

## **Directorate of Children's Services**

### **Draft Annual Equality and Diversity Action Plan 2007/08**

#### **1. Introduction**

- 1.1 The Directorate, along with all directorates of the Council, produces an annual equality and diversity action plan. This sets out how the directorate will implement the Council's Equality and Diversity Policy and Equality Scheme in relation to its responsibilities, service areas and employment practices during the year. The plan is submitted to the Select Committee on Children's Services, before approval by the appropriate Cabinet Member.
- 1.2 Progress with implementing the action plans is reported in equality and diversity annual reports. The Directorate of Children's Services annual report for 2006/07 will be submitted to the Select Committee on Children's Services at its first meeting of the 2007/08 municipal year.
- 1.3 This action plan covers the period from April 2007 to March 2008. 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 will form part of the overall strategic plan for the Directorate of Children's Services for 2007/08. The strategic plan responds to the Borough's Community Strategy 2005-15, the Council plan, Children and Young People's Plan 2007 – 11 and the Local Area Agreement.
- 2.2 The overall long-term, policy framework for equality and diversity is set out in the Directorate's Equality and Diversity Policy. The Equality Scheme provides the three-year equality strategy and action plan for the Council. (The combined scheme consisting of the Disability Equality Scheme, published in December 2006, a revised Race Equality Scheme and the Gender Equality Scheme required to be published by 30<sup>th</sup> April 2007, is being prepared for publication in April 2007.)

- 2.3 Overall progress in implementing the Equality Scheme will be reported in the Annual review of equality and diversity

### **3. Vision and Values**

- 3.1 The vision of the Directorate of Children's Services is for a borough where the safety and well-being of children and young people is promoted for all, through:

- all children and young people are safe from harm and neglect
- all children and young people are healthy
- all children and young people enjoy and achieve in learning
- all children and young people make a positive contribution to their lives and those of others
- all young people are supported to achieve economic well-being and achievement when they leave school

- 3.2 The Directorate's approach to equality and diversity is set out in its Equality and Diversity policy which reflects to the Council's overall policy. The directorate maintains its commitment to implementing the Council's policy in relation to its services and employment practices through, for example, the action planning and reporting process, designating responsibility for actions to particular staff, its consultation processes, continuing training and development, and performance review and development interviews for all staff.

- 3.3 The Directorate has an equality and diversity working group, led by the Assistant Director: for Partnership and Children's Trusts with representatives from each Division and including the Race Equality Officer who is the directorate officer with overall responsibility for equality and diversity matters. The working group is responsible for supporting equality and diversity centrally and ensuring that all divisions are kept informed of developments that affect their equality and diversity responsibilities. The group also undertakes a performance management rôle for the Action Plan.

- 3.4 Specific responsibility for promoting equality and diversity in employment and services within the directorate rests with all divisional heads. However, the Race Equality Officer is responsible for overall equality and diversity policy development work on behalf of the Directorate, for reviewing and updating the Directorate's policy and for preparing, monitoring and reviewing the Directorate's annual equality and diversity action plan. The Children's

Services Personnel Section, reporting to the Head of Personnel, are responsible for equality and diversity in employment development work and will make a key contribution to the development of the Directorate's policy and action plan. The Training and Development Officer reporting to the Assistant Director for Policy, Performance and Information is responsible for arranging or advising on appropriate training provision relating to equality and diversity within the Directorate.

- 3.5 Within the Directorate, all employees have a responsibility to comply with the requirements of the Council's and the Directorate's equality and diversity policy 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.

