

APPENDIX A: GENDER EQUALITY SCHEME ACTION PLAN 2008

A – THE GENDER EQUALITY SCHEME				
To ensure compliance with the Gender Equality Duty 2006 i.e. to eliminate unlawful discrimination and harassment that is unlawful under the Sex Discrimination Act 1975 and discrimination that is unlawful under the Equal Pay Act 1970 and to promote equality of opportunity between men and women.				
Objective	Action	Responsibility	Date Commencing	Outcome
To implement The Gender Equality Scheme	Each Service to undertake an equality impact assessment of all their policies (that are relevant to the General Duty) and prepare an action plan which outlines their programme for reviewing functions, policies and procedures, and all other elements of the Scheme.	All Heads of Service	100% of Council Policies assessed by December 2007 – followed by year on year assessment	All SIPS to include section on all equality strands. Equality team to review progress & report yearly to Executive Equalities Group
To ensure the Scheme is being implemented and is workable within each Service	Action Plan is reviewed at each meeting by the Gender Equality Group and progress is reported to the Executive Equality Group	Gender Equality Group	June 2007	Continued progress & updates to the plan
To monitor the implementation of the Scheme.	Quarterly report to Executive Equality Group Annual report to Cabinet published on website.	Gender Equality Group Executive Equality Group	Dec 2007 Dec 2008	Members are satisfied with progress made. Amendments made to the Scheme where necessary.
To monitor Equality targets as part of the Performance management process	Each service to ensure that it has specific actions to ensure that individual service needs of men and women are included in its Service Improvement Plan.	All Heads of Service	April 2008	All SIPS to include KPI's relevant to delivery of Gender Equality Scheme – summary of outturns to be collected by Equality team and reported at the end of each year to Executive Equality Group
To continue to raise the standard of equality within the Council	The Scheme will be reviewed in preparation for the next 3-year cycle.	Gender Equality Group	Review will commence in April 2009	Revised Scheme to be implemented in May 2010

To raise public awareness of the Gender Equality Scheme	Publish article in Newline and issue information to local press and staff to make the community aware of the goals and progress of the GES.	Communications Manager	June 2007	Increased awareness of the Authority's commitment to eliminate discrimination. Committed to one equality article per issue of Newline
	Place information on council website. Copies placed at public access points. Information circulated to staff via email Copies made available to groups and individuals involved in the development of the Scheme. Scheme will be placed on the intranet/internet.	Policy Unit	June 2007 and ongoing	
To maintain links with the existing Domestic Abuse Forum	Information sharing / joint reports / cross-representation on groups / shared projects - all can be considered to ensure no duplication of actions between the GEG and DAF.	Gender Equality Group / Domestic Abuse Forum	January 2009 onwards	Ensuring that any Gender Equality actions are in line with existing Domestic Abuse Forum strategies. Awareness of all domestic abuse and violence issues is raised and a consistent corporate message is given.

B – FUNCTIONS AND POLICIES

Purpose of the Duty: To give appropriate priority to the promotion of gender equality when carrying out functions. The weight given to gender equality should be in proportion to the relevance of the function to the General Duty

Objective	Action	Responsibility	Date Commencing	Outcome
To comply with the General Duty of the Equality Act	Ensure that an up to date list of all policies of the Authority (according to the Code of Practice on the duty to promote gender equality) is maintained.	All Heads of Service	Annually	All Functions & Policies to be reviewed as part of yearly SIP. Details of yearly impact assessments to be recorded in SIP Document

C – MONITORING

Purpose of the Duty: To determine how functions, policies and procedures are affecting men and women (in service delivery and employment)

Objective	Action	Responsibility	Date Commencing	Outcome
To ensure that arrangements are made to monitor any adverse impact on the promotion of gender equality	<p>Details of any adverse actions regarding gender quality to be reported to Gender Equality Group</p> <p>Group to compile list of instances and make recommendations for actions to prevent reoccurrence</p>	<p>Consultation Group</p> <p>Consultation Group, Personnel</p>	Dec 2008	Reduce adverse actions regarding gender equality.
Review delivery of services to ensure that gender equality issues are being considered in all aspects of service delivery	Undertake annual equality audit of all Service Improvement Plans to establish progress each service has made	Policy Officer (Equalities), Executive Equalities Group	Aug 2007	Yearly evaluation reports to be submitted to Executive Equality Group with recommendations

D- CONSULTATION (ASSESSING & CONSULTING ON PROPOSED POLICIES)

Purpose of the Duty: To build gender equality into the policy making process and to make that process clear, open and inclusive

Objective	Action	Responsibility	Date Commencing	Outcome
To ensure that equality issues are considered in all reports on new or amended policies	Develop a mechanism to ensure that the Council's Scrutiny process considers the inclusion of equality issues in all reports on new or amended policies & provide awareness training to all concerned	Scrutiny Coordinator	Dec 2007	Gender equality is included in all new or amended policies- receive annual report from Scrutiny co-ordinator on progress improvements.
To ensure that services are equally accessible to all regardless of gender.	Evidence from consultation, which shows any differences in satisfaction rates, should be examined and actions developed to resolve these issues should be included in Service Improvement Plans.	All services	Oct 2007	All genders are equally satisfied with the level of service received.

