

# **Directorate of Education & Lifelong Learning**



### Draft Annual Equality and Diversity Action Plan 2005/06

#### 1. Introduction

- 1.1 All directorates of the Council produce an annual equality and diversity action plan to develop their work in implementing the Council's equality and diversity policy in relation to their service areas and employment practices. All directorates also produce an annual report on implementation of the action plan. This is prepared after the end of March so that it can report on a full twelve months progress on action plan targets. The Directorate of Education & Lifelong Learning's Equality and Diversity Annual Report will be submitted to the Lifelong Learning Select Committee at its meeting in June 2005.
- 1.2 The Equality and Diversity Action Plan: 2004/05 for the Directorate of Education and Lifelong Learning sets out the main strategic objectives the Directorate will be undertaking in order to meet the corporate and directorate priorities over the coming year. The Plan is informed by national and local standards and reflects the requirements for Her Majesties Inspectorate, Ofsted and the Adult Learning Inspectorate as well as moving towards achieving level 2 of the National Equality Standards.
- 1.3 The Directorate fully supports the Council's Equality and Diversity Policy and this is demonstrated through the Directorate's own Equality and Diversity Policy, which has been recommended to all schools. Equality and diversity are also integral to the principles and values within the Directorate Strategic Plan and Divisional Strategic Plans. The Directorate recognises the key rôle that equality and diversity values and initiatives play in reducing social exclusion and ensuring equitable access to all services. The work of the Directorate of Education and Lifelong Learning is grounded in the values of inclusion and empowerment, together with the ongoing strap line of – 'educating for tolerance and social justice.
- 1.4 The Directorate has an Equality and Diversity Working Group, led by the Assistant Director for Community Education and Development with representatives from each Division and including the Race Equality Officer. The Working Group is responsible for ensuring that equality and diversity is embedded in all the work across the Directorate and also undertakes a

performance management rôle for the Action Plan. This rôle also includes identifying issues arising from the implementation and gaps, which may remain in the implementation together with regularly reviewing the Policy itself.

- 1.5 The Directorate is represented on the Corporate Advisory Group for Equality and Diversity, engages with the various corporate consultative groups, and also engages with and continues to develop consultative forums across the Directorate.
- 1.6 This action plan covers the period from April 2005 to March 2006. The plan contains:
  - an explanation of its relationship with other plans
  - a summary of the directorate's equality and diversity vision and values
  - key issues and targets for the plan
  - the action plan summary

## **2. Relationship with other plans**

- 2.1 This action plan responds to the corporate equality and diversity priorities and targets agreed by the Select Committee on Economic Regeneration on 12<sup>th</sup> January 2005, to be reflected in the Council Plan for 2005/06. The longer-term policy framework is provided by the Council's Equality and Diversity policy. The approach to promoting race equality is set out in the Council's Race Equality Scheme, which is linked to the Equality and Diversity policy but is produced as a separate document in response to statutory requirements. A revised Race Equality Scheme is to be published by 31<sup>st</sup> May 2005.
- 2.2.1 As a level 3 plan within the Directorate the Action Plan reflects the principles detailed in the [Directorate Strategic Plan](#) and each strategic objective is linked to other plans. For example the full range of Divisional Strategic Plans which are updated annually within the Directorate Strategic Plan, other plans such as the [Education Development Plan](#) (EDP); and related strategies for example the [Inclusion Strategy](#)

## **3. Vision and Values**

- 3.1 The Directorate's visions and values are reflected in its Equality and Diversity Policy, [Race Equality Policy](#) and [Racial Incidents Reporting Procedures](#).

- 3.2 The Directorate takes a lead on equality and diversity issues, covering overall policy development and the provision of advice and support, both in employment and service delivery, and in delivering or arranging training on equality and diversity issues throughout the service area, including educational establishments. It also provides strategic information to support equality planning and impact assessment processes.
- 3.3 Within the Directorate, all employees have a responsibility to comply with the requirements of the Council's and the Directorate's equality and diversity policies in all dealings with Members, other employees, job applicants, residents, service users and other members of the public, and with other organisations. All employees in the Directorate have at least an annual performance review and development discussion with their line manager where training and development needs are identified.
- 3.4 Specific responsibility for promoting equality and diversity in employment and services within the Directorate rests with all divisional heads. However, the Equality and Diversity Working Group are responsible for overall equality and diversity policy development work and the Race Equality Officer is responsible for reviewing and updating the Directorate's policy and for preparing, monitoring and reviewing the Directorate's Annual Equality and Diversity Action Plan and producing the Equality and Diversity Annual Report. The Directorate Training Officer to the Equality and Diversity Working Group is responsible for arranging or advising on appropriate training provision relating to equality and diversity within the Directorate.