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

- 4.1 The Equality Scheme identifies the key issues and challenges across the Council for the next three years. Particular priority has been assigned to progressing work through the Equality and Diversity Advisory Group in the following areas:

- developing clearer targets and desired outcomes
- improving communications around what we do and why, externally and internally, and celebrating success
- improving approaches to consultation
- identifying the equality and diversity competencies required for managers and employees

- 4.2 In the Equality Scheme, the directorate has also identified overall equality and diversity priorities for their service areas linked to the three years of the Scheme which are to be reflected in its action plans. The priorities are:

- Implement the Special Educational Needs Strategy
- Ensure that the Children's Trust is fully operational in 2007 and that its functions support the aspirations of all children and young people
- Improve transitional arrangements for young people from children's service into adult services with particular focus on vulnerable groups
- Implement measures to secure improved educational and social outcomes for children in care and children with disabilities

- Implement the revised Accessibility Plan ensuring it takes full account of the DDA 2005
- Implement the Dudley Play Strategy

4.3 These key issues have been used as a framework for the plan. It should be noted that within the Equality Scheme the Gender Equality elements are currently being developed in time to meet the statutory deadline for the publication of a Gender Equality Scheme of 30<sup>th</sup> April 2007. The Race Equality Scheme is also being redrafted in order to incorporate this within the overall Equality Scheme. This directorate action plan therefore largely reflects the actions in the Disability Equality Scheme published in December 2006 covering general equality and disability equality actions.(Entries in the action plan are cross-referenced with actions identified in the Equality Scheme.) Future directorate action plans will be able to reflect the Equality Scheme in full.

4.4 The Disability Equality Scheme was developed with the involvement of disabled customers and employees, particularly Action for Disabled People and Carers and the Employees with Disabilities Group.

## **5. The Action Plan**

5.1 The action plan is set out in the following tables. A new template for these has been adopted for the 2007/08 action plans to match that used for other strategic planning in the Council, particularly the Council Plan and directorate strategic plans, in order to promote integration and coordination of planning and performance management arrangements.

Directorate of Children's Services  
February 2007

<b>Outcome:</b> Service Management				<b>DPT Lead Officer</b>	
<b>Aim:</b> Integrated children's services				Cindy Peek	
<b>Ref.</b>	<b>Objective</b>	<b>Start date:</b>	<b>Finish date:</b>	<b>Lead Officer(s)</b>	
<b>EDAP 1</b>	through the development of clear targets and outcomes			<b>David Silvera</b>	
<b>Ref.</b>	<b>Critical actions, tasks, activities &amp; milestones</b> Critical things that must be done in order to fulfil the objective, without which the objective would not be achieved	<b>Start Date</b> Month/Year	<b>Finish Date</b> Month/Year	<b>Accountable Officer</b>	<b>Reporting Division</b>
1.1	Implement the new approach to equality impact assessments across the directorate using the agreed guidelines for undertaking these assessments	April 2007	April 2008	Service managers	All divisions
1.2	Continue to progress work against the Equality Standard for Local Government and contribute to development of corporate action plan to meet requirements of the revised Standard and achieve subsequent levels.	April 2007	April 2008	David Silvera	Directorate response
1.3	Produce annual directorate equality and diversity report for the June Select Committee meeting on Children's Services.	April 2007	June 2007	David Silvera	Directorate response
1.4	Produce annual directorate equality and diversity action plan for the February/March Select Committee meeting on Children's Services.	April 2007	June 2008	David Silvera	Directorate response
1.5	Review the approach to equality impact assessments	March 2008	April 2008	David Silvera EDAG/EDWG)	Directorate response
<b>Ref'</b>	<b>Key Performance Measures:</b> The evidence that will be used to assess if the objective and aim have been achieved.	<b>2007/08 Target</b>	<b>2008/09 Target</b>	<b>2009/10 Target</b>	<b>Reporting Division/Officer</b>
	% of directorate EIAs completed by April 2008				David Silvera
<b>Linkages to Other Plans</b> Equality Scheme Children's Services strategic plan Council Action Plan 2006 – 09 Children and Young People's Plan Local Area Agreement					
<b>Risks associated with this objective?</b> Failure to achieve equality and diversity corporate priorities					
<b>Training &amp; Development:</b> Equality impact assessment for service managers					

