

**Department of Technical Services
 Departmental Equality Action Plan: Jan 2009 – March 2010**

The Department of Technical Services is made up of Planning, Engineering, Environmental Protection, Safer Runnymede and Admin and employs 166.9 Full Time Equivalents.

List of Services (by division):

Environmental Protection:

Commercial	Licensing	Health & Safety
Health & Pollution	Recycling	

Engineering Services:

Building Control	Engineering	Refuse & street cleansing
Building Services	Parking services	

Planning:

Development Control	GIS	Policy & Implementation
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Safer Runnymede:

Community Alarm	CCTV	Emergency Planning
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Introduction

This Equality Action Plan includes strategic and practical actions that demonstrate how the department will ensure our services are accessible to all people who need them, irrespective of gender, age, ethnicity, disability, religion/belief, or sexual orientation.

This Action Plan has been developed in consultation with our Equality Working Group – volunteers and representatives from staff, stakeholders and the community. More information on the Equality Working Group, and Runnymede Borough Council's wider participation strategy, can be found in our Equality Policy.

Individuals and groups can experience a range of barriers that prevent them enjoying the same quality of life as their peers. This action plan sets equality objectives for those policies, practices or services that have been identified - through Equality Impact Assessments - as being at risk of discriminating against individuals or groups by creating or exacerbating existing barriers. The Department of Technical Services has set targets to investigate further whether these barriers to services exist and, if so, to make reasonable adjustments to policies, practices or services to improve accessibility.

Key to implementing these objectives will be ensuring systems and measures are in place to monitor information within service areas on service-user, population and workforce profiles for gender, age, ethnicity, disability, religion/belief, and sexual orientation. Where these systems do not already exist they will be developed as part of the Equality Impact Assessment review timetable (outlined at appendix 1)

Reporting arrangements for this Equality Action Plan

The Director of Technical Services holds responsibility for this Action Plan, against which progress will be reported to the Directors' Management Team (DMT). Objectives, targets and progress are further scrutinised and approved by Members through the Leisure and Environment Committee and Licensing Service Plans. Progress against targets will therefore be reviewed twice a year by Committee. This process will ensure that equality targets are mainstreamed into both service delivery/review mechanisms and corporate management arrangements, and will ensure that appropriate resources have been allocated to achieving the aims of this action plan. Further

scrutiny will be provided by the Equality Working Group (EWG), where external challenge is provided by representatives from key local equality groups and public sector colleagues

This Action Plan will be published online on the Council's Equality webpage, and will be available with committee papers at public libraries and at the Runnymede Civic Centre reception. It will be reviewed and revised periodically by the EWG and DMT, and no later than March 2010

Departmental/Service Equality Objectives and Targets

This Equality Action Plan (EAP) states equality objectives and targets for improving access to services for all, irrespective of race, gender, disability, sexual orientation, religion/belief and age.

As part of the three-yearly cycle of service reviews, Equality Impact Assessments (EIAs) have been carried out for all key services and for any new policies developed in that time. These EIAs have been reviewed by the working group, which has, where necessary, requested further information and/or proposed changes to the way the service is delivered to reduce any barriers to access. Where these changes require further action by the department, they have been translated into equality objectives, in consultation with the EWG.

Departmental Equality Objectives

Each department is committed to contributing to the following corporate targets:

Equality Objective	Target	Outcome
Monitor ethnicity, disability and gender of service users	Annual	Services monitored: Safer Runnymede
Explore corporate mechanism for services to monitor religion/belief and sexual orientation	March 2009	
Complete Equality Impact Assessment whenever changes to services (new, enhanced or reduced) are being considered	As required	EIAs completed: Construction Design Management (CDM) Regulations
Percentage of top 5% of earners who are women BV 11a	10%	10.42% (08/09 outturn)
Percentage of top 5% of earners from black and minority ethnic communities BV 11b	5%	0.9% (08/09 outturn)
Percentage of top 5% of earners who are disabled BV 11c	2%	4.76% (08/09 outturn)
The percentage of local authority employees with a disability BV 16a	3%	3.19% (08/09 outturn)
The percentage of local authority employees from ethnic minority communities BV 17a	4%	3.79% (08/09 outturn)
Percentage of authority buildings open to the public in which all public areas are suitable for, and accessible to, disabled people BV 156	97.8%	96% (08/09 outturn)

Service Equality Objectives

Each section is committed to contributing to relevant targets below:

Source	Section	Equality Objective	Target	Comments	Complete
EIA 12/06	Safer Runnymede	Equality monitoring information to be collected when possible (if complaints received)	Annual	No complaints received	✓
EIA 07/07 EIA 10/07	Working Group/ Development Control	Identify common policies/forms issued by statutory services (Council Tax, Benefits) and seek translated documents from other local authorities	June 09	Ongoing	
EIA 10/07	Licensing	Undertake individual EIAs for Taxi, Alcohol and Gambling Licensing services, as there are different provisions and requirements for the different groups of people affected	March 10	Ongoing	
EIA 10/07	Environmental Protection	Share with other services information held about minority groups through premises inspections – establish standard forms for all services	March 09	Targets to develop standard statutory forms	✓
EIA 01/09	Parking services	Engage with Joint Parking Group on need to consider equality issues when considering changes to parking restrictions	As changes proposed	Ongoing	
EIA 01/09	Parking services	Collate ticket cancellation data to identify whether there are problems with particular car parks or parking areas, and, if so, engage with disabled users	March 09	Cancellations are proportionate	✓

If you have any comments on this action plan, please contact James Cooper on 01932 425503 or email james.cooper@runnymede.gov.uk

**Department of Admin and Leisure
Departmental Equality Action Plan: Jan 2009 – March 2010**

The Department of Admin and Leisure is made up of Customer Services, Office Services, Elections, Leisure Division, and Valuation, Committees and Law, and employs 106.4 Full Time Equivalents.