#### **4. Key Issues and Targets**

- 4.1 The Council's equality and diversity priorities for 2005/06 are set out below. In addition to receiving the approval of the select committee, the Council's Community Representatives Panel was consulted on the priorities and gave them its support.
- 4.2 The priorities are set out below. Specific targets related to the priorities with the Directorate's contribution towards them are included in Table 1:

- **Race Equality Scheme**

The Council's Race Equality Scheme was published in May 2002 in response to the Race Relations (Amendment) Act 2000. It sets out the Council's approach to promoting race equality. Within the Scheme, the Council has set out a 3 year programme of reviews of relevant service

areas to improve how they are meeting the requirements of the Act. A revised Scheme is to be published by the end of May 2005.

- **The Equality Standard for Local Government**

The Equality Standard is a national framework which a local authority can use to assess how well it is progressing with equality and diversity and to plan improvements. The Council has reached level 1 of the Standard and is working towards level 2. An action plan is currently being drawn up by the Officers' Equality and Diversity Advisory Group in order to achieve the remaining elements required for level 2. A benchmarking group is being established with other West Midlands authorities to inform the process and to assist with scoping the work required to reach higher levels of the Standard.

- **Disability Issues**

A new Disability Discrimination Bill is likely to be enacted during the current Parliamentary term with the duties in the Act coming into force around December 2006. Proposed within the Bill is the introduction of a new positive duty for public authorities to promote disability equality, which will be similar to the duty in the Race Relations (Amendment) Act 2000 to promote race equality, and will include the publishing of a Disability Equality Strategy. The implications for the Council of this new legislation will need to be assessed during the coming year.

Existing disability discrimination legislation continues to be implemented, for example, with the rolling out of the Customer Access to Services programme and through the Disability Access Strategy agreed by the Executive in October 2004.

- **Employment issues**

The Council is aiming to achieve a workforce which is representative of the diverse communities it serves in the Borough. A diverse workforce is best able to meet the range of needs to which the Council has to respond in providing its services.

A new personnel and payroll system is being introduced over the coming months and the opportunity will be taken to update records of employees' ethnic origins and disability status by asking individual employees to amend their records if they are incomplete or inaccurate.

- **Best Value Performance Indicator 2b)**

Best Value Performance Indicator 2b) covers a range of measures around race equality including for example improving customer satisfaction across all ethnic groups, increasing workforce representation from all local ethnic groups, improving staff perceptions of equal opportunities across all ethnic groups and reducing the numbers of complaints from service users of all ethnic groups. Further guidance on the indicator is awaited from the Audit Commission and benchmarking is currently being undertaken with West Midlands regional local authorities to promote understanding and good practice. In order to improve its score against the indicator the Council will need, for example, to ensure that it more clearly identifies and achieves its key race equality outcomes.

- 4.3 The Directorate's targets related to these priorities are set out in Table 1.
- 4.4 The Directorate's overall priorities for the year are set out in its strategic plan, which is updated annually.
- 4.5 The role of the Select Committee on Economic Regeneration Working Group on Equality and Diversity has been important in identifying issues addressed in the action plan, particularly concerning employee equality audits and good practice in recruitment.

## **5. The Action Plan**

- 5.1 The action plan is set out in the following tables. Table 1 sets out the directorate's proposed contribution to the identified Council equality and diversity priority areas. Table 2 sets out the other key areas of equality and diversity work for the coming year for the Directorate.

## **6. Performance Monitoring**

- 6.1 Progress in achieving the targets set in the Plan will be monitored and performance managed on a quarterly basis by the Directorate Management Team.