Outcome: Service Management				DPT Lead Officer	
Aim: Integrated children’s services				Cindy Peek	
Ref.	Objective	Start date:	Finish date:	Lead Officer(s)	
2	s to ensure resources are targeted appropriately to meet need			David Silvera	
Ref.	Critical actions, tasks, activities & milestones Critical things that must be done in order to fulfil the objective, without which the objective would not be achieved	Start Date Month/Year	Finish Date Month/Year	Accountable Officer	Reporting Division
2.1	Head of service responsible for transitional arrangements for young people into adult services to ensure impact assessment is completed	April 2007	March 2008		EYYES - CSS
2.2	Head of service responsible for services for children in public care to ensure impact assessment is completed	April 2007	March 2008		CSS
2.3	Head of service responsible for services for children with learning difficulties and disabilities to ensure impact assessment is completed	April 2007	March 2008		CSS
2.4	Head of service responsible for youth service curriculum to ensure impact assessment is completed.	April 2007	March 2008	Dewi Williams	EYYES
2.5	Head of service responsible for participation and achievement: 16-19 year olds to ensure impact assessment is completed	April 2007	March 2008	Participation officer	CSS - EYYES
2.6	Head of service responsible for early years and childcare services delivered by private and voluntary providers to ensure impact assessment is completed	April 2007	March 2008	Helen Kew	EYYES
2.7	Head of service responsible for the assessment of children and young people's needs and parenting capacity to ensure impact assessment is completed	April 2007	March 2008		CSS
2.8	Head of service responsible for the Health Promoting Schools' Lifestyle Survey to ensure impact assessment is completed	April 2007	March 2008	Julia Simmonds	EYYES
2.9	Head of service responsible for Ethnic Minority Achievement Service – provision for pupils in schools to ensure impact assessment is completed	April 2007	March 2008	Esther Holmes	EYYES
2.10	Head of service responsible for Complaints Policy to ensure impact assessment is completed	April 2007	March 2008		PPI
2.11	Head of service responsible for Dudley Performing Arts – instrumental tuition for school age young people to ensure impact assessment is completed.	April 2007	March 2008	Gerald Johnson	EYYES
2.12	Head of service responsible for ICT Services – hardware and software to ensure impact assessment is completed.	April 2007	March 2008		Resources
2.13	Head of service responsible for Dudley Play Strategy to ensure impact assessment is completed.	April 2007	March 2008	Lindsay Newton	PCT
Ref'	Key Performance Measures: The evidence that will be used to assess if the objective and aim have been achieved.	2007/08 Target	2008/09 Target	2009/10 Target	Reporting Division/Officer

Outcome: Service Management				DPT Lead Officer	
Aim: Integrated children's services				Cindy Peek	
	% of directorate Equality Impact Assessments completed by April 2008	100%		David Silvera	DCS
<b>Linkages to Other Plans</b> Equality Scheme Children's Services strategic plan Council Action Plan 2006 – 09 Children and Young People's Plan Local Area Agreement					
<b>Risks associated with this objective?</b> Failure to achieve equality and diversity corporate priorities					
<b>Training &amp; Development</b> Equality impact assessment for service managers					

