarised the overall half year spending position against the Council's Revenue Budget and Capital Programme across all departments up to 30th September 2006.

In overall terms, revenue expenditure at the half year position was within the budget profile. However, as the profile was only a guide to eventual spending it was important that budget managers continue to closely monitor and control spending to ensure that overall spending remains in line with budget by year end. Within the overall position there were some significant variances and details of these were outlined in the report.

With regard to capital it was reported that spending represented only 24% of the total programme. Although historically capital expenditure was significantly higher in the second half of the financial year, it was important that project managers kept projects and spending on schedule and in particular to ensure that all external funding was maximised.

RESOLVED: That the report be noted.

**REPORT TO:** Corporate Services Policy and Performance Board

**DATE:** 9<sup>th</sup> January 2007

**REPORTING OFFICER:** Strategic Director Corporate & Policy

**SUBJECT:** Partnerships

**WARD(S):** Borough-wide

### **1.0 PURPOSE OF THE REPORT**

1.1 The purpose of the report is to draw some conclusions on the work done to date in relation to Partnership activity within the Council.

### **2.0 RECOMMENDATIONS: That the Board make the following recommendations to the Executive Board:**

- (1) the definition of Partnership set out in paragraph 3.5 is agreed;**
- (2) a register of all partnerships of which the Council is a member is created and kept by the Council Solicitor including the information outlined in paragraph 3.2;**
- (3) all new partnerships created or joined by the Council are notified to the Council Solicitor by the Officer with responsibility for the partnership;**
- (4) the Governance of Partnership Checklist is formally endorsed;**
- (5) the issues set out in the Checklist are properly considered and addressed before a decision is taken to form or enter into a new Partnership;**
- (6) annual progress reports are presented by each Partnership in the register to the appropriate PPB;**
- (7) the Corporate Services PPB reviews the Partnership Register and Partnership arrangements on an annual basis to ensure that they are working effectively.**

### **3.0 SUPPORTING INFORMATION**

3.1 As has been reported previously there is considerable partnership working going on between the Council and other agencies. Considerable time and resources are spent by both members and

officers in this partnership working activity, and it is therefore necessary to ensure:

- That Partnership work is properly directed and overseen by the Council
- That resources invested in Partnership working are properly managed
- That arrangements are in place to ensure propriety and probity in Partnership working
- That Partnership working delivers value for money in terms of outcomes.

3.2 A register has been established and previously considered by the Board. The register records the following items of information in relation to Partnerships:

- Name of Partnership
- When Established
- Period of Partnership
- Purpose of Partnership
- List of Partners
- Halton B.C. Officer Representatives
- Halton B.C. Member Representatives
- Annual Revenue Budget
- Annual Capital Programme
- Percentage of Funding Provided by Halton B.C.
- Other Bodies Providing Funding
- Is Halton B.C. the Accountable Body?
- Arrangements for Reporting Decisions/Commitments to Halton B.C.
- Is a formal Partnership Agreement in Place?

3.3 This register is still in its formative stages and will develop to be a more comprehensive record of partnership working over time. It is possible that the register may never be fully comprehensive of all partnership activity going on, but the important thing is to ensure that it picks up all the key partnerships i.e. those that are crucial to delivery of the Council's priorities. As new Partnerships are established it is important that they are picked up and included in the register.

3.4 In addition to the register, a Governance of Partnerships checklist has been established (and is now available on the Council's intranet – see Appendix 1 attached). This focuses attention on the key areas to be addressed when the Council is considering Partnership working. By not making the checklist too long or onerous it is hoped that this will persuade officers to view the checklist as a helpful tool and therefore encourage its use. Initial feedback suggests that officers have found it useful and are happy to have some straightforward guidance when considering new partnership arrangements.

3.5 One issue that still needs to be addressed is how Partnership is defined. The partnership working identified so far ranges from organisations with significant budgets and employing a considerable number of staff (e.g.

the Halton and Warrington Youth Offending Team) to meetings of groups of specialist officers from neighbouring authorities simply to share experience and good practice. The suggested definition below (taken from the Audit Commission) is suggested for members consideration and is intended to capture the key partnerships with which the Council is involved.

Partnership – A joint working arrangement where the partners:

- are otherwise independent bodies
- agree to co-operate to achieve a common goal
- and to achieve it, create an organisational structure or process, an agreed programme, and share information, risks and rewards

- 3.6 The Board might wish to consider whether it is now in a position to make a number of recommendations to the Executive Board in relation to Partnership working so that the work done so far is formally incorporated into Council Policy and Procedure.

#### **4.0 POLICY, FINANCIAL AND OTHER IMPLICATIONS**

- 4.1 As considerable resources are invested in Partnership working it is important that appropriate arrangements for the control and oversight of partnership working are put in place to ensure proper husbandry of the resources invested.

#### **5.0 RISK ANALYSIS**

- 5.1 Considerable financial and other resources are invested in Partnership working. The Council depends on the effectiveness of its partnership arrangements for delivering large parts of its agenda. It is vital therefore that the Council puts in place appropriate control, accountability, scrutiny and governance systems for its partnership arrangements.

#### **6.0 EQUALITY AND DIVERSITY ISSUES**

- 6.1 None.

#### **7.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

- 7.1 None

## **APPENDIX 1 - Governance of Partnerships - Checklist**

### **Rationale for the Partnership**

**The aims and objectives of each partnership should be clearly aligned with the Council's key priorities.**

**All partnerships must identify and evaluate each partner's objectives. Each partnership must then ensure that all partners agree clearly defined and mutually shared objectives. Failure to achieve this may result in the Council not being able to lead and co-ordinate the efforts of the various partners.**

- Why does the partnership exist? Does the organisation have clear and sound reasons for being involved in the Partnership?
- What are its agreed aims?
- Where have they been published?
- Is the partnership for a fixed term – how long?

### **Added Value from the Partnership**

**Partnerships involving the Council are generally established to contribute to improving the quality of local public services and to residents' quality of life. It is therefore important that partnerships can demonstrate accountability to the general public, service users or other stakeholders.**

**Partnerships should actively publicise their activity, where it is appropriate to do so, and where possible, promote transparency and openness. Examples may include articles published in the local press or Inside Halton magazine.**

- How does this partnership add value?
- How is this added value demonstrated to the public?
- How do you know whether funds are being well spent? How is this information communicated to the public?

### **Governance Framework**

**Partnerships must have formal arrangements in place outlining the roles and responsibilities of all partners. For example, a written agreement or contract to be in place, which states the objectives of each partnership and the roles, responsibilities and regulations for**

**all partners. Accountability arrangements, both to the Council and to other stakeholders must also be considered.**

**The absence of formal arrangements can inhibit the achievement of the partnership's objectives and increase the potential for disputes and breakdowns in governance, control and probity.**

**The partnership arrangement shall be subject to prior approval by the Council Solicitor and the Section 151 Officer (Operational Director – Financial Services).**

- Is there a written partnership agreement in place describing partner roles and responsibilities?
- Is there a governance framework and how does it function? Does this involve some form of scrutiny and/or use of Internal Audit processes?
- How do the partnerships governance arrangements link to those of individual partners?
- How are decisions made? Are they delegated to the partnership or must decisions be reported back to the constituent bodies for approval before action?
- How are they recorded? Who makes sure they are acted on?
- Who scrutinises them?
- To whom are they reported?

### **Performance Management**

**Partnerships need to demonstrate that they operate within the Council's financial reporting and scrutiny frameworks, to enhance the accountability of the partnership. Similarly, elected members and other stakeholders need assurance that the partnership is achieving its intended purpose and providing value for money.**

- What action is taken to ensure that the plans/targets of the partnership are aligned with corporate objectives?
- How is the performance of the partnership monitored? E.g. How do you know which partnership targets you are meeting and which you are failing to meet?
- Who manages and reports progress?
- How do we monitor partner contributions?
- What scrutiny systems are in place?

### **Financial Management**

**Accountability to all stakeholders in terms of financial reporting and performance management should be clearly defined.**

- Who provides the money?
- Who decides how to spend it?
- Can the money be reallocated?
- What are the financial reporting arrangements?
- Are procurement arrangements compliant with this Council's Procurement SOs?

### **Risk Management**

**As partnership working offers less direct control than delivering services alone, there are increased risks such as difficulties in managing different organisational cultures. A common commitment to objectives, and understanding of risks, and how those risks are to be managed is therefore integral to delivering a successful partnership.**

- What criteria was used to decide whether to join the partnership?
- What is the extent of our involvement in the partnership?
- Has a risk assessment exercise been undertaken to achieve a common understanding of the risks and how they will be managed, and to provide clarity over the allocation of risk ownership?
- Have you considered whether there are any sustainability issues for the projects after funding ceases?
- How do you know when things go wrong?
- What arrangements are in place to avoid or manage conflicts of interest?

### **Termination Arrangements**

**When establishing a partnership, consideration should be given to when its work is likely to end and how any gains achieved through the partnership can be sustained. This is particularly important to avoid leaving a legacy of problems and potential financial and / or legal commitments for which the Council may become liable.**



**Similarly, arrangements for the ongoing ownership of a partnership's assets need to be clearly defined.**

- What are the arrangements if the partnership comes to an end?
- Or if you decide you no longer want to be involved? Do you have an exit or a continuation strategy?
- How will resources/assets be disengaged?
- Is there any financial liability for the Council if partners withdraw?

### **Serving the Public**

**Partnerships should develop joint complaints procedures or determine which organisation is responsible for redress if things go wrong. If partnerships fail to document their processes then the public will not know which partner agency to contact, or which individuals within it deal with complaints.**

- How does the partnership communicate with the public?
- How can the public and service users obtain redress when things go wrong? E.g. Is there a formal complaints and suggestion process the public can use?

<b>REPORT TO:</b>	Corporate Services Policy and Performance Board
<b>DATE:</b>	9 <sup>th</sup> January, 2007
<b>REPORTING OFFICER:</b>	Strategic Director Corporate & Policy
<b>SUBJECT:</b>	Service Planning
<b>WARD(S):</b>	Borough-wide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 To give the Board an indication of the future plans and developments proposed, and any significant issues emerging, in relation to those Departments for which the Board is responsible so as to elicit the views of the Board in time to influence the Service Planning process.

## **2.0 RECOMMENDATIONS**

- 2.1 That the Board provides feedback to the Officers on their plans for their services, such feedback to be taken into consideration as part of the service planning process.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 The service planning process for the next three years is now underway. In order to enable the Board to influence the future direction of those services for which it is responsible, it is proposed that the Operational Directors reporting the Board give a brief outline of plans for their areas over the next three years, including details of issues likely to emerge and budget and resource pressures. It is hoped that this will enable the Board to give some feedback as to their views on the future direction of the reporting Departments which can then be taken into account in the Service Planning process which has now started.

## **4.0 POLICY, FINANCIAL AND OTHER IMPLICATIONS**

- 4.1 To be outlined at the meeting.

## **5.0 RISK ANALYSIS**

- 5.1 It is an important part of the service planning process that the Policy and Performance Board has an opportunity to comment at an early stage on themes emerging as part of the service planning process before service plans become fixed and difficult to influence.