List of Services:

Valuation/Property	Committee Section	Legal Section
Customer Services	Office Services	Elections
Leisure Centres	Museum	Public Halls
Parks and Open Spaces	Sports and Leisure Development	

Introduction

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Individuals and groups can experience a range of barriers that prevent them enjoying the same quality of life as their peers. This action plan sets equality objectives for those policies, practices or services that have been identified - through Equality Impact Assessments - as being at risk of discriminating against individuals or groups by creating or exacerbating existing barriers. The Department of Admin and Leisure has set targets to investigate further whether these barriers to services exist and, if so, to make reasonable adjustments to policies, practices or services to improve accessibility.

Key to implementing these objectives will be ensuring systems and measures are in place to monitor information within service areas on service-user, population and workforce profiles for gender, age, ethnicity, disability, religion/belief, and sexual orientation. Where these systems do not already exist they will be developed as part of the Equality Impact Assessment review timetable (outlined at appendix 1)

Reporting arrangements for this Equality Action Plan

The Director of Admin and Leisure holds responsibility for this Action Plan, against which progress will be reported to the Directors' Management Team (DMT). Objectives, targets and progress are further scrutinised and approved by Members through the Leisure and Environment Committee Service Plan. Progress against targets will therefore be reviewed twice a year by Committee. This process will ensure that equality targets are mainstreamed into both service delivery/review mechanisms and corporate management arrangements, and will ensure that appropriate resources have been allocated to achieving the aims of this action plan. Further scrutiny will be provided by the Equality Working Group (EWG), where external challenge is provided by representatives from key local equality groups and public sector colleagues

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Departmental/Service Equality Objectives and Targets

This Equality Action Plan (EAP) states equality objectives and targets for improving access to services for all, irrespective of race, gender, disability, sexual orientation, religion/belief and age.

As part of the three-yearly cycle of service reviews, Equality Impact Assessments (EIAs) have been carried out for all key services and for any new policies developed in that time. These EIAs have been reviewed by the working group, which has, where necessary, requested further information and/or proposed changes to the way the service is delivered to reduce any barriers to access. Where these changes require further action by the department, they have been translated into equality objectives, in consultation with the EWG.

Departmental Equality Objectives

Each department is committed to contributing to the following corporate targets:

Equality Objective	Target	Outcome
Monitor ethnicity, disability and gender of service users	Annual	Services monitored: Allotments Leisure Centres (age and gender)
Explore corporate mechanism for services to monitor religion/belief and sexual orientation	March 2009	
Complete Equality Impact Assessment whenever changes to services (new, enhanced or reduced) are being considered	As required	EIAs completed:
Percentage of top 5% of earners who are women BV 11a	10%	10.42% (08/09 outturn)
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FUNCTIONS FOR IMPACT ASSESSMENT

Once completed these impact assessments will be available on the Council's website: www.runnymede.gov.uk. Choose "E" from the "A-Z" and then "Equalities"

2009/10

April – June 2009

Administration & leisure

Access to leisure centres

Youth council

Asset management (property services)

Property letting (property services)

Management of cemeteries (Review EIA from 2005/06)

Finance

Benefits (Review EIA from 2005/06)

July – September 2009

Chief Executive's

Recruitment (Review EIA from 2005/06)

Grievance & disciplinary (Review EIA from 2005/06)

Anti-bullying/harassment

Technical Services

Local Development Framework (core strategy)

September – December 2010

Technical services

Building control	(Review EIA from 2006/07)
Development control	(Review EIA from 2006/07)
Refuse collection	
Inspection of food premises	(Review EIA from 2007/08)
Planning enforcement	(Review EIA from 2005/06)
Community Safety – CCTV	(Review EIA from 2007/08)

2011/2012

April – June 2011

Administration & leisure

Parks & open spaces	(Review EIA from 2006/07)
Allotments	(Review EIA from 2006/07)
Playscheme/splash	(Review EIA from 2006/07)
Sports development	(Review EIA from 2006/07)
Cemetery management	(Review EIA from 2006/07)
Arts Development	(Review EIA from 2006/07)

July-September 2011

Finance

Benefits/Council tax fraud/enforcement

Technical Services

Parking services

Cross-departmental

Grants to voluntary groups (Review EIA from 2009)

2012/13

Sustainable Community Strategy	(Review EIA from 2009)
Communications Strategy	(Review EIA from 2009)
Procurement Strategy	(Review EIA from 2009)

October – December 2009

Housing & Community Services

Tenancy management	(Review EIA from 2005/06)
Allocations	
Homelessness	
Departmental service standards	(Review EIA from 2005/06)
Nuisance procedure	(Review EIA from 2005/06)
Racial Harrassment	(Review EIA from 2005/06)
Respect	(Review EIA from 2005/06)
Succession	(Review EIA from 2005/06)

January – March 2010

Technical Services

Taxi licensing	
Licensing of premises	

2010/11

April - June 2010

Administration & Leisure

Electoral Services	(Review EIA from 2008/09)
Community halls	
Chertsey Museum	

Finance

Council tax/Local taxation	(Review EIA from 2008/09)
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July – August 2010

Housing & Community Services

Bus pass scheme	(Review EIA from 2007)
Day centres	(Review EIA from 2007/08)
Meals service	(Review EIA from 2005/06)
Community alarm	
Private Sector Housing	(Review Care & Repair EIA from 2008)
Right to buy	