E – PUBLISHING THE RESULTS

Purpose of the Duty: To make sure that monitoring, assessment and consultation activities and their results are clear and plain to the public

Objective	Action	Responsibility	Date Commencing	Outcome
To identify arrangements for publishing results of assessments, consultations and monitoring and reports.	Results are published using a variety of media and formats: Newslines, internet, intranet, special reports; Annual Reports etc.	Communications Manager	Dec 2007 then annually	Communication Strategy Gender information on CCBC Web Site

F – ACCESS TO INFORMATION & SERVICES

Purpose of the Duty: To ensure that men and women know about particular services; encourage people to use services; remove the barriers to accessing services so that services are equally available to everyone in the community

Objective	Action	Responsibility	Date Commencing	Outcome
To identify service needs of men and women, and barriers to accessing services.	Analyse responses to consultation exercises, satisfaction surveys, complaints and other available means, to identify specific actions necessary to ensure that individual service needs of men and women in the community are considered and met.	All services	Ongoing	Increased satisfaction levels amongst relevant groups (identified by continued equality monitoring of consultations etc.).
To identify appropriate methods of promoting council services to specific groups in the community.	Service areas are promoted widely as usual but also consideration must be given to specific targeting of gender groups in the community to ensure their awareness of the projects and allow them the chance to participate and comment.	All services (assisted by Communications and Policy)	January 2009	Service areas use a variety of general and targeted means to advertise and promote their services.

G – TRAINING STAFF

Purpose of the Duty: To ensure that employees have the skills they need to ensure that the Council meets the general duty to promote gender equality

Objective	Action	Responsibility	Date Commencing	Outcome
To provide information about the Gender Equality Scheme into current customer care training.	Ensure trainers (external and internal) include where appropriate gender awareness training. Review Customer Care training programmes. Ensure information about GES is included in Customer Care booklet.	Customer Care Manager	Sept 2007	Staff gain an understanding of the detailed requirements the GED and the council's Gender Equality Scheme.
To ensure all frontline staff received training to raise awareness of gender issues.	Train frontline staff in gender awareness to enable them to: Consider the need for sensitivity in dealing with people according to their specific needs Know what services are available and who to refer people to (signposting).	Customer Care Manager	April 2008	All people will be communicated with properly at first point of contact with the council.
Ensure employees have the skills necessary to support Caerphilly in meeting its general duty to promote gender equality.	To continue to monitor, review and evaluate the various training and development initiatives, including access to training, aimed at promoting gender equality.	Organisational Development Manager	March 2009 March 2010 March 2011	To ensure training and development initiatives remain fit for purpose and make recommendations as appropriate.
Utilise the capacity of the HR and Payroll database, Trent, in order to develop improved data collation and reporting mechanisms.	Through the Trent Project Team Work Plan implement the training, retrospection, absence and development modules.	Employee Service Centre Manager	March 2010	Improved management information which will inform the decision making process
To critically review the delivery of the learning and development function, with regards to promoting gender equality, in terms of both macro and micro environmental factors (i.e. internal and external factors).	On an annual basis analyse and critically review available training, employee, management, and demographic data in order to ensure any future action points are relevant, measurable and achievable.	Organisational Development Manager	March 2009 March 2010 March 2011	Identified points of action to be incorporated within the HR Service improvement plan, Training and Development Plan, and other HR Annual Team Plan's as appropriate.

H – UNDERTAKING A PAY AND GRADING REVIEW IN ORDER TO ADDRESS THE CAUSES OF ANY POTENTIAL GENDER PAY GAP

Purpose of the Duty: To eliminate pay gaps that cannot satisfactorily be explained on grounds other than sex.

Objective	Action	Responsibility	Date Commencing	Outcome
<p>Addressing the causes of any potential gender pay gap.</p>	<p>Undertake an audit of terms and conditions of employment.</p> <p>Based on the findings of the above draw up a Gender Action Plan that details how the Council will address the causes of any identified gender pay gap including:</p> <ul style="list-style-type: none"> • Allocate resources to the progression of an audit of terms and conditions of employment. • The harmonisation of terms and conditions of employment. • Undertake and implement the findings of an analytical job evaluation exercise. • Make changes to pay policies and practices that are found to be a contributory factor to any identified inequality in pay. 	<p>Head of People Management and Development</p>	<p>Work began in 2005 - estimated completion date is currently April 2009.</p>	<p>To have in place fair, open and transparent pay, grading and remuneration strategy, which is agreed by the Authority</p>

I – EMPLOYMENT

Purpose of the Duty: To monitor, assess and review the impact of employment policies and practices with a view to developing action points aimed at addressing identified gender inequality.

Objective	Action	Responsibility	Date Commencing	Outcome
To further develop information gathering, monitoring and reporting mechanisms.	Through the Trent Project Team Work Plan implement the training, retrospection, absence and development modules and develop appropriate management reports via Business Objects.	Employee Service Centre Manager	March 2008 start. Complete March 2010	Improved management information that will inform the process of developing actions, as appropriate, to be incorporated within the relevant Service/Team improvement plan.
To promote consistent, accurate and robust collation and recording of employee information.	Develop, implement and maintain a process for data audit.	Employee Service Centre Manager	March 2008 ongoing	Data fit for purpose.
To critically review data available, in terms of both macro and micro environmental factors (i.e. internal and external factors) with a view to identifying and measuring gender equality in employment.	On an annual basis analyse and critically review available employee, management, and demographic data and, where appropriate, develop relevant action points that are measurable and achievable.	Personnel Manager, Corporate Services	March 2009 March 2010 March 2011	Identified points of action to be incorporated within the HR Service improvement plan, Training and Development Plan, and other HR Annual Team Plan's as appropriate.