**6.0 EQUALITY AND DIVERSITY ISSUES**

6.1 None.

**7.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE  
LOCAL GOVERNMENT ACT 1972**

7.1 None

<b>REPORT TO:</b>	Corporate Services Policy and Performance Board
<b>DATE:</b>	9 <sup>th</sup> January, 2007
<b>REPORTING OFFICER:</b>	Strategic Director Corporate & Policy
<b>SUBJECT:</b>	Corporate Equality Plan
<b>WARD(S):</b>	Borough-wide

## **1.0 PURPOSE OF THE REPORT**

- 1.1 The purpose of the report is to ask the Board to consider the revised Corporate Equality Plan and to suggest any changes or amendments considered appropriate.

## **2.0 RECOMMENDATIONS**

- 2.1 That Board consider the revised Corporate Equality Plan and suggest and changes or amendments considered appropriate.**

## **3.0 SUPPORTING INFORMATION**

- 3.1 In the spring of last year the Executive Board approved a Corporate Equality Plan for the Council. However, since then there has been significant new legislation in relation to both Disability Equality and Gender Equality.
- 3.2 The new legislation requires the Council to adopt a Disability Equality Scheme (December 2006) and a Gender Equality Scheme (April 2007). Rather than adopt separate schemes for each aspect of social identity, a revised Corporate Equality Scheme has been produced, and endorsed by the Executive Board in December. The revised scheme is a Single Equality Scheme encompassing the separate statutory requirements for the Council to produce Race, Disability and Gender Equality Schemes.
- 3.3 The revised scheme will now be subject to public consultation with any comments or suggested amendments referred back to the Executive Board for further consideration. The Board therefore have an opportunity to consider whether it would wish to see any changes to the scheme. In this context the board may wish to look at the scheme both in its capacity as lead Board fro Equality and Diversity maters and also in its capacity as scrutineer of the Corporate Service areas.

**4.0 POLICY, FINANCIAL AND OTHER IMPLICATIONS**

4.1 There are no direct additional financial consequences arising from the Plan other than the cost of consultation.

**5.0 RISK ANALYSIS**

5.1 The revisions to the plan are necessary to ensure that the Council is complying with its statutory obligations to promote Disability and Gender Equality.

**6.0 EQUALITY AND DIVERSITY ISSUES**

6.1 The Plan is a key control measure for ensuring that the Council is set up to meet the diverse needs of its customers.

**7.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
Codes of Practice on the Disability and Gender Equality Duties	Municipal Building	John Tradewell



**Corporate Equality Plan  
2006-2009**

<b>Index</b>	<b>Page No.</b>
1. Foreword	2
2. Introduction	3
3. Purpose of the Corporate Equality Plan	4
4. Halton in Context	5
5. Equality Policy Statement	8
6. Corporate Management of Equality	11
7. Assessing Functions and Policies	13
8. Communication and Consultation Arrangements	14
9. Monitoring Arrangements	15
10. Publication of Results of Assessments and Monitoring	16
11. Arrangements for Ensuring Public Access to Information and Services	16
12. Training Arrangements	17
13. Employment Issues	17
14. Complaints Procedures	18
Appendix 1 – Corporate Equality Action Plan 2006 – 2007	19
Appendix 2 – Corporate Equality Measures and Targets	26
Appendix 3 – Departmental Equality Plans	29
Appendix 4 – Equality Impact Assessment Screening Document	52

## 1. Foreword

Welcome to Halton Borough Council's Corporate Equality Plan 2006-09. This plan contains important information about the work the Council is doing in the area of equality. It outlines the action that the Council will be taking to ensure equality of opportunity for both its employees and residents of the area who use the services it provides.

We have legal duties relating to equality and we are determined to meet these. However, our aim is not just to meet our legal duties, but to make Halton a place where everyone matters and is treated as an equal citizen, in the light of their different needs

We want Halton to be a place where no-one experiences discrimination or disadvantage because of race, nationality, ethnic or national origin, religion or belief, gender (including gender reassignment), marital status, sexuality, disability, age or any other unjustifiable reason.

The Council has already made some strides towards this aim. In July 2002 we adopted our first Race Equality Scheme committing the Council to assess each of its policies and services for their potential impact on different ethnic groups, and then in March 2004 we adopted a revised Corporate Equality Policy that commits us to taking action to prevent discrimination on any grounds. However, we recognise that we still have great deal to do in ensuring equality for all. We believe that the proposals contained in this document will pave the way for further progress in achieving genuine equality of opportunity for all.

As the work described in the plan takes place over the next three years we will continue to welcome comments on it and on any other aspect of our work to promote equality. We will continue to listen to views and amend the Plan in the light of those views as the Plan is intended to be a living document, continuing to change to reflect the needs and aspirations of local people.

Cllr. Tony McDermott,  
Leader, Halton Borough Council

Mr. David Parr,  
Chief Executive, Halton Borough Council



## 2. Introduction

The publication of the Corporate Equality Plan, which incorporates the Council's statutory Race Equality Scheme, Disability Equality Scheme and Gender Equality Scheme is further evidence of the ongoing progress being made by the Council towards its expressed commitment to promote equality in the Halton. The Council is committed to promoting equal opportunity for everyone, regardless of race, nationality, ethnic or national origin, religion or belief, gender (including gender reassignment), marital status, sexuality, disability, age or any other unjustifiable reason (for example HIV status, caring and child care responsibilities, union activity, unrelated criminal convictions). The Council recognises that to serve its population well it must meet the diverse and individual needs of its customers, and to do this it needs to reach into those parts of its community which are either excluded from, or find it difficult to access, the Council's services.

The Council intends, through its ongoing work on equality issues, that this document will become the focus for promoting equality across the Council. This will mean integrating equality into all aspects of our functions, policies and services. The Plan does not, however, offer a 'quick-fix' strategy. It sets out a process for long term and sustainable improvements as to how the Council promotes equality through the progressive adoption of the levels prescribed within the Equality Standard for Local Government.

Whilst some progress in this area can already be shown, it is recognised that there is some way to go to make sure all Council functions, services and policies are developed and delivered in accordance with that central commitment to equality.

The Plan provides the blueprint for carrying out the requirements laid down in the Equality Standard for Local Government. This Plan is, nevertheless, a living document and the Council would welcome views and comments to help us learn more and improve the Plan.

A copy of this document is available on request and it is also on the Council's website at [www.halton.gov.uk](http://www.halton.gov.uk).

Please send your comments and views to:-

John Tradewell  
Council Solicitor,  
Halton Borough Council,  
Municipal Building,  
Kingsway,  
Widnes,  
WA8 7QF

Tel: 0151 424 2061

e-mail: [john.tradewell@halton.gov.uk](mailto:john.tradewell@halton.gov.uk)

### 3. Purpose of the Corporate Equality Plan

We recognise that in order to improve our performance we have to take practical steps to promote diversity and equality of opportunity. Therefore the purpose of this Plan is to:

- Provide all staff and members of the Council, partner organisations and Halton residents with leadership, accountability and direction in promoting equality and diversity and eliminating discrimination in service delivery and employment.
- Make clear the Council's commitments in fulfilling its legal obligations to achieve equality of opportunity in the areas of race, gender (including gender reassignment), disability, sexuality, religion or belief and age
- Mainstream equal opportunities into all business decisions by developing systems and processes which are accessible and transparent, for example in contracting or grant aid;
- Create a positive, safe, accessible environment and culture in which discrimination has no part and where everyone can achieve their full potential;
- Value and respect diversity and benefit from our differences;
- Support positive action programmes where there is a clearly identified need, for example Corporate parenting responsibilities to Looked After Children;
- Motivate staff across the Council's various Directorates and Departments by showing how they contribute to our equality objectives;
- Ensure that our equality objectives are consistently applied throughout the whole council and taking necessary action when non-compliance with the Policy is identified;
- Listen to, engage and collaborate with a wide range of partners and staff in order to service users and employees to ensure our policies are effective and meet their needs;
- Draw together the different strands of equality work into one comprehensive plan with equality priorities for the next 3 years and an explanation of how we will achieve them;
- Ensure we meet the aims of our policies by target setting, monitoring, evaluating and reviewing progress on a regular basis;
- Secure resources to ensure that this commitment is achieved.

Appendix 1 sets out the detailed steps that the Council take over the lifetime of this Plan to deliver these aims.

## 4. Halton in Context

### Halton's Vision

Halton will be a thriving and vibrant borough where people enjoy a good quality of life with;

- good health
- a high quality, modern urban environment
- opportunity for all to fulfil their potential
- greater prosperity and equality
- safe and attractive neighbourhoods

The Council is pledged to secure a better future for the people of Halton. Therefore, the Council will work vigorously to see this vision realised and will make sure that;

- The community is offered leadership which maintains open and democratic processes that encourage local people to become involved in decisions that directly affect them and future generations
- The community receives value for money services of the highest quality that are accessible, affordable and focused on local needs
- The Council is a first class employer that engages a well-trained, motivated and committed workforce in a working environment of trust, co-operation and respect.

### Overview of Halton

Halton sits on either side of the River Mersey and is made up of the twin towns of Widnes and Runcorn together with the villages of Hale, Moore, Daresbury and Preston Brook. It provides a home for nearly 120,000 people. Halton is an urban, industrial area whose main businesses are in chemicals, food processing, clothing, metal products and furniture manufacturing. The main service sectors are retail, financial, public and health administration.

Halton Borough Council is the major employer in the area employing approximately 6,000 employees.

### Age

The Census 2001 revealed the age breakdown for residents in Halton as follows:-

<b>Age Range</b>	<b>Total</b>	<b>Percentage</b>
0-4	7,200	6.1%
5-14	16,600	14.0%
15-24	15,300	12.9%
25-44	33,800	28.6%
45 – Retirement Age	26,600	22.5%
<b>Retirement Age Plus</b>	<b>18,800</b>	<b>15.9%</b>

(Note: Retirement Age for this purpose is 60 for women and 65 for men).

The Population in Halton is ageing, and the average age of the population increased from 35 in 1991 to 37 in 2001.

In relation to the Council's workforce (excluding school based employees) the age profile was as follows:

<b>Age Range</b>	<b>Total</b>	<b>Percentage</b>
19 or less	51	2%
20-29	429	17.3%
30-39	635	25.6%
40-49	714	28.8%
50-59	562	22.7%
<b>Over 60</b>	90	3.6%

### Gender

Gender is essentially balanced in Halton with 51.7% of residents being female and 48.3% male.

In relation to the Council workforce (excluding schools based employees) 70.4% are female and 29.6% male. The gender balance is more equitable at Managerial level where 55% are female and 45% male. Traditionally the senior management of local authorities has tended to be male dominated but this is now changing, and the percentage of women in senior management in the Council (i.e. the top 5% of earners) has increased to 37.84%.

### Ethnicity

The table below outlines the ethnic groups in Halton as reported in the 2001 Census. 1.2% of the population was recorded as belonging to an ethnic minority community, details of which are set out in the table below:-.