<b>Outcome:</b> Service Management				<b>DPT Lead Officer</b>	
<b>Aim:</b> Integrated children's Services				Cindy Peek	
Ref.	Objective	Start date:	Finish date:	Lead Officer(s)	
3	Produce and implement Disability Accessibility Strategy to ensure the Directorate is fully compliant with disability legislation			David Silvera	
Ref.	Critical actions, tasks, activities & milestones Critical things that must be done in order to fulfil the objective, without which the objective would not be achieved	Start Date Month/Year	Finish Date Month/Year	Accountable Officer	Reporting Division
3.1	Establish a group to manage this area of development	April 2007	March 2008	To be assigned	To be arranged
3.2	Continue to make improvements to signage to the Council's buildings	April 2007	March 2008	To be assigned	Resources
3.3	Publish comprehensive employment monitoring data for disability equality to match race equality requirements	April 2007	March 2008	Lisa Morgan-Danks	Resources
3.4	Ensure that the needs of disabled employees are supported in efforts to promote volunteering amongst the Council's workforce	April 2007	March 2008	To be assigned	TBA
3.5	Work with partners to identify opportunities to promote disabled people's involvement in public life	April 2007	March 2008	To be assigned	TBA
3.6	Review and improve the data collected in and from schools about disabled pupils	April 2007	March 2008	To be assigned	EYYES/CSS
3.7	Advise and support schools to enable full compliance with DDA including helping them develop their disability equality schemes through a range of measures including workshops for school leaders, school visits and the dissemination of written materials.	April 2007	March 2008	David Silvera	EYYES
3.8	Ensure measures are implemented to secure improved educational and social outcomes for children with disabilities	April 2007	March 2008	To be assigned	EYYES/CSS
Ref'	Key Performance Measures: The evidence that will be used to assess if the objective and aim have been achieved.	2007/08 Target	2008/09 Target	2009/10 Target	Reporting Division/Officer
3.2	% of directorate buildings that have appropriate signage				David Silvera
3.3	Improved DCS staff monitoring data published - % of employees				David Silvera
3.6	Improved school level monitoring data published - % of pupils				David Silvera
3.7	Schools compliant with legislation (%)				David Silvera
<b>Linkages to Other Plans</b> Equality Scheme Children's Services strategic plan					



<b>Outcome:</b> Service Management	<b>DPT Lead Officer</b>
<b>Aim:</b> Integrated children's Services	Cindy Peek
Council Action Plan 2006-09 Children and Young People's Plan Local Area Agreement	
<b>Risks associated with this objective?</b> Non compliance with disability discrimination legislation. Litigation or judicial review.	

Outcome: Service Management					DPT Lead Officer	
Aim: Integrated children's services					Cindy Peek	
Ref.	Objective	Start date:	Finish date:	Lead Officer(s)		
4	Implement Special Educational Needs Strategy			David Silvera		
Ref.	Critical actions, tasks, activities & milestones Critical things that must be done in order to fulfil the objective, without which the objective would not be achieved	Start Date Month/Year	Finish Date Month/Year	Accountable Officer	Reporting Division	
4.1	Implement Special Educational Needs Strategy	April 2007	March 2008	Jon McCabe	CSS	
Ref'	Key Performance Measures: The evidence that will be used to assess if the objective and aim have been achieved.	2007/08 Target	2008/09 Target	2009/10 Target	Reporting Division/Officer	
4.1	Strategy implemented				David Silvera	
Linkages to Other Plans Equality Scheme Children's Services strategic plan Council Action Plan 2006-09 Children and Young People's Plan Local Area Agreement						
Risks associated with this objective? Inadequate support for parent/carers for children with SEN and disabilities						

<b>Outcome:</b> Service Management				<b>DPT Lead Officer</b>	
<b>Aim:</b> Integrated children's services				Cindy Peek	
Ref.	Objective	Start date:	Finish date:	Lead Officer(s)	
	Provide a range of advice and support to school leaders to enable them to comply fully with equality legislation			David Silvera	
Ref.	Critical actions, tasks, activities & milestones Critical things that must be done in order to fulfil the objective, without which the objective would not be achieved	Start Date Month/Year	Finish Date Month/Year	Accountable Officer	Reporting Division
5.1	Provide training and ongoing support for school leaders	April 2007	March 2008	David Silvera	EYYES
5.2	Produce and publish documentation to help schools develop policies to fulfil statutory equality obligations	April 2007	March 2008	David Silvera	EYYES
5.3	Collate and publish information about racist incidents reported through schools	April 2007	June 2007	David Silvera	EYYES
Ref'	Key Performance Measures: The evidence that will be used to assess if the objective and aim have been achieved.	2007/08 Target	2008/09 Target	2009/10 Target	Reporting Division/Officer
5.1	Number of sessions arranged				David Silvera
5.2	Number of published documents				David Silvera
5.3	Racist incidents data published in E & D Annual Report				David Silvera
<b>Linkages to other plans</b> Equality Scheme Children's Services strategic plan Equality and Diversity Annual Report 2006-07					
<b>Risks associated with this objective?</b> Schools failure to comply with statutory duties. Judicial review. Litigation. Directorate fails to comply with statutory duties.					