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**Date:** February 2005

**Table 1. Directorate of Education & Lifelong Learning – Equality and Diversity Action Plan for 2005/06 -  
Directorate/Council Priorities**

Objective (and lead officer)	Council Plan Priority	Detailed action/target	Status	Target Date/ milestones	Planned outcome/performance indicator
<b>DELL/CP1.</b> Review and implement the Council's Race Equality Scheme within the Directorate. (DS)	Local people matter	(1) Complete the service reviews set out in year 3 of the Scheme and any other outstanding reviews by 31 <sup>st</sup> May 2005: (Year 3 reviews) - Adult & Community Learning Contracting Policy - Involving and Consulting Children & Young People - Library Access Policy Include outstanding reviews	C	Complete by 31/05/05	Reviews complete by deadline  Improved arrangements for ethnic monitoring, consultation, access to information and services
		(2) Contribute to the review and revision of the Council's Race Equality Scheme. (DS)	C	31/05/05	Revised Scheme published by 31/05/05
		(3) Implement the action plan included in the Scheme. (DS)	N	Milestones/target dates to be set out in Scheme	Targets achieved

Objective (and lead officer)	Council Plan Priority	Detailed action/target	Status	Target Date/ milestones	Planned outcome/performance indicator
<b>DELL/CP2.</b> Progress work on the Equality Standard for Local Government. (DS)	Local people matter	(1) Achieve level 2 of the Standard.  (2) Develop a Directorate action plan for achieving level 3 of the Standard.	C	Target date to be set by EDAG  September 2005	Level 2 achieved by Directorate.  Action plan agreed through EDAG
<b>DELL/CP3.</b> Disability issues - improve access for disabled customers (DS)	Local people matter	Implement the actions contained within the Council's Disability Access Strategy - directorate to contribute to achievement of strategy	N	Six-monthly monitoring by EDAG; target dates set out in strategy	Actions achieved by deadlines
<b>DELL/CP4.</b> Employment issues - increase representation from under-represented groups in the workforce (DS)	Local people matter	(1) Work towards targets established for employees from black and minority ethnic communities and disabled employees in all directorates.	C	Initial target (6.3%) for BME representation as census figures for Dudley population. Target for disabled employees as annual national average for English local authorities (2.7% 2004)	Targets established and achieved in directorate



Objective (and lead officer)	Council Plan Priority	Detailed action/target	Status	Target Date/ milestones	Planned outcome/performance indicator
		<p>(2) Complete a further audit of employees to enable them to declare whether or not they regard themselves as meeting the statutory definition of disability.</p> <p>(3) Achieve a figure of at least 96.5% of employees who have declared their ethnic origin.</p>	N	<p>Audit to be completed and data entered by March 2006</p> <p>March 2006</p>	<p>Completion of audit with increase in no. of employees declaring a disability from 2004/05 baseline</p> <p>96.5% declaration achieved</p>
<b>DELL/CP5.</b> Continuing improvement on Best value performance indicator (BVPI) 2b) (DS)	Local people matter	Directorate to contribute to the achievement of an improved score against the Best Value corporate health performance indicator on race equality BVPI 2b)	C	<p>Benchmarking/ sharing good practice – April 2005</p> <p>Half-year review by EDAG – October 2005</p>	Improvement on 2004/05 score

**Table 2. Directorate of Education & Lifelong Learning – Equality and Diversity Action Plan for 2005/06 -  
Additional Directorate Priorities**

<b>Objective (and lead officers)</b>	<b>Council Plan Priority</b>	<b>Detailed action/target</b>	<b>Status</b>	<b>Target Date/ milestones</b>	<b>Planned outcome/performance indicator</b>
<b>DELL 1.</b> Ensure that equality and diversity strategies, objectives and specific outcomes are embedded in all of the Directorate's strategic and service delivery plans (ALL/LT/DS/TW/KM/SDAE &D/KF/CW/RP)	Learning Matters/ Local people matter	(1) Implement actions to be identified through race equality/ equality impact assessment carried out during 2004/05 (ALL)	C	Set out in RES report impact assessment action plans	Needs of diverse communities identified and built into programme
		(2) The development of an integrated, communication, participation and involvement strategy for communication to staff. (TW)	C	Introduce during 2005/06.	Strategy drafted and published
		(3) Ensure social inclusion is embedded as a priority area of work within community education and libraries. All services to develop strategies and to monitor impacts. (RP-CEDD) (KM-Libraries)	C	2005/06 Increase in the provision and uptake services by ethnic minority communities.	Evidence of increased participation in CEDD activities from people from under represented groups. Increased issues and visits to libraries by members of disadvantaged groups and communities.