<b>Population Group</b>	<b>Total Population</b>	<b>Percentage</b>
White British	115,396	97.62%
White Irish	824	0.69%
Any Other White Background	563	0.48%
White and Black Caribbean	221	0.19%
White and Black African	151	0.13%
White and Asian	169	0.14%
Any Other Mixed Background	164	0.14%
(Asian or Asian British) Indian	149	0.13%
(Asian or Asian British) Pakistani	32	0.03%
(Asian or Asian British )Bangladeshi	45	0.04%
Any Other Asian Background	47	0.04%
(Black or Black British) Caribbean	54	0.05%
(Black or Black British) African	55	0.05%
Any Other Black or Black Background	23	0.02%
Chinese	240	0.2%
Other Ethnic Group	75	0.06%
<b>Overall Total</b>	<b>118,208</b>	

The ethnicity of the Council's workforce (excluding school bases staff) is as follows:

<b>Ethnic Origin</b>	<b>Numbers</b>	<b>Percentage</b>
White British	2326	94%
White Irish	14	0.56%
White and Black Caribbean	2	0.08%
Any Other Mixed, Black or Black British Background	3	0.12%
(Asian or Asian British) Indian	3	0.12%
Any Other Asian Background	10	0.4%
Chinese	2	0.08%
Not declared	116	4.7%
<b>Overall Total</b>	<b>2476</b>	

This shows that the proportion of the Council's workforce from an ethnic minority background is 1.46%.

### Disability

There is no single measure of the proportion of the population with a disability, but in the 2001 census 21.5% of the population in Halton indicated that they had a limiting long-term illness (which is higher than the average for England and Wales which is 18.2%). The census figures are borne out by Benefits data which shows that in the last quarter of 2004, of the 14,900 people of working age claiming benefit in Halton 11,000 were claiming as a result of sickness or disability. In the same quarter, of the 20,500 people of pensionable age claiming benefit, 8,000 were claiming as a result of sickness or disability.

Of the Council's workforce, 0.84% have indicated that they meet the Disability Discrimination Act definition.

### Religious Belief

The 2001 Census provides the following picture in relation to Religious Belief in Halton:

<b>Religion</b>	<b>Numbers</b>	<b>Percentage</b>
Christian	99,096	83.84%
Buddhist	114	0.1%
Hindu	98	0.08%
Jewish	40	0.03%
Muslim	148	0.12%
Sikh	33	0.03%
Other Religions	122	0.1%
No Religion	10,273	8.69%
Religion not stated	8,277	7.0%

The Council does not currently hold information on the religious beliefs of its workforce.

### Sexual Orientation

The Council does not currently hold any data relating to sexual. It does not have any plans currently to gather such data as it would not wish to intrude into people's private and personal lives.

## **5. Equality Policy Statement**

The Council wants to create a culture where people of all backgrounds and experience feel appreciated and valued. It is totally committed to achieving equality of opportunity in service delivery and employment. Service users, job seekers and employees will be treated fairly and without discrimination. Discrimination on the grounds of race, nationality, ethnic or national origin, religion or belief, gender (including gender reassignment), marital status, sexuality, disability, age or any other unjustifiable reason will not be tolerated.

The Council is opposed to all forms of unlawful and unfair discrimination (including harassment of any kind). The Council will take appropriate action wherever instances of discrimination and harassment occur, in the delivery of services and in the course of employment. It will work with its partners to develop effective procedures and policies to combat all forms of unlawful discrimination and to share good practice.

The Council will fulfil its legal obligations under the relevant legislation, including:

### Gender

Equal Pay Act 1970 (as amended),  
Sex Discrimination Act 1975 (as amended)  
Equal Pay (Amendment) Regulations 1983  
Sex Discrimination Act 1986  
Sex Discrimination (Gender Reassignment) Regulations 1999  
Sex Discrimination (Indirect Discrimination and Burden of Proof) Regulations 2001  
The Gender Recognition Act 2004  
Equality Act 2006

### Race

Race Relations Act 1976  
Race Relations (Amendment) Act 2000  
Race Relations Act (statutory Duties Order 2001

### Disability

The Disability Discrimination Acts 1995 and 2005,

### Sexuality

The Employment Equality (Sexuality) Regulations 2003

Religion/Belief

The Employment Equality (Religion or Belief) Regulations 2003

Age

Employment Equality (Age) Regulations 2006

General

Human Rights Act 1998  
Freedom of Information Act 2000  
Crime and Disorder Act 1998  
Rehabilitation of Offenders Act 1974  
Protection from Harassment Act 1997

The Council will keep abreast of potential developments in the law so that it is well placed to implement new legislation quickly and effectively.

Delivery of Services

Halton Borough Council will ensure that all services are provided fairly and without discrimination. Reasonable adjustments will be made so that services are accessible to everyone who needs them. People's cultural and language needs will be recognised and services will be provided which are appropriate to these needs.

The Council will monitor the take up of services from different sections of the population. The information collected will be used to inform service planning and delivery. Equality Impact Assessments will also be carried out on Council policies and services to assess how policies and services impact on different sections of the community. The results of the Equality Impact Assessments will highlight areas for improvement, which will be dealt with through service plans.

Before awarding contracts, enquiries will be made of potential contractors about their equality policies and practices. Contract documents will contain terms requiring contractors to comply with their statutory equality obligations and the Council's equality policies and practices.

Voluntary sector organisations grant aided by the Council will be expected to have equal opportunities policies and procedures covering employment and service delivery. They will be expected to comply with their statutory equality obligations and the Council's equality policies and practices.

The Council takes complaints seriously. Members of the public, including job seekers, who feel they have been unfairly treated, have the right to use the Council's complaints procedure.

The Council will work closely with the Police and other partners in the Halton Community Safety Partnership, and the Halton Hate Crime Panel, to deal effectively with all forms of Hate Crime in the area.

## Employment

The Council will work towards creating a workforce which reflects Halton's population. It will ensure that no-one is unfairly discriminated against when applying for a job or during the course of their employment with the Council.

All employees have equal access to training and career development regardless of any of the considerations mentioned above. The training needs of particular groups of employees who are under-represented in specific occupations and management posts will receive positive attention.

Comprehensive monitoring of the workforce and job applicants by ethnic origin, gender and disability will be undertaken and published. Where required, we will consider introducing monitoring in other equality areas. The purpose of monitoring is to evaluate the effectiveness of the Council's policies and practices around equalities, and to take action where evidence shows unfair treatment or where particular communities are not adequately reflected within the workforce.

An employee who has a concern regarding unfair discrimination or harassment at work may use one of the Council's formal procedures e.g. grievance, bullying and harassment. This does not affect an employee's right of reference to an employment tribunal within the statutory time limits.

The Council recognizes that many working parents and carers of the sick, elderly or disabled, have caring responsibilities that do not fit well with standard working patterns. The Council has already introduced a number of family friendly policies, and will continue to take a positive approach to working practices that will assist those with caring responsibilities.

## Responsibilities of all Council Members and Employees

Responsibility for ensuring that the Council operates in ways that promote equality and are non-discriminatory lies with all members and employees of the Council.

The Council will exercise leadership and commitment in promoting equality of opportunity and freedom from discrimination, and we will do this through our roles as:

- Community leader
- Service provider
- Employer

Employees and members should participate actively in measures introduced by the Council to ensure that there is equality of opportunity and non-discrimination. Employees and members should also draw the attention of management to alleged unlawful or unfair discriminatory acts or practices.

Should employees, through the course of their employment, be found to have caused or encouraged discrimination, this will be regarded as a particularly serious offence, rendering them liable to disciplinary action. Members have an obligation under the Council's Code of Conduct to treat others with respect and to promote equality by not discriminating unlawfully against any person.



## 6. Corporate Management of Equality

The Council has adopted the Equality Standard for Local Government as a means of performance managing the equality agenda. The basic principle behind the Equality Standard is *“that equality policy and practice must be part of the mainstream of all an authority’s activities for that authority to be able to demonstrate that it is a good employer and offers high quality services.”*

The Equality Standard provides a framework through which local authorities can manage and meet their legal obligations under anti-discrimination legislation. It has five levels of achievement which enable the Council to break down the process of mainstreaming equality into manageable stages:

**Level 1** Commitment to a comprehensive Equality Policy

**Level 2** Assessment and consultation

**Level 3** Setting equality objectives and targets

**Level 4** Information systems and monitoring against equality targets

**Level 5** Achieving and reviewing outcomes

The Standard currently covers equality issues around race, gender and disability; however, any new statutory duties or legal requirements to assess and monitor other equality issues can easily be incorporated into the approach advocated by the Standard.

The following are examples of the commitments and work undertaken which assisted the Council in achieving level 2 of the Standard as at March 2006.

### A. Leadership and Commitment

- A new Corporate Equal Opportunities Policy has been adopted
- An Executive Board Member and Senior Officer Lead on Equalities have been appointed
- A Corporate Equality and Diversity Group has been established, attended by senior managers from each of the Council’s Directorates and chaired by the Council Solicitor
- Equality groups have been formed in each Directorate
- Equality Impact Assessments of all the Council’s Services, Policies and Strategies have been carried out
- Departmental Equality Action Plans have been prepared based on the Equality Impact Assessments

### B. Consultation and Community Development and Scrutiny

- A Community Engagement Strategy has been developed which gives advice on consulting hard to reach groups (e.g. disabled people, older people) and is available for use by services.
- Each department and service area is committed to contributing to the consultation and scrutiny element of this Plan implemented through the performance management framework of the Council.

- The action plan in this Plan sets out in detail how we will carry out our commitment to equality self assessment, scrutiny and audit processes.
- The Council has established mechanisms for responding to harassment on the grounds of race, gender, disability, sexuality and religion or belief and will review its policy and procedures.

C. Service Delivery and Customer Care

- Departments and service areas are implementing actions as a result of the equality impact assessments carried out
- Departmental and service plans for 2006/07 will include equality objectives and targets linked to the Corporate Equality Plan which will lead to improvements in the equality of access to services.
- Equality action planning and equality target setting within all departments and service areas is being achieved through the integration of equality within the Council's performance management framework
- Any additional resources needed will be identified through the service planning process.

D. Employment and Training

- The Council has reviewed its recruitment procedures and guidance to ensure that they are non-discriminatory and in line with current legislation and best practice
- Work will be started to carry out an employment equality assessment of the Local Labour Market Area
- The Council has produced its first Workforce Plan which provides a profile of its workforce and which will feed into target setting and service planning.
- The Council is in the process of introducing a new Human Resources Information System capable of more easily capturing equality monitoring information.
- The Council has published employee monitoring information under its Race Equality Scheme and will continue to do so on an annual basis
- An equalities and diversity training course has been developed and a programme for delivery of the training has been produced
- The Council as part of its commitment to fair employment and equal pay is undertaking a Job Evaluation exercise of its workforce
- The Council will use its monitoring systems to identify any disparity in pay between members of its workforce by reference to gender, race, disability or other aspects of social identity, and if any such disparity is identified will consider what action if any is appropriate to address the issue.