<b>Outcome:</b> Service Management				<b>DPT Lead Officer</b>	
<b>Aim:</b> Integrated children's services				<b>Cindy Peek</b>	
<b>Ref.</b>	<b>Objective</b>	<b>Start date:</b>	<b>Finish date:</b>	<b>Lead Officer(s)</b>	
6				David Silvera	
<b>Ref.</b>	<b>Critical actions, tasks, activities &amp; milestones</b> Critical things that must be done in order to fulfil the objective, without which the objective would not be achieved	<b>Start Date</b> Month/Year	<b>Finish Date</b> Month/Year	<b>Accountable Officer</b>	<b>Reporting Division</b>
6.1	Implementing measures to secure improved educational and social outcomes for children in care and children with disabilities	April 2006	March 2008	Pauline Sharrat Jane Prasher Ruth Tykiff	CSS
6.2	Improving transitional arrangements for young people from children's services into adult services with particular focus on vulnerable groups	April 2007	March 2008	To be arranged	CSS - EYYES
<b>Ref'</b>	<b>Key Performance Measures:</b> The evidence that will be used to assess if the objective and aim have been achieved.	<b>2007/08</b> <b>Target</b>	<b>2008/09</b> <b>Target</b>	<b>2009/10</b> <b>Target</b>	<b>Reporting Division/Officer</b>
6.1	% improvement in attainment				David Silvera
6.2	% improvement for young people from these groups not in education or employment				David Silvera
<b>Linkages to other plans</b> Equality Scheme Children's Services strategic plan Children and young people's Plan Council Action Plan					
<b>Risks associated with this objective?</b> Not implementing The Children Act 2004					

Outcome: Service Management				DPT Lead Officer	
Aim: Integrated children's services				Cindy Peek	
Ref.	Objective A precise/specific, deliverable result or product that will directly contribute to fulfilling the aim.	Start date:	Finish date:	Lead Officer(s)	
	Implementation of The Children Act 2006			David Silvera	
Ref.	Critical actions, tasks, activities & milestones Critical things that must be done in order to fulfil the objective, without which the objective would not be achieved	Start Date Month/Year	Finish Date Month/Year	Accountable Officer	Reporting Division
7.1	Establish a strategy for the future development of inclusive services for under 5s and childcare so children with SEN and/or disabilities are able to access inclusive schools/settings in their own locality and parents/carers have wider choice about services.	April 2007	March 2008	Jon McCabe Jane Porter Sharon Hearne	CSS - EYYES
7.2	Implement Childcare Sustainability Plan	April 2007	March 2008	Helen Kew	EYYES
Ref'	Key Performance Measures: The evidence that will be used to assess if the objective and aim have been achieved.	2007/08 Target	2008/09 Target	2009/10 Target	Reporting Division/Officer
7.1	Publication of strategy				David Silvera
7.2	Plan implemented				David Silvera
Risk register	Inadequate support for parent/carers for children with SEN and disabilities				David Silvera
<b>Linkages to other plans</b> Equality Scheme Children's Services strategic plan Children and Young People's Plan Council Action Plan Local Area Agreement					
<b>Risks associated with this objective?</b> Inadequate support for children under 5 with SEN and disabilities and their families Failure to implement the Children Act					