Objective (and lead officers)	Council Plan Priority	Detailed action/target	Status	Target Date/ milestones	Planned outcome/performance indicator
		(4) Implementation of the Disability Discrimination Act – support and advice to employees on meeting their requirements of Act. (DS)	C	March 2006	Framework for training of staff in place.
		(5) Continue to develop and deliver 'educating for tolerance and social justice' as an ongoing theme towards community cohesion for the Directorate (DS)	C	Various activities during 2005/06	Increased awareness amongst staff of the Directorate's Equality & Diversity objectives.
		(6) Develop effective methods for gauging the effectiveness of the delivery of services to the diverse community. (LT)	C	March 2006	Have framework in place for 'mystery shopper' exercise.
<b>DELL 2.</b> Deliver training and awareness raising activities on equality and diversity issues for all employees. (LT/SDAE&Q)	Learning Matters / Local people matter	(1) Ensure training on equality and diversity is part of a comprehensive induction and training programme (LT)	C	31/3/2006	All new staff to receive training within a year of commencing their employment.
		(2) Existing Directorate staff to undertake relevant training on	C	Ongoing through 2005/06. Audit of	The Equality and Diversity Training

Objective (and lead officers)	Council Plan Priority	Detailed action/target	Status	Target Date/ milestones	Planned outcome/performance indicator
		equality and diversity. (LT)		E & D training undertaken and findings published.	Strategy is delivered.
		(3) School based staff undertake relevant training on equality and diversity. (SDAE&Q)	C	31/03/2006	Key staff from all schools to have attended one training session
		(4) Awareness of Diversity publicity campaign for all Directorate staff.	N	June 2005	A substantial number of staff are aware of the campaign and show an increased understanding their responsibilities with regard to equality & diversity
<b>DELL 3.</b> Continue support for schools in the development and implementation of their equality policies and equality outcomes. (SDAE&D/DW)	Learning matters / Local people matter	(1) Schools are supported in organizing their response to key issues identified through OfSTED Inspections and HMI visits. (SDAE&D)	C	Ongoing through 2005/06	Issues identified in Ofsted and HMI reports are incorporated into relevant school action plans

Objective (and lead officers)	Council Plan Priority	Detailed action/target	Status	Target Date/ milestones	Planned outcome/performance indicator
		(2) Through the analysis of achievement data collected on pupils, continue to address identified areas of under achievement for all groups. (SDAE&D)	C	Ongoing during 2005/06	Increased achievement amongst all groups of pupils.
		(3) Raise ethnic minority pupil achievement and standards through supplementary school provision (SDAE&D)	C	Ongoing during 2005/06	Improved pupil performance/ liaison with mainstream schools
		(4) Implementation of the Disability Discrimination Act – support and advice to schools on meeting their requirements of Disability Discrimination Act access to curriculum and physical issues. (KF)	C	Ongoing during 2005/06	Training of staff resulting in greater awareness of the requirements of the Act.
		(5) Reduce exclusion of pupils from ethnic minority and vulnerable groups in total and proportionately in relation to	C	E&D Annual Report 2006	Reduction in exclusion figures for both categories of data.

Objective (and lead officers)	Council Plan Priority	Detailed action/target	Status	Target Date/ milestones	Planned outcome/performance indicator
		majority group. (CW)  (6) Ensure advice and support is available for school staff, pupils and their families reporting racist incidents.	C	Ongoing target 2005/06	Requests for support are responded to in a timely manner and schools are supported within a multi-agency framework.
<b>DELL 4.</b> Community and voluntary groups are supported in determining and developing equality and diversity policies and practice. (DW)	Local people matter	Community and voluntary groups are encouraged to include equality and diversity objectives in their policies.	C	Ongoing through 2005/06	Community and voluntary groups have equality and diversity policies in place and are supported in their implementation
<b>DELL 5.</b> Ensure equality and diversity objectives are embedded in the work of governing bodies through the development of strategies that ensure the recruitment, training and retention of governors from ethnic minority groups,	Learning matters/ Local people matter	(1) Establish role of Equality Governor on school governing bodies and provide training for governors on equality issues.	C	Ongoing through 2005/06 - E&D Annual Report 2006	Database of Equality Governors established. Satisfactory attendance at training sessions.
		(2) Develop initiatives through partnership with DREC to	C	Ongoing through 2005/06.	Increased representation of governors from