Specific Responsibilities

Executive Board – Overall responsibility for agreeing the Council's policies and plans relating to Equalities so as to ensure that the Council meets its statutory obligations and policy objectives. The Executive Board also has a key role in providing leadership to the Community and Partners in relations to Equality and Diversity

Lead Member – The Lead Executive Board Member will report to the Executive Board on a regular basis (at least annually) to update the Board on progress in delivering this Plan

Corporate Services Policy and Performance Board – The Board will act as a source of independent audit and scrutiny of the work being carried out within the Council's Directorates and Departments and will make recommendations to the Executive and Management Team as to how the Council's arrangements might be improved

Other Policy and Performance Boards – The various Policy and Performance Boards will monitor and scrutinize the performance of the Council's Departments for which they have responsibility in meeting the objectives and targets set out in the Departmental Equality Action Plans (incorporated within Departmental Service Plans)

Management Team – The Management Team (made up of the Council's Chief Executive and Strategic Directors) has responsibility for overseeing the delivery of the Equal Opportunities Policy and this Plan and for monitoring the Equality targets and objectives set by the Council

Lead Officer – The Lead Officer will Chair the Corporate Equality Group and provide leadership and direction to ensure that the Council continues to make progress in relation to Equality and Diversity

Corporate Equalities Group – Working with the Lead Officer, this group will provide leadership and guidance to the Council on implementing equalities and will keep Management Team updated on progress and any obstacles encountered

Directorate Equalities Groups – These Groups will support progress, provide guidance and build best practice within the Directorates as well as fostering the process of cultural change needed to embed equalities within the Culture of the Council

Strategic and Operational Directors – Strategic and Operational Directors will continue to ensure that Impact Assessments are undertaken, and kept up to date, in respect of the Services, Policies and Strategies for which they are responsible, and will ensure that Equality Action Plans are produced and delivered for the Services within their responsibility

## **7. Assessing Functions and Policies**

The Council is required to include in its Race Equality, Disability Equality and Gender Equality Schemes all functions, policies and proposed policies that are relevant to the promotion of race, disability and gender equality, and to set out its arrangements for assessing their impact the promotion of equality in these areas. The Council has chosen to extend its obligation in this regard so as to assess the impact of its policies and services on the promotion of the wider equality agenda.

In order to carry out these assessments the Council has the Assessment Document included as Appendix 4. Altogether, well over 100 Assessments have been completed so far and these identify the whether services or policies have a high, low or no impact on the promotion of Equality. On the basis of these assessments Equality Action Plans have been produced for all those areas where services, policies and strategies have the potential to impact on the promotion of equality. A list of the various services, policies and strategies assessed and the associated Action Plans is attached as

Appendix 3 to this Plan. These Action Plans will be incorporated into Departmental Service Plans and delivery will be monitored via the Council's Performance Management framework.

The Council will continue to assess new functions, policies and services and when they are developed, and will ensure that the assessments already carried out are reviewed. It has given responsibility for this task to the Directorate Equality Groups which have been established in each of the Council's four directorates.

In addition to the assessment of functions and policies through the use of the Assessment Document procedure, the Council has also adopted a standard Report template which requires the equality implications of the subject matter of the report to be considered and explained in the report. As a result, when new policies or proposals are being considered, or when changes to existing functions and policies are proposed, the Report template requires that the equality implications are properly assessed. With the exception of a small number of confidential items, all the reports to the Council, the Executive Board and the various, Boards, Committees and Sub-Committees of the Council are freely available for public inspection on the Council's website and at the Council's One Stop Shops.

### **8. Communication and Consultation Arrangements**

The Council is committed to engaging with the local community, staff and partner organisations to ensure that all those who live, work and contribute to the well being of the area have the opportunity to contribute to the development of the area. In order to engage effectively the Council has adopted a number of mechanisms, including the following:

- It has set up 7 Area Forums across the Borough at which local residents can attend and raise issues of concern with local councillors
- All Council publications now contain a statement (in a number of different languages) to indicate that the document can be made available in alternative languages and formats
- The Council makes all its key policies, plans, strategies and other documents and information available on its website and consults on new proposals via its website
- The Council has a series of processes by which it can communicate and consult with its staff (Cascade, Core Brief, In Touch) as well as working closely with the Trade Unions
- The Council publishes the Inside Halton Magazine and distributes it to all residents and business in the area on a quarterly basis.
- The Council works closely with its key partners in the Borough (e.g. the Police, Health Agencies, Community and Voluntary Agencies, local Business Representatives) through the Halton Strategic Partnership Board
- The Council, with its partners in the Halton Strategic Partnership, has produced a Community Engagement Strategy for Halton, which, among other things, provides a detailed toolkit for effective consultation and engagement with the local community, including hard to reach groups.

The Council intends to use these and other mechanisms on an ongoing basis to ensure that it consults and communicates effectively with local people, staff and partner organisations in relation to the planning and delivery of its work on equality and diversity, and in relation to the assessment, monitoring and review of the impact of its functions and policies on the promotion of equality.

The Council recognises that there will be a need for different means of consultation for different groups, and will use the methods most suited to the issue concerned. The Council will ensure that consultation information is available in accessible formats in a timely fashion (translations will be available if necessary), and that the information provided is sufficient to ensure meaningful consultation.

## **9. Monitoring Arrangements**

Through the assessment process the Council will identify those policies and services which have the potential to impact (whether adversely or positively) on the promotion of equality. The Directorate Equality Groups will keep the assessments under review and will carry out monitoring to ascertain whether the potential impact is being effectively addressed through the relevant Departmental Equality Action Plan. In the event that the scale and implications of the impact of any particular policy or service are of wider corporate significance the Directorate Equality Group will refer the matter to the Corporate Equality Group for further review.

As well as the monitoring by the Directorate Equality Groups, monitoring will take place through the Council's performance management framework. This framework already involves the Council in monitoring a suite of performance indicators related to Equalities (Appendix 2). This monitoring of the Council's performance in relation to equalities will in future be enhanced by bringing the Departmental Action plans into the corporate performance framework.

The Departmental Action Plans addressing the impact of policies and services will be included in Departmental Services Plans. This will ensure that they are monitored through the performance management framework, which provides for quarterly performance reports to be produced setting out progress towards achieving the objectives and targets set out in the plan. These performance reports are then submitted to Management Team and to the relevant Policy and Performance Board for further monitoring and scrutiny.

The Corporate Equalities Group will undertake monitoring of the Council's progress in carrying out the actions set out within this plan, as well as monitoring compliance with the Council's statutory obligations (such as the publication of Ethnic Monitoring Data on the Council's workforce). It will report annually to Management Team on progress in delivering this plan.

The Prosperity and Equality Policy and Performance Board will carry out the role of independent scrutiny and monitoring of the Council's performance in relation to its statutory obligations and the commitments and objectives set out in the Corporate Equality Policy and Corporate Equality Plan. They may call for reports and require the attendance of Officers and Executive Members as they consider necessary in order to

carry out their responsibilities in this regard, and will report to the Executive board and Management Team if they identify any issues of concern.

#### **10. Publication of results of assessments and monitoring**

Impact Assessments of the Council's services and policies will be published on the Council's website and will be available in hard copy to anyone who requests a copy.

The annual report to the Executive Board from the lead Member for Equality will be published via the Council's website and will be available in hard copy to anyone who requests a copy. All reports to Policy and Performance Boards will be made available in similar fashion.

The Corporate Equality group will work with the Council's communication and Marketing Team to keep under review the effectiveness of the Council's publication policies to assess their effectiveness in reaching all sections of the community, and will make recommendations to Management Team if any changes are considered necessary to improve effectiveness.

#### **11. Arrangements for Ensuring Public Access to Information and Services**

The Council uses, and will continue to use, a number of means to ensure that the public have access to information. These include:

- Publication of a magazine on a quarterly basis for Halton residents
- Publication of detailed information about the Council's services via the Council's website
- Information and consultation campaigns on specific issues targeted at specific groups
- Public Notices and Advertisements in the local press
- Leaflets, brochures and other printed information about the Council and its services made available at the Council's One Stops Shops and at Libraries in the area
- The use of the Language Line service as a readily accessible translation service.

The Council is conscious of the need to ensure that this information is accessible to different groups. To achieve this the Council has committed to including information in different languages on its publication material explaining that publications can be made available in different languages and formats by contacting the Council. The Council is also aware of the need to improve the accessibility of its website. The Council's website is currently rated AA on World Wide Web Consortium (W3C) standard for website accesibility, and the Council is now working towards achieveing AAA status, the highest rating.

The Council is also working towards making its services as accessible as possible. It has reconfigured the the arrangements for contact between the Council and service users by establishing Halton Direct Link, currently consisting of 2 One Stop Shops and a Contact Centre, as its customer services arm. The One Stop Shops are compliant

with the Disability Discrimination Act and the staff are trained to deal with the diverse needs of customers.

In addition the Council is using new technology to enable it to take its services out into the community. It has developed the award-winning Benefits Express which is a high-tech, mobile, door-step service dealing with benefits claims. As well as making it much easier for some customers to access benefits, this helps to greatly reduce the time it takes for thousands of people in the borough to get through their entitlement reviews. The Council is now looking to develop this service to offer the full range of services available at the Council's One Stop Shops.

The Council is also conscious of the need to ensure that access to its services is compliant with the Disability Discrimination Act and has put in place a significant investment programme to improve the physical accessibility of service locations.

## **12. Training Arrangements**

The Council has carried out a significant amount of training on equality and diversity in recent years, but it recognises that ongoing training will be important to ensuring the successful delivery of this plan. The Council proposes to deliver the necessary training in a number of ways:

- A one-day course has been developed on Equality and Diversity and is run twelve times a year for a range of staff drawn from each of the Council's departments.
- The Council's Induction Process for new staff covers the issue of equality and diversity
- A New Manager Induction process is being developed and will incorporate training on Equality and Diversity
- The Council will the Cascade process (a mechanism for providing information and training to all Council staff) to make all staff aware of this plan and to keep them updated as to the Council's progress in relation to equality and diversity issues.
- Individual officers training needs will be identified through the twice-yearly employee development reviews carried out of all Council Staff.
- The training needs of elected members will be identified through the Member Action Planning process and training on equality and diversity will be provided when necessary
- Training on equality and diversity will be extended to drivers and escorts of the in-house fleet of mini-buses and rolled out to drivers of transport contracts both local buses and taxis.
- As and when new courses are developed or courses reviewed, they will be designed that equality and diversity issues are embedded (where appropriate)

## **13. Employment Issues**

The Council is committed to promoting equal opportunities in relation to its own workforce. All of its employment policies have been reviewed to ensure that they are compatible with the aim of promoting equality of opportunity. The Council also carries

out monitoring against a number of targets to ensure that its employment practices are effective in this regard.

Under the Race Relations Amendment Act the Council has published ethnic monitoring data for its workforce relating to

- the numbers of staff in post
- applicants for employment, training and promotion
- the numbers who receive training
- the outcome of performance assessment procedures
- grievances
- disciplinary matters
- leavers.

The Council will continue to comply with this requirement but will in future extend this monitoring to cover gender, marital status, disability and age.

Reports on all the data and analysis produced as a result of this monitoring will be included on the Council's website.

