

APPENDIX B

Objectives	Responsible officers	Progress to date	Outcome	Target Completion Date
To implement The Gender Equality Scheme	All Heads of Service	Introduction of equality section in all service improvement plans, action and outcomes received by equality team and reports to Executive Equality Group.	All SIPS to include section on all equality strands. Equality team to review progress & report yearly to Executive Equalities Group	Ongoing year on year
To ensure the Scheme is being implemented and is workable within each Service	Gender Equality Group	Revised plan and amended accordingly to ensure a fit your purpose plan. Chair appointed to Gender Equality Sub Group	Continued progress & updates to the plan	Complete
To monitor the implementation of the Scheme.	Gender Equality Group	Review process in place via Executive Equality Group and sub groups	Members are satisfied with progress made. Amendments made to the Scheme where necessary.	Ongoing year on year
To monitor Equality targets as part of the Performance management process	Executive Equality Group	Gender equality performance indicators identified and monitored via individual Service Improvement plans.	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	Ongoing year on year
To continue to raise the awareness of Gender Equality within the Council	All Heads of Service		Revised Gender Equality Scheme to be implemented in May 2010	
To raise public awareness of the Gender Equality Scheme	Gender Equality Group	Production and implementation of equalities communication strategy. Publication of equality issues in the Authority's publication Newslines.	Increased awareness of the Authority's commitment to eliminate discrimination. Committed to one equality article per issue of Newslines	Complete
To maintain links with the existing Domestic Abuse Forum	Gender Equality Group / 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 Gender Equality Group and Domestic Abuse Forum.	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.	January 2009 onwards

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To comply with the General Duty of the Equality Act	All Heads of Service	All policies reviewed annually for impacted assessment - An ongoing progress which is monitored and reviewed via individual service improvement plans	All Functions & Policies to be reviewed as part of yearly SIP. Details of yearly impact assessments to be recorded in SIP Document	Ongoing year on year
To ensure that arrangements are made to monitor any adverse impact on the promotion of gender equality	Consultation Group	To ensure that arrangements are made to monitor any adverse impact on the promotion of gender equality	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	Policy Officer (Equalities), Executive Equalities Group	Review delivery of services to ensure that gender equality issues are being considered in all aspects of service delivery	Yearly evaluation reports to be submitted to Executive Equality Group with recommendations	
To ensure that equality issues are considered in all reports on new or amended policies	Scrutiny Coordinator	To ensure that equality issues are considered in all reports on new or amended policies	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.	All services	To ensure that services are equally accessible to all regardless of gender.	All genders are equally satisfied with the level of service received.	
To identify arrangements for publishing results of assessments, consultations and monitoring and reports.	Communications manager / Policy Unit	To identify arrangements for publishing results of assessments, consultations and monitoring and reports.	Communication Strategy Gender information on CCBC Equalities pages on Website	
To identify service needs of men and women, and barriers to accessing services.	All services	Consultation guidance has been issued about analysing survey data to obtain this information.	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.	All services (assisted by Communications and Policy)		Service areas use a variety of general and targeted means to advertise and promote their services.	
To provide each service with a plan to improve their services.	Heads of Service assisted by Policy Unit / Executive Equality Group	Guidance on including Equalities information in Service Improvement Plans is provided by the Performance Management Unit	Services are improved to meet the needs of all.	

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To provide information about the Gender Equality Scheme into current customer care training.	Customer Care Manager		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.	Customer Care Manager		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.	Organisational Development Manager Employee Service Centre Manager		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.	Head of People Management	Information on Gender split of authority's staff can now be provided broken down by Directorate.	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.	Organisational Development Manager		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.	
Addressing the causes of any potential gender pay gap.	Head of People Management & Development	Single Status / Job Evaluation ongoing.	To have in place fair, open and transparent pay, grading and remuneration strategy. Which is agreed by the Authority	April 2009
To further develop information gathering, monitoring and reporting mechanisms.	Employee Service Centre Manager		Improved management information that will inform the process of developing actions, as appropriate, to be incorporated within the relevant Service/Team improvement plan.	

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To promote consistent, accurate and robust collation and recording of employee information.	Employee Service Centre Manager		Data fit for purpose.	
To critically review data available, in terms of both macro and micro environmental factors with a view to identifying and measuring gender equality in employment	Personnel Managers, Corporate Services		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.	