Objective (and lead officers)	Council Plan Priority	Detailed action/target	Status	Target Date/ milestones	Planned outcome/performance indicator
including parents. (PB)		improve recruitment of governors from currently under-represented groups.		Increased interest in governorship shown by individuals from under-represented groups	minority backgrounds
<b>DELL 6.</b> Partners, including local minority ethnic communities, play a key role in shaping the Directorate's work on equality and diversity and value that position. (RP/DS)	Learning matters/ Local people matter/ Caring/ safety matters	(1) Develop Local Learning Inclusion Plans as a strategy for engaging local communities in as partners in shaping the Directorate's work. (RP)	C	Ongoing through 2005/06	Targeted provision meets the needs of local people appropriately and engages with partners effectively.
		(2) Work with Dudley Racial Equality Council and other community based groups to develop needs-led service provision. (DS)	C	Ongoing through 2005/06 - E&D Annual Report 2006	Joint initiatives developed through this process are in place.
		(3) Through work with the Crime and Disorder Reduction Partnership address issues of racial harassment within the Borough. (DS)	C	Ongoing through 2005/06	Individuals and their communities are supported tackling racial tension and discrimination.

Objective (and lead officers)	Council Plan Priority	Detailed action/target	Status	Target Date/ milestones	Planned outcome/performance indicator
		(4) Through working with regional/national groups ensure that developments in Equality and Diversity are incorporated into the Directorate's work. (DS)	C	Ongoing through 2005/06	Local, regional and national initiatives and best practice are evident in new policies and existing policy revisions.
<b>DELL 7.</b> Training and support is available as positive action towards the promotion and retention of disabled people, minority ethnic staff, women in senior positions and men in employment roles in which they are under-represented. (DS)	Local people matter/ Learning matters	(1) Identify barriers to career progression and take action to address under-representation and perceived inequalities.	C	Ongoing through 2005/06. Regular reports to EDAG and E&DWG. Liaison with employee support groups.	Audits completed and frameworks for action proposed.
<b>DELL 8.</b> The Directorate's involvement in equality and diversity initiatives and its work with partners is coordinated, coherent and part of its overall strategy for continuous	Learning matters/ Local people matter	(1) The Directorate Equality and Diversity Working group will continue to monitor the implementation of the overall Equality and Diversity Action Plan 2005/06 and require performance reporting from the	C	Regular reporting where possible to ensure targets being met.	The Equality and Diversity plan is performance managed in line with Directorate procedures.



Objective (and lead officers)	Council Plan Priority	Detailed action/target	Status	Target Date/ milestones	Planned outcome/performance indicator
improvement. (E&DWG/DS)		<p>various linked plans above to ensure that this work is on target.</p> <p>(2) The Directorate Equality and Diversity Working Group will review all of the impact assessments undertaken by senior managers. (E&amp;DWG/DS)</p>	C	May/June 2005	Year 3 impact assessments to be completed and published.

## **Glossary**

### Lead officers:

ALL – All service managers

CW – Christine Warner

DS – David Silvera

DW – Dewi Williams

KF – Kim Fisher

KM – Kate Millin

LT – Lorraine Tozer

PB – Pat Brockman

RP – Ros Partridge

SDAE&D – School Development Advisor with responsibility for Equality & Diversity (Vacant post)

TW – Turina Wharton

### Other terms:

BME – Black and Minority Ethnic

BVPI – Best Value Performance Indicator

DELL – Directorate of Education & Lifelong Learning

DELL/CP – Directorate of Education & Lifelong Learning/Corporate Priority

DREC – Dudley Racial Equality Council

E&DWG – DELL Equality & Diversity Working Group

EDAG – Equality and Diversity Advisory Group (Corporate)

HMI – Her Majesty's Inspectorate of Schools

OfSTED – Office for Standards in Education