#### **14. Complaints Procedures**

Complaints that the Council has not fulfilled its statutory obligations, its commitments under its Equal Opportunities Policy or this Plan may be received through one of the Council's various complaints mechanisms. Such mechanisms include:-

- Corporate Complaints System
- Social Services Complaints System
- Schools Complaints Procedure
- Departmental Complaints Systems (covering things such as Complaints about noisy neighbours, late refuse collection etc.)
- Racist Incident Reporting System

Such complaints will be dealt with as normal as part of that complaints systems. If anyone is in any doubt as to how to go about making a complaint, or which procedure to use, they should contact:

The Policy & Performance Department  
Corporate & Policy Directorate  
Halton Borough Council  
Municipal Building  
Kingsway  
WIDNES  
CHESHIRE WA8 7QF

Tel: 0151 471 7390

E-mail: [corporate.complaints@halton.gov.uk](mailto:corporate.complaints@halton.gov.uk)



## APPENDIX 1- Corporate Equality Action Plan 2006 – 2007

### Target - Achievement of Level 3 by March 2007

Action	Responsibility
1. All Departments to set targets based on equality objectives	Operational Directors
2. Establish corporate guidelines for information gathering and equality monitoring	Corporate Equality Group
3. Seek agreement on equality targets with partners in “local partnerships”	Operational Director Policy and Performance
4. Establish Mechanisms for ensuring that equality targets are met by suppliers through contract management	Council Solicitor
5. Ensure completion of equality action plans at department level incorporating performance indicators	Operational Directors
6. Adopt where appropriate national targets/performance indicators as prescribed by Government Departments or by the Audit Commission	Operational Director Policy and Performance
7. Implement systems for reviewing progress and revising the Corporate Equality Plan and departmental action plans	Corporate Equality Group
8. Members and senior officer to endorse action plans as appropriate	Management Team & Executive Board
9. Link Action Planning to Best Value Process	Head of Best Value and Performance
10. Ensure that action on targets has started	Corporate Equality Group
11. Make public all service level and employment action objectives and targets that are available for consultation and scrutiny	Corporate Equality Group

12. Make provision of language services appropriate to designated consultation and scrutiny groups	Corporate Equality Group
13. Completion of a full and systematic consultation process with designated community staff and stakeholder groups	Corporate Equality Group
14. Consult on involving designated community, staff and stakeholder groups with scrutiny procedures	Corporate Equality Group
15. Consultation on equality to be linked with the continuing development of the Community Strategy	Head of Strategic Policy and Partnerships
16. Publicise how, where and when actions on targets will start	Corporate Equality Group
17. Complete access to services element of the Corporate Equality Plan and ensure consistency with the Race Equality Scheme	Corporate Equality Group
18. Ensure Equality objectives and targets developed within each department	Operational Directors
19. Service Planning to specifically address the importance, barriers, accessibility and reasonable adjustment in the provision of services	Operational Directors
20. Allocation of appropriate resources to achieve targets	Operational Directors
21. Establish structures of responsibility at departmental and service level to progress action plans	Operational Directors
22. Set timetable within action plans for creating/adapting information and monitoring systems within service areas	Operational Directors
23. For agencies delivering services on behalf of the authority, include within contracts a requirement to deliver an effective and appropriate service, fairly, and without unlawful discrimination	Council Solicitor
24. Establish Monitoring of Contracts to secure equal employment and equal service delivery targets	Head of Procurement and Financial Support Services
25. Start action on departmental and service area targets	Operational Directors
26. Complete Employment section of the Corporate Equality Plan and ensure consistency with the Race Equality Scheme	Corporate Equality Group

27. Set employment targets for recruitment, staff retention, workforce profiles	Management Team/Executive Board
28. Conduct an equal pay review and plan for equal pay adjustment	Operation Director Human Resources
29. Ensure that staff and members are aware of action plans and the implications for services and employment	Corporate Equality Group, Directorate Equality Groups, Operational Directors
30. Provide training for managers on the implementation of the Equality Standard with contractors and partners	Corporate Equality Group
31. Training for all staff involved in the recruitment of staff on the Equality Standard, setting service objectives, action planning, and monitoring, consistent with training arrangement sets out in the Race Equality Scheme	Corporate Equality Group
32. Provide training for all staff on the detailed implementation of the Equality Standard including action plans and updates on legal and other developments	Corporate Equality Group/Directorate Equality Groups
33. Provide information and appropriate training on action plans to support scrutiny process	Corporate Equality Group
34. Ensure a system of guidance and training on relevant equality issues to short-listing and interviewers	Corporate Equality Group
35. Start action on all employment and pay targets	Corporate Equality Group

## Corporate Equality Action Plan 2007 – 2008

### Target - Achievement of Level 4 by March 2008

Action	Responsibility
36. Use corporate information system to assess adequacy of departmental information and monitoring systems	Corporate Equality Group
37. Set up system for review of service and employment monitoring reports by designated consultation and scrutiny group	Corporate Equality Group
38. Review targets against monitoring information and produce reports for corporate management team	Operational Directors
39. Prepare reports on progress against policy objectives for council executive/cabinet, scrutiny bodies and audit	Operational Directors
40. Take on board responses from designated consultation and scrutiny groups for revising policy objectives and targets	Corporate Equality Group
41. Make arrangements for the external scrutiny of the progress of action plans	Corporate Equality Group
42. Consult with designated community, staff and stakeholder groups about what kind of information will be collected and the reason for it	Operational Directors
43. Circulate monitoring reports to designated consultation and scrutiny groups	Corporate Equality Group
44. Undertake a consultation process that demonstrably engages designated consultation and scrutiny groups in review process	Operational Directors
45. Review by designated consultation and scrutiny groups of progress against targets	Operational Directors
46. Feed back response on monitoring reports to corporate and departmental teams, to directorate, council committees, employee representatives and members and to 'Community Strategy' partners	Corporate Equality Group/Directorate Equality Groups
47. Require contractors to supply monitoring reports on service delivery and take-up	Operational Directors

48. All departmental and service level units are using information systems and effective and adequate equality monitoring procedures	Directorate Equality Groups
49. Apply procedures across contracts and partnerships	Operational Directors
50. Produce service delivery monitoring reports at specific and regular intervals	Operational Directors
51. Circulate Service delivery monitoring reports to all designated consultation and scrutiny groups	Corporate Equality Group
52. Report progress on employment targets to directorate members, council committees, members and consultation and scrutiny groups	Corporate Equality Group
53. Use monitoring to assess achievements against targets set in action plans and feed back results into policy review, targeting and revised action plans	Corporate Equality Group
54. Establish inter-departmental scrutiny process	Corporate Equality Group/Directorate Equality Groups
55. Use existing or adapted personnel information systems to provide equality data relating to human resource targets (recruitment, promotion, training, grievance, disciplinary action, appraisal, dismissal and other reasons for leaving, retention, and equal pay)	Operation Director Human Resources
56. Produce monitoring reports at regular and specified intervals and circulate to designated consultation and scrutiny groups	Operational Directors
57. Use equality data to monitor use of all personnel procedures	Operation Director Human Resources
58. Use equality data to monitor the number of staff leaving employment and their reasons for leaving	Operation Director Human Resources
59. Use monitoring reports to assess whether authority employment profiles more closely fit the profile of local labour market area	Operation Director Human Resources
60. Report progress on employment targets to directorate members, council committees, members and consultation and scrutiny groups	Operation Director Human Resources
61. Report on implementation of pay review recommendations	Operation Director Human Resources
62. Meet the training need of staff appropriately	Operational Directors

## Corporate Equality Action Plan 2008 – 2009

### Target - Achievement of Level 5 by March 2009

Action	Responsibility
63. Demonstrate success in meeting a range of targets across the authority and for reviewing those targets for future action planning	Corporate Equality Group
64. Corporate review of targets for future action planning completed	Management Team/Executive Board
65. Benchmark the authority's performance against comparable others and share experience with others in developing good practice	Operational Directors
66. Review the Corporate Equality Plan	Management Team/Executive Board
67. Show that there has been increased involvement of community and scrutiny bodies and increased satisfaction with services and progress in meeting targets	Corporate Equality Group
68. Demonstrate positive results from consultation with designated community, staff and stakeholder groups in assessing how far they think targets have been met and were relevant to their needs/requirements and concerns	Corporate Equality Group
69. Demonstrate that there is trust and confidence among all stakeholders in the authority's consultation and scrutiny mechanisms	Corporate Equality Group
70. Assess methods of consultation and involvement with community, staff and stakeholders	Corporate Equality Group
71. Review the consultation, assessment and scrutiny elements of the CEP. The authority's consultation and scrutiny practice is benchmarked against comparable others and its experience shared with others in developing good practice	Corporate Equality Group
72. Complete department and service level reviews of target achievement	Operational Directors
73. Show that accurate service user profiles are being used to inform service changes and improvements	Operational Directors
74. Initiate inter-departmental scrutiny process	Corporate Equality Group/Directorate Equality Groups

75. Demonstrate that a full range of equality objectives are mainstreamed as part of their professional practice by managers	Corporate Equality Group/Directorate Equality Groups
76. Demonstrate that effective systems are in place for managing equality across contracts and partnerships	Corporate Equality Group/Directorate Equality Groups
77. Benchmark full range of equality achievements against other authorities in a similar position	Corporate Equality Group/Directorate Equality Groups
78. Review equal access service objectives and targets	Corporate Equality Group/Directorate Equality Groups
79. Demonstrate movement towards greater equality in the workforce profile and other employment targets	Operation Director Human Resources
80. Demonstrate that the authority is paying its staff equally for work of equal value	Operation Director Human Resources
81. Complete human resource assessment of results of equal employment and equal pay target achievement	Operation Director Human Resources
82. Complete assessment of target relevance in terms of full range of equality target achievement and changing circumstances	Operation Director Human Resources
83. Demonstrate that staff are fully trained in the systems for delivering full range of fair employment and equal pay objectives	Operation Director Human Resources
84. Show that at all levels the full range of fair employment and equal pay objectives are mainstreamed as part of managers' professional practice	Operation Director Human Resources
85. Benchmark full range of equality achievements against other authorities	Operation Director Human Resources

## APPENDIX 2 - Corporate Equality Measures and Targets

Ref:	Definition	2004/05	2005/06	2006/07	2007/08	2008/09
		Outturn	Outturn	Target	Target	Target
BV 2(a)	Level of the Equality Standard for Local government to which the authority conforms (higher is better)	Level 1	Level 2	Level 3	Level 4	Level 4
BV 2(b)	The duty to promote equality (higher is better)	53%	58%	63%	68%	75%
BV 156	The percentage of local authority buildings open to the public in which all public areas are suitable for accessible to disabled people (higher is better)	39%	50%	58%	61%	64%
BV 11 (a)	The percentage of top 5% earners that are women	37.84%	39.54%	42%	44%	46%
BV 11 (b)	The percentage top 5% of earner from black and ethnic minority communities	3.12%	2.86%%	3%	3.2%	3.4%
BV 11(c)	The percentage top 5% of earner that have a disability	N/A	3.16%	3.2%	3.3%	3.4%
BV 16 (a)	The percentage Council employees declaring that they meet the disability definition in the Disability Discrimination Act	0.84%	0.72%	1.2%	1.4%	1.6%
BV 16(b)	The percentage of economically active disabled people in the Council's area	19.7%	19.7%	None set	None set	None set



BV 17 (a)	The percentage Council employees from black and ethnic communities	1.72%	1.91%	2%	2.3%	2.5%
BV 17 (b)	The percentage of economically active people in the Council's area from minority ethnic communities	1.1%	1.13%	None set	None set	None set
BV 174	The number of racial incidents recorded per 100,000 population	9.29	21.03	21	21	21
BV 175	The percentage of racial incidents that resulted in further action (higher is better)	100%	100%	100%	100%	100%
BV 225	Actions against domestic violence (higher is better)	N/A	90.9	100	100	100
BV 56	The percentage of items of equipment delivered within 10 working days (higher is better)	89%	75.91%	90%	96%	97%
BV 195	Older people - Acceptable waiting time for an assessment (higher is better)	69%	83.5%	82%	83.5%	85%
BV 196	Older people - Acceptable waiting time for a care package (higher is better)	83.8%	91%	85%	91%	91%
BV 43 (a)	Percentage of SEN statements within 18 weeks (excluding exceptions) (higher is better)	69.7%	100%	98%	100%	100%
BV 43 (a)	Percentage of SEN statements within 18 weeks (including exceptions) (higher is better)	50.5%	91.2%	85%	92%	95%

BV 165	Percentage of pedestrian crossings with facilities for disabled people	100%	100%	100%	100%	100%
DDA	To put in place a Disability Equality Scheme	N/A	N/A	December 2006	N/A	N/A
Equality Act 2006	To put in place a Gender Equality Scheme	N/A	N/A	By April 2007	N/A	N/A

## APPENDIX 3 - Departmental Equality Plans

### Corporate and Policy Directorate

Legal and Member Services Equality Plan						
Strategy/Policy/Service	Impact Assessment (High/Low/None)	Action(s) Proposed	Timetable			Officer Responsible
			2006/2007	2007/2008	2008/09	
Committee & Member Services	Low	Develop meeting accessibility checklist	X			Lynn Cairns
		Implement Checklist for all statutory meetings		X		Lynn Cairns
Licensing	Low	Devise Monitoring Systems for Social Identity of Applicants	X			Kay Cleary
		Introduce Monitoring		X		Kay Cleary
Elections & Electoral Registration	Low	Develop Checklist for accessibility of polling stations		X		Chris Kenny
		Review Accessibility of Polling Stations			X	Chris Kenny
Legal Services	Low	Include equality clauses in Council contracts	X			Rob Barnett
Land Charges	None	N/A	-	-	-	-

<b>Policy and Performance Department Equality Plan</b>						
<b>Strategy/Policy/Service</b>	<b>Impact Assessment (High/Low/None)</b>	<b>Action(s) Proposed</b>	<b>Timetable</b>			<b>Officer Responsible</b>
			<b>2006/2007</b>	<b>2007/2008</b>	<b>2008/09</b>	
All services	Low	Develop capacity/mechanisms to provide information in alternative formats/languages	X			All to Consider
Community Strategy	Low	E&D provisions to be embedded in new strategy	X			Ian Grady
Corporate Complaints	Low	Develop system to collect/analyse social identity data on complaints	X			Harry Woodall
Overview & Scrutiny	Low	Carry our O&S review of E&D policies and inclusiveness within O&S process		X		Alex Villiers
Halton 2000	Low	Examine membership against social identity profile for the borough and ways of ensuring it is representative	X	X	X	Richard Stevens
European Action Plan/Strategy & External Funding	Low	Evaluate impact on social identity groupings and future opportunities and impacts.		X		Wes Rourke
Communications Strategy	High	Introduce standard wording advertising availability of Council documents in alternative languages and formats	X			Michelle Baker
	Low	Improve Accessibility of Council Website to AAA rating			X	Martin Cousins
Research	None	None at present	-	-	-	-

Best Value & Performance Management	High	Ongoing monitoring and publication of Best Value and other performance targets and indicators relating to equalities	X	X	X	Harry Woodall
Halton Vale Royal European Action Plan.	High	We monitor outcomes on a quarterly basis. Equal opportunities is a cross-cutting theme throughout the strategy and all projects must demonstrate that they are proactively adhering to E.O principles	X	X	X	Wes Rourke
<b>ICT Services Department Equality Plan</b>						
Strategy/Policy/Service	Impact Assessment (High/Low/None)	Action(s) Proposed	Timetable			Officer Responsible
			2006/2007	2007/2008	2008/2009	
Feasibility Studies	Low	Include Accessibility investigations and recommendations when undertaking feasibility studies	X			Julie Birchall
Homeworking	High	To provide the technology to make Homeworking possible	X	X	X	Julie Birchall
<b>Human Resources Department Equality Plan</b>						
Strategy/Policy/Service	Impact Assessment (High/Low/None)	Action(s) Proposed	Timetable			Officer Responsible
			2006/2007	2007/2008	2008/2009	
Learning and Development	Low	Monitoring systems to be more structured through the new personnel /payroll system.	X			Hazelle Jones

Diversity Training	Low	Training on equality and diversity for members and employees. Ensure that all the learning opportunities offered embrace equality and diversity and any issues appropriately addressed	X	X	X	Jane Burgess
Recruitment	Low	Monitoring of the impact of recruitment on various groups through the new personnel/payroll system	X			Julie McCollom
Recruitment Training	Low	Continue recruitment and selection programme and refresher courses	X	X	X	Julie McCollom and Michelle Carruthers
<b>Financial Services Department Equality Plan</b>						
Strategy/Policy/Service	Impact Assessment (High/Low/None)	Action(s) Proposed	Timetable			Officer Responsible
			2006/2007	2007/2008	2008/2009	
Internal Audit	Low	None at present time	-	-	-	-
Accountancy	Low	None at present time	-	-	-	-
<b>Exchequer and Customer Services Department Equality Plan</b>						
Strategy/Policy/Service	Impact Assessment (High/Low/None)	Action(s) Proposed	Timetable			Officer Responsible
			2006/2007	2007/2008	2008/2009	
HDL & Customer Services	High	Adapt customer surveys to identify the make up of our customers	X			Roy Wainwright

HDL & Customer Services	High	Draw up policy and guidelines informing staff how to recognise people with language issues and how ensure that service delivery can be achieved for these individuals	X			Roy Wainwright
HDL & Customer Services	High	Review signage within the One Stop Shops and consider whether signs in different languages are needed	X			Roy Wainwright
HDL & Customer Services	High	Undertake regular monitoring of our customer base to identify any issues	X	X	X	Roy Wainwright
Revenues and Benefits	Low	None at present time	-	-	-	Peter McCann
Procurement and Finance	Low	Establish Monitoring of Contracts	X			Jean Morris
Payroll	Low	None at present time	-	-	-	John Griffiths
<b>Property Services Department Equality Plan</b>						
Strategy/Policy/Service	Impact Assessment (High/Low/None)	Action(s) Proposed	Timetable			Officer Responsible
			2006/2007	2007/2008	2008/2009	
Property Services	None	None at present time	-	-	-	-
Operations Property	High	Monitor compliance with Accessibility requirements and undertake work to improve accessibility of Council's operational property	X	X	X	John Hughes

## Community and Health Directorate

Directorate Wide						
Strategy/Policy/Service	Impact Assessment (High/Low/None)	Action(s) Proposed	Timetable			Officer Responsible
			2006/2007	2007/2008	2008/2009	
Data Collection	N/A	Improve data collection of service users in respect of race, gender, religion, age and disability in all service areas	X			Peter Barron Operational Director (OP & PSD)  Audrey Williamson Operational Director (Adults Services)
Equality Standards	N/A	Ensure Equality Standards are applied to all Strategies, etc, which determine the work of the Directorate	X	X	X	Louise Wilson Service Planning Manager
Carers Equal Opportunities Act 2004	N/A	Ensure all service areas monitor the impact of strategies, etc, on carers following implementation of the Carers Equal Opportunities Act 2004.	X			Louise Wilson Service Planning Manager
Workforce Development Plan & Training Plan	N/A	Train all staff on how to carry out Equality Impact Assessments	X			Emma Mookerji Service Development Officer (HR)
SMT Reports	N/A	Ensure that Equality Implications have been considered in all reports presented to Directorate SMT	X	X	X	All Operational Directors



<b>Policy &amp; Support Department Equality Plan</b>						
<b>Strategy/Policy/Service</b>	<b>Impact Assessment (High/Low/None)</b>	<b>Action(s) Proposed</b>	<b>Timetable</b>			<b>Officer Responsible</b>
			<b>2006/2007</b>	<b>2007/2008</b>	<b>2008/2009</b>	
Carers Strategy	High	Remove any reference in the Strategy to "socially acceptable sexual orientation".  Review Strategy to ensure that all age groups receive an equal service.	X			Dave Trowbridge Service Development Officer (Carers)
Supervision Policy	High	Review Policy to include consideration of equal opportunity issues in all supervision contracts.	X			Louise Wilson Service Planning Manager
Housing Strategy	High	Collate data on all the demographic profiles within the Borough.  Promote Housing in the Borough amongst BME populations, other under represented groups and young residents.  Complete Equality Impact Assessments on all Housing related policies.  Review Policy to address the BME issues raised.	X			Steve Williams Housing Strategy Manager
Private Sector Housing Policy	High	Research the level of need in the Borough amongst minority groups.	X			Steve Williams Housing Strategy Manager

		<p>Include in the Policy the requirement for landlords to comply with all equal opportunities legislation.</p> <p>The issue of eligibility and access of DFGs should be resolved as the continuation of the current situation is clearly discriminatory.</p>				
Exit Interview Guidance	High	Reconsider Policy to recognise the needs of minority groups or individuals.	X			Emma Mookerji Service Development Officer (HR)
Recruitment and Selection Policy	High	<p>Review Policy to give specific guidance on equality issues in the 6 defined groups.</p> <p>Analyse corporate equality data to improve recruitment practice.</p> <p>Provide specific guidance on recruitment from ethnic minorities.</p> <p>Review Recruitment and Selection procedures to ensure non-discriminatory practice.</p>	X			Emma Mookerji Service Development Officer (HR)
Ex Gratia Payments	Low	Review the Policy's application to adult placements.	X			Sandra Harris Support Services Manager
Debt Recovery Policy	High	<p>Review and update the Policy to address:</p> <ul style="list-style-type: none"> <li>The provision of advocacy to service users</li> </ul>	X			Sandra Harris Support Services Manager

		<ul style="list-style-type: none"> <li>• The application of debt recovery across all service user groups</li> <li>• The consequences for all service users if charges are not paid.</li> <li>• The provision of information to make debt recovery procedures explicit at commencement of the service.</li> </ul>				
Contract Monitoring Policy	High	Revise Policy to include the requirement to collect equality data	X			Sandra Harris Support Services Manager
Core Values and Expectations	High	<p>Review Policy to address comments on bullying which state only that it won't be done in public, which suggests that it could take place on a private individual level.</p> <p>Review Policy to recognise that the provision of information is needed in different formats and languages to meet the needs of people with disabilities and whose first language is not English.</p>	X			Louise Wilson Service Planning Manager
Direct Payments	High	Revise Policy to reference meeting the needs of people from diverse communities.	X			Audrey Fearn Direct Payments Manager
Direct Payments & Equipment	High	Revise Policy to reference meeting the needs of people from diverse communities.	X			Audrey Fearn Direct Payments Manager

<b>Older People's &amp; Physical/Sensory Disability Services Department Equality Plan</b>						
<b>Strategy/Policy/Service</b>	<b>Impact Assessment (High/Low/None)</b>	<b>Action(s) Proposed</b>	<b>Timetable</b>			<b>Officer Responsible</b>
			<b>2006/2007</b>	<b>2007/2008</b>	<b>2008/2009</b>	
Allocations Policy	High	Review allocation processes to address the ineffective implementation of allocation processes in relation to cases of people with disabilities, which cross team boundaries.	X			Katy Hansford Service Development Officer (Older People)
Home Care Admissions & Discharge Policy	High	Revise the Policy to include statements about equal opportunity actions	X			Francine Coy Principal Manager (Intermediate Care & Rehab)
Home Care Statement of Purpose	High	Revise Statement to include a statement on equality issues	X			Francine Coy Principal Manager (Intermediate Care & Rehab)
Transfer of Care Protocol	Low	Review Policy to include a statement on equality issues.	X			Katy Hansford Service Development Officer (Older People)
		Review Policy to ensure it applies to carers.	X			
Adult Protection Policy, Procedure and Guidance	Low	Promote equality issues in adult protection training.	X			Julie Hunt Adult Protection Co-ordinator
Personal Safety at Work Procedures		Revise the Policy to include a statement on equality issues	X			Sue Wallace-Bonner Divisional Manager (Intermediate Care & Rehab)

<b>Adults of a Working Age Department Equality Plan</b>						
<b>Strategy/Policy/Service</b>	<b>Impact Assessment (High/Low/None)</b>	<b>Action(s) Proposed</b>	<b>Timetable</b>			<b>Officer Responsible</b>
			<b>2006/2007</b>	<b>2007/2008</b>	<b>2008/2009</b>	
ALD Day Services Re-design	High	Update analysis of need of day service users and use findings in the redesign of services with particular focus on gender issues and BME service users.	X			Nigel Parker Divisional Manager (ALD Provider Services)
Mental Health Act Procedures	High	Current legislative reference to sexual deviancy does include homosexuality. However this will be removed when the 2005 Mental Health Act comes into force. Incorporate revised guidance in revised Procedures Manual.  The national situation in relation to the differential treatment of people from BME groups is acknowledged. Monitor and report on the local situation in the application of the procedures.	X			Lindsay Smith Divisional Manager (Mental Health)
Effective Care Co-ordination Strategy	High	Revise Policy to reference equality of access to all groups, demonstrating how this is done.	X			Lindsay Smith Divisional Manager (Mental Health)
ALD Housing and Support Options Strategy	High	Revise Strategy to actively address equality issues.	X			Nigel Parker Divisional Manager (ALD Provider Services)

ALD Workforce Strategy	High	Data on the age and ethnicity of the workforce is collated but not on the disability. To ensure the Strategy is most effective, this needs to be addressed.	X			Marie Mahmood Divisional Manager (ALD Integrated Services)
Supported Housing Network	High	Complete impact assessment on the Housing Allocation procedure.  Develop a SLA with Contracts, which includes how all equality issues will be addressed.	X			Nigel Parker Divisional Manager (ALD Provider Services)

**Culture and Leisure Services Departmental Equality Plan**

Strategy/Policy/Service	Impact Assessment (High/Low/None)	Action(s) Proposed	Timetable			Officer Responsible
			2006/2007	2007/2008	2008/2009	
The Brindley & Arts Development	Low	None in addition to the Directorate Wide proposals	-	-	-	-
Voluntary Sector Liaison & Partnership Co-ordination	Low	None in addition to the Directorate Wide proposals	-	-	-	-
Community Development	Low	None in addition to the Directorate Wide proposals	-	-	-	-
Library Service	Low	None in addition to the Directorate Wide proposals	-	-	-	-
Parks and Countryside	Low	None in addition to the Directorate Wide proposals	-	-	-	-
Community Centres	Low	None in addition to the Directorate Wide proposals	-	-	-	-

<b>Consumer Protection Division Equality Plan</b>						
<b>Strategy/Policy/Service</b>	<b>Impact Assessment (High/Low/None)</b>	<b>Action(s) Proposed</b>	<b>Timetable</b>			<b>Officer Responsible</b>
			<b>2006/2007</b>	<b>2007/2008</b>	<b>2008/2009</b>	
Age Restricted Sales	Low	None in addition to the Directorate Wide proposals	-	-	-	-
Bereavement Services	Low	None in addition to the Directorate Wide proposals	-	-	-	-
Cemetery Rules	Low	None in addition to the Directorate Wide proposals	-	-	-	-
Consumer Advice Policy	Low	None in addition to the Directorate Wide proposals	-	-	-	-
Consumer Protection Service	Low	None in addition to the Directorate Wide proposals	-	-	-	-
Enforcement Policy	Low	None in addition to the Directorate Wide proposals	-	-	-	-
Registration Service	Low	None in addition to the Directorate Wide proposals	-	-	-	-

## Children and Young Persons Directorate

Children's Services Department Equality Plan						
Strategy/Policy/Service	Impact Assessment (High/Low/None)	Action(s) Proposed	Timetable			Officer Responsible
			2006/2007	2007/2008	2008/2009	
Residential Procedures	High	Commission training following revision of the procedural guidance to reinforce best practice regarding equality issues	X			Divisional Manager (LAC)
Marketing Plan	Low	To be updated and an Equality Impact Assessment completed by the Marketing Officer	X			Marketing Officer
Student Services and Lifelong Learning Equality Plan						
Strategy/Policy/Service	Impact Assessment (High/Low/None)	Action(s) Proposed	Timetable			Officer(s) Responsible
			2006/2007	2007/2008	2008/2009	
Social Inclusion Policy	High	Review Social Inclusion Policy to ensure <u>all</u> pupils are supported to access their entitlement to learning	X			Jonathan Potter
Strategy for the Inclusion of Pupils with SEN	High	Implement SEN Review to ensure needs of pupils with SEN are identified early and pupils have access to mainstream education wherever possible	X			Jennifer John
Accessibility Strategy	High	Review strategy to ensure compliance with SEN & Disability Act 2002	X			Jennifer John/ Ann McIntyre



<b>School Support and Advisory Services Departmental Equality Plan</b>						
<b>Strategy/Policy/Service</b>	<b>Impact Assessment (High/Low/None)</b>	<b>Action(s) Proposed</b>	<b>Timetable</b>			<b><u>Officer(s) Responsible</u></b>
			<b>2006/2007</b>	<b>2007/2008</b>	<b>2008/2009</b>	
<b>Education Business Partnership</b> 'To Develop Work-Related Opportunities for All Young People'	High	<ul style="list-style-type: none"> <li>Collect, collate and analyse work placement data</li> <li>Recruit extended range of employers</li> <li>Evaluate the value of work placement arrangements</li> <li>Ensure Risk Assessments include access issues</li> </ul>	X	X	X	Andy Page
<b>Resources, Planning and Communication</b> 'To Extend and Manage the Current Brokerage Arrangements to Provide Additional Range of Support Better to Meet Greater Diversity of Needs'	Medium	<ul style="list-style-type: none"> <li>Extend the range of providers</li> <li>Monitor and evaluate/quality assure support provided</li> </ul>	X	X	X	Ann McIntyre
<b>Resources, Planning and Communication</b> 'Review the Equitability of Funding Arrangements'	Medium	<ul style="list-style-type: none"> <li>Review the funding formula to ensure schools are able to meet "additional educational needs" of young people</li> </ul>	X			Ann McIntyre

<p><b>Quality and Data</b> ‘Collect and Manage Data’</p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Identify additional information held by schools about children’s disabilities</li> <li>• Agree on data collection processes about Children/Young People’s disabilities from school.</li> <li>• Produce advice and guidance to schools re: data collection</li> <li>• Identify areas in the CYP (Children and Young People’s) database to store the information ensuring that the data is stored online with the system confidentiality</li> <li>• Agree on analysis about CYP disabilities</li> </ul>	<p>X  X  X  X  X</p>			<p>Peter Richmond</p>
<p><b>Resources, Planning and Communication</b> ‘Ensure Accessibility in All Building Arrangements’</p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Include a section within the building briefs on Equalities/Access requirements.</li> <li>• Ensure CAD drawings/suitability assessments identify accessibility issues</li> <li>• Continue to evaluate accessibility of existing buildings</li> <li>• Produce advice and guidance to schools on securing access to buildings, curriculum and information</li> </ul>	<p>X  X  X  X</p>	<p>   X</p>	<p>   X</p>	<p>Ann McIntyre</p>

<p><b>School Improvement Service</b>          'To ensure a Broad and Balanced Curriculum for All Learners/Learning Settings to Promote Diversity and Inequality'</p>	<p>High</p>	<ul style="list-style-type: none"> <li>• Monitor statutory requirements are met.</li> <li>• Support curriculum developments in PSHCE, Sex Relationships Education, Substance Misuse</li> <li>• Collect, collate and analyse data to ensure all learners' needs are met</li> <li>• Ensure provision meets the particular needs are of 'hot spot' areas</li> <li>• Continue to support schools in developing a curriculum which expects a diversity and equality in achieving the 9 themes of the Halton Healthy School Scheme</li> <li>• Manage the Schools' Update sessions which identify the range of resources across the Directorate thus for schools in order to meet the different needs of all pupils including the most vulnerable e.g. pupils from traveller families, 'statemented' pupils</li> </ul>	<p>X X X X X X</p>	<p>X  X  X</p>	<p>X  X  X</p>	<p>Billie Farrell</p>
--	-------------	---	--	--------------------------------	--------------------------------	-----------------------

**Environment Directorate**

<b>Major Projects Department Equality Plan</b>						
<b>Strategy/Policy/Service</b>	<b>Impact Assessment (High/Low/None)</b>	<b>Action(s) Proposed</b>	<b>Timetable</b>			<b><u>Officer(s) Responsible</u></b>
			<b>2006/2007</b>	<b>2007/2008</b>	<b>2008/2009</b>	
Castlefields Masterplan and Delivery Plan	Low	Ongoing consultation to ensure the project meets all the diverse needs of the community	X	X	X	Mike Curtis/Chris Leyshon/Sara Munikwa/Sally McDonald/Pat Audoire/Derek Sutton to implement
Ditton Strategic Rail Freight Park	Low	As above				
Economic Development Zone	Low	As above				
Halton Castle	Low	As above				
Projects Development	Low	As above				
Urban Renewal NRF Programme	None	As above				
<b>Regeneration Department Equality Plan</b>						
<b>Strategy/Policy/Service</b>	<b>Impact Assessment (High/Low/None)</b>	<b>Action(s) Proposed</b>	<b>Timetable</b>			<b>Officer Responsible</b>
			<b>2006/2007</b>	<b>2007/2008</b>	<b>2008/2009</b>	
Town Centre Management	Low	Keep under review street scene and clutter in both town centres that prevents groups participating in town centre activities	X			Paul Smith

Growing eHalton	Low	Monitor assistance provided to woman owned/managed businesses to ensure project target (16) is achieved	X	X		Dave Unsworth
Inward Investment/Sector Development	Low	Develop contingency plan for handling non-English speaking telephone enquiries	X			David Lyon
Greening Employment Areas	Low	Assess venues for Steering Group meetings for disabled access and facilities	X			Gareth Bennett
Large Scale Events	Low	Continue with assessments of events sites and venues for disabled access and facilities	X	X	X	Iain Bisset
Employment Team	Low	Monitor effectiveness of the plan on a quarterly basis and report to DM.	X	X	X	Trish Cooney
Halton People in to Jobs	Low	Monitor effectiveness of the plan on a quarterly basis and report to DM.	X	X	X	Emma Marsh
Halton People in to Jobs		Ensure effective arrangements in place for increasing number of migrant workers	X			Emma Marsh
NWDA Aftercare	None	None currently proposed	-	-	-	-
Economic and Tourism Development Strategy	Low	Review evidence collection and monitoring arrangements	X			Gary Collins
		Review Strategy and Policy		X		Gary Collins

Business Improvement Area Scheme	None	None currently proposed	-	-	-	-
Business Parks Improvement Programme	None	None currently proposed	-	-	-	-
Supported Employment Service	High	Continued support from the service facilitates access to work for those with disabilities	X	X	X	Debra Getty-Cotterill
Adult Learning and Skills Team	Medium	Ensuring equality of access to Adult Learning and Sills Opportunities	X	X	X	Teresa Miskimmon
<b>Highways and Transportation Department Equality Plan</b>						
Strategy/Policy/Service	Impact Assessment (High/Low/None)	Action(s) Proposed	Timetable			Officer Responsible
			2006/2007	2007/2008	2008/2009	
Highway Maintenance Strategy	None	N/A				Tony Wilkinson
Highway Improvements (Capital Works)	Low	Continue to ensure that the Physical highway infrastructure has appositve impact on access, social inclusion and disability issues	X	X	X	Dave Cunliffe
Routine Highway Maintenance and Management	Low	Ongoing provision of certain facilities for road users with disabilities (e.g. tactile paving for the visually impaired)	X	X	X	Colin Dutton
Street Lighting	Low	Collect evidence to assess impact of location of equipment (e.g. street lighting columns) on persons with disabilities	X			Stephen Rimmer
		Introduce Monitoring Arrangements		X		Stephen Rimmer

Transport Co-Ordination	High	Collect more evidence	X			David Hall
		Ensure robust monitoring arrangements		X		David Hall
		Publish more comprehensive assessment results		X		David Hall
Bridges	None	None at present time	-	-	-	-
Traffic & Road Safety	None	None at present time	-	-	-	-
Transport Policy & Planning	High	Adoption of policy	X			Steve Eccles
		Make monitoring arrangements		X		Steve Eccles
		Publish more comprehensive assessment results		X		Steve Eccles
<b>Planning and Environmental Health Department Equality Plan</b>						
Strategy/Policy/Service	Impact Assessment (High/Low/None)	Action(s) Proposed	Timetable			Officer Responsible
			2006/2007	2007/2008	2008/2009	
Local Development Framework	Low	The Local Development framework will deal with spatial planning in the context of disability, age and race to a degree. It is therefore crucial to ensure that it is consistent with the Council's aspirations in this regard	X	X	X	Andrew Pannell
Development Control	Low	None at present time	-	-	-	-

Building Control	Low	Review current policy to ensure equity	X	X	X	D.Tierney
Dog Warden and Pest Control Service	Medium	Make monitoring arrangements Diversity awareness training	X	X	X	W. Salisbury
Enforcement Policy	Low	Diversity Training for Officers	X	X	X	S. Baxter
Environmental Protection Service	Medium	Make monitoring arrangements and continually review how accessible the service is to all groups across the community	X	X	X	S. Baxter
		Diversity Training for Officers	X	X	X	S. Baxter
		Ensure availability of translation service	X	X	X	S. Baxter
Food Law Enforcement	Low	Review procedures for customers and clients whose first language is not English	X	X	X	S. Baxter
		Make monitoring arrangements	X	X	X	S. Baxter
		Diversity awareness training	X	X	X	S. Baxter
Food Safety	Low	No action	-	-	-	-
Health and Safety Law Enforcement Plan	Low	Make monitoring arrangements Diversity awareness training	X	X	X	Yeemay Sung
Health and Safety Regulatory Service	Low	Make monitoring arrangements Diversity awareness training	X	X	X	Yeemay Sung



<b>Neighbourhood Services Department Equality Plan</b>						
<b>Strategy/Policy/Service</b>	<b>Impact Assessment (High/Low/None)</b>	<b>Action(s) Proposed</b>	<b>Timetable</b>			<b>Officer Responsible</b>
			<b>2006/2007</b>	<b>2007/2008</b>	<b>2008/2009</b>	
Catering	Low					
School Cleaning	Low					
Trees and Nature Service	None	None at present time	–	–	–	–
Municipal Waste Management Strategy	Low	Review to include issues of access to waste management facilities and services	X			Jimmy Unsworth
Biodiversity Action Plan	None	None at present time	–	–	–	–
Fleet Maintenance	Low	Roll out equality and diversity training to all fleet vehicle drivers.	X	X	X	Geoff Hazelhurst
Natural Assets Strategy	Low	Review – to include consideration of any equality issues	X			Ian Lifford
Landscape Services	Low	None at present time	–	–	–	–

**APPENDIX 4 - EQUALITY IMPACT ASSESSMENT**

**SCREENING DOCUMENT**

<b>Directorate</b>		<b>Division</b>		<b>Person Responsible for Assessment</b>	
<b>Name of the Policy/ Strategy/ Service</b>		<b>Date of Assessment</b>		<b>Is this a New or Existing Policy or Service?</b>	
<b>1</b>	What are the aims and objectives of the Policy / Strategy / Service?				
<b>2</b>	What outcomes are wanted from the Policy / Strategy / Service?				
<b>3</b>	Who is intended to benefit from the Policy / Strategy / Service, and how?				
<b>4</b>	Who are the main stakeholders in the Policy / Strategy / Service?				
<b>5</b>	Who implements the Policy / Strategy / Service and has responsibility for it?				
<b>6</b>	Are there any associated Policies / Strategies or objectives?				
<b>7</b>	Could the Policy / Strategy / Service have a differential impact (positive or negative) :				
		<b>Yes</b>	<b>No</b>	<b>Evidence</b>	
<b>a</b>	On Racial Groups				
<b>b</b>	Due to Gender				
<b>c</b>	Due to Disability				
<b>d</b>	Due to Sexual Orientation				
<b>e</b>	Due to Age				
<b>f</b>	Due to Religion				
<b>8</b>	Available statistical/qualitative information relevant to the Policy / Strategy / Service and equality issues				
<b>9</b>	Could the Policy / Strategy / Service affect				

	relations between different groups in the Borough?	
<b>10</b>	Could the Policy / Strategy / Service damage relations between groups in the Borough and the Authority?	

**DECISION**

<b>Does the Policy / Strategy / Service:</b>	<b>Eliminate unlawful discrimination</b>	<b>Yes</b>		<b>No</b>	
	<b>Promote equality of opportunity</b>	<b>Yes</b>		<b>No</b>	
	<b>Promote good relations between different groups in the community</b>	<b>Yes</b>		<b>No</b>	
<b>Impact Assessment: High / Low / None</b> (delete as appropriate)					
<b>Agreed By</b>			<b>Date</b>		
<b>Actions to Be Taken:</b>					
			<b>Yes</b>	<b>No</b>	
<b>1</b>	Collect more evidence				
<b>2</b>	Conduct formal consultations				
<b>3</b>	Reconsider Policy / Strategy				
<b>4</b>	Resubmit Policy / Strategy				
<b>5</b>	Adopt Policy / Strategy				
<b>6</b>	Make monitoring arrangements				
<b>7</b>	Publish assessment results				
<b>8</b>	Other actions planned to deal with Equalities issues raised by the Assessment (if so, give details in comments box below)				

<b>Additional Comments:</b>






閣下如在中文語言上需要任何幫助，請致電下列號碼。

अगर आपको हिन्दी में सहायता चाहिए तो कृपया नीचे दिये गये नम्बर पर फोन कीजिए।

আপনি যদি বাংলায় সাহায্য চান তাহলে দয়া করে নিচে দেওয়া নম্বরে টেলিফোন করুন।

اگر آپ انگریزی میں بات چیت نہیں کر سکتے اور آپ کو اردو میں مدد کی ضرورت ہے تو براہ کرم اس نمبر پر فون کیجئے۔

If you find it difficult to communicate in English  0845 600 0106

If you need this information in a different format such as Large Print, Audio Tape, Braille or another Language please contact 0151 471 7524.

<b>REPORT TO:</b>	Corporate Services Policy and Performance Board
<b>DATE:</b>	9 <sup>th</sup> January, 2007
<b>REPORTING OFFICER:</b>	Strategic Director Corporate and Policy
<b>SUBJECT:</b>	Area Forum Topic Group
<b>WARD(S):</b>	Borough-wide

### **1.0 PURPOSE OF THE REPORT**

- 1.1 To allow the Chair an opportunity to give an update on matters relating to the Area Forum Topic Group.

### **2.0 RECOMMENDATION:**

- 2.1 That the report be noted.

### **3.0 SUPPORTING INFORMATION**

- 3.1 The Area Forum Topic Group has been gathering information in relation to its review of area Forums. This item has been included on the meeting agenda in case there are any matters or issues that the Chair wishes to feedback to the Board arising from the work of the Topic Group.

### **4.0 POLICY, FINANCIAL AND OTHER IMPLICATIONS**

- 4.1 Too early to report at this stage.

### **5.0 RISK ANALYSIS**

- 5.1 Too early to report at this stage.

### **6.0 EQUALITY AND DIVERSITY ISSUES**

- 6.1 Too early to report at this stage.

### **7.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972**

- 7.1 None

**REPORT TO:** Corporate Services Policy & Performance Board  
**DATE:** 09 January 2007  
**REPORTING OFFICER:** Chief Executive  
**SUBJECT:** Performance Management Reports to half-year 30 September 2006  
**WARDS:** Boroughwide

**1. PURPOSE OF REPORT**

1.1 To consider and raise any questions or points of clarification in respect of the 4<sup>th</sup> quarter performance management reports on progress against service plan objectives and performance targets, performance trends/comparisons, factors affecting the services etc. for:

- a) Policy and Performance Department
- b) Legal and Member Services
- c) Exchequer and Customer Services
- d) Financial Services
- e) IT Services
- f) Personnel Services
- g) Property Services

**2. RECOMMENDED: That the Policy & Performance Board**

- 1) Receive the 2nd quarter half-year performance management reports;**
- 2) Consider the progress and performance information and raise any questions or points for clarification; and**
- 3) Highlight any areas of interest and/or concern where further information is to be reported at a future meeting of the Policy and Performance Board.**

**3. SUPPORTING INFORMATION**

3.1 The departmental service plans provide a clear statement on what the services are planning to achieve and to show how they contribute to the Council's strategic priorities. The service plans are central to the Council's performance management arrangements and the Policy and Performance Board has a key role in monitoring performance and strengthening accountability.

3.2 The quarterly reports are on the Information Bulletin to reduce the amount of paperwork sent out with the agendas and to allow Members access to the reports as soon as they have become available. It also provides Members with an opportunity to give advance notice of any questions, points or requests for further information that will be raised to ensure the appropriate Officers are available at the PPB meeting.

**4. POLICY AND OTHER IMPLICATIONS**

4.1 There are no policy implications associated with this report.

**5. LIST OF BACKGROUND PAPERS UNDER SECTIONS 100D OF THE LOCAL GOVERNMENT ACT 1972**

<b>Document</b>	<b>Place of Inspection</b>	<b>Contact Officer</b>
None		