

POLICY AND RESOURCES CABINET BOARD

24th JULY 2008

CHIEF EXECUTIVE'S OFFICE

**REPORT OF THE HEAD OF CORPORATE
STRATEGY AND IMPROVEMENT – P.GRAHAM**

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PART 1 – Doc. Code: PRB-240708-REP-CE-PG

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1 Welsh Language Scheme **Chief Executive's Office Action Plan**

Purpose of Report

To provide members with a progress report on the implementation of the Welsh Language Scheme Action Plan for the Chief Executive's Office .

Background

The revised Welsh Language Scheme was approved by the Welsh Language Board on 27th July 2007, which amends and replaces the original scheme which has been in place since March 1997.

Overview of Progress

Since the Scheme's inception the Chief Executive's Office has monitored the implementation of the Scheme via its action plan, which demonstrates that the application of the Scheme is fairly standard practice.

List of Background Papers

Welsh Language Scheme approved on 27th July 2007.

Appendices

Appendix 1 – Welsh Language Scheme Chief Executive's Office Action Plan

Wards Affected

All wards affected.

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**Welsh Language Scheme
Chief Executive's Office Action Plan**

Action No.	Action	Target Date	Action Completed			Comment	Linked Target
			Yes	No	In Part		
SERVICE DELIVERY							
1 Para 2.1.2	Assist with the implementation of the Council's Equality Impact Assessment Framework for new and existing policies/services, which are required to be assessed against all the equality strands, including the Welsh language.	2008/09			√	Business Managers	WLB 5
2 Para 2.1.3	To address any issues relating to equalities groups including the Welsh language, as highlighted by the assessment process as part of business planning.	2008/09			√	Business Managers	WLB 5
3 Para 2.3	Consider the appropriateness of any Directorate grants, loan and sponsorship schemes and amend as necessary in accordance with the Welsh Language Board's latest statutory guidance.	2008/09		√			
COMMUNICATION WITH THE WELSH SPEAKING PUBLIC							
4 Para 3.5	Full audit of public meetings where Welsh/bilingual meetings are offered in advance and where meetings are conducted bilingually following requests. Audits to be carried out by: <ul style="list-style-type: none"> • Community Safety • Communities First (CF) • Youth Offending Team TO BE OMITTED	April 2008	√			The Directorate monitors compliance via a performance indicator. The identified sections have commenced collecting performance indicator data during 2007/08.	L(WL) 5 a & b
5	Monitor the composition of Communities First Partnerships, Citizens' Panel, Older Persons' Council and Black and Minority Ethnic Forum to ensure people conversant with the Welsh language are given opportunities to get involved.	2007/08			√	To be undertaken by Communities First Partnership/Corporate Strategy Team.	

Action No.	Action	Target Date	Action Completed			Comment	Linked Target
			Yes	No	In Part		
THE COUNCIL'S CORPORATE AND PUBLIC IMAGE							
6 Section 4	<p>In compliance with recommendation 1 of the Internal Audit Report (77-2006/2007), ensure a full audit is undertaken of bilingual/separate English and Welsh versions of printed Council publications, which are primarily for public consumption. To include publicity posters, leaflets, civic building signs, forms and supporting literature, standard letters, questionnaires and public notices etc.</p> <p>Audits to be carried out by:</p> <ul style="list-style-type: none"> • Community Safety • Communities First (CF) • Youth Offending Team <p>TO BE OMITTED</p>	2007/08	√			<p>The Directorate monitors compliance via a performance indicator.</p> <p>The identified sections have commenced collecting performance indicator data during 2007/08.</p>	L(WL) 7a, b & c, 9, 10a, b & c 11b & 12
PUTTING THE SCHEME INTO PRACTICE & MONITORING PROGRESS							
7 Para 5.8 & 5.10	<p>Introduce a system to evaluate if the requirements of the scheme are being met.</p> <p>The following sections to start to collect own data for measuring Welsh Language Scheme performance indicators:</p> <ul style="list-style-type: none"> • Community Safety • Communities First • Youth Offending Team <p>TO BE OMITTED</p>	2007/08	√			<p>Continue to collect data across the Directorate for measuring Welsh Language Scheme performance indicators (PIs).</p> <p>The Directorate will help ensure data is being collected in a consistent manner by referring to self-assessment forms to be completed for all the PIs by the Corporate Strategy Section.</p> <p>The identified sections have commenced collecting performance indicator data during 2007/08.</p>	All Welsh Lang. PIs

2 Equality of Opportunity in Service Delivery - Chief Executive's Office Action Plan Progress Report

Purpose of the Report

To advise Members on the progress of the Chief Executive's Office Action Plan

Background

Progress on the Equality of Opportunity in Service Delivery Policy is reported biannually to the Policy and Resources Cabinet Board and Scrutiny Committee.

Comments on Actions

A number of actions have been deleted from the Chief Executive's Office action plan following Policy and Resources Scrutiny Committee on 28th March 2008.

The draft Race Equality Scheme is currently being finalised prior to going out for public consultation. The Disability Equality Scheme Action Plan is currently being reviewed following the successful 'Have Your Say' event for disabled people in March 2008. It is considered appropriate to delay a revision of the action plan until both the revision of the Race Equality Scheme and the review of the Disability Equality Scheme Action Plan are completed.

Appendix

Appendix 1 – Equality of Opportunity in Service Delivery – Chief Executive's Office Action Plan

List of Background Papers

Equality of Opportunity in Service Delivery Policy

Wards Affected

All

Officer Contact

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Equality of Opportunity in Service Delivery – Chief Executive’s Office Action Plan

Action No.	Action	Target Date	Action Completed			Comment
			Yes	No	In Part	
A1	Undertake impact and needs/ requirements assessment in directorate policies and services	August 08 May 2011			√	<p>Equality impact assessments form a major part of the Race Equality Scheme action plan, and as a result will feature heavily in the service's work programme over the next three years.</p> <p>A number of policies, primarily in the human resource section, have already undergone equality impact assessments. Actions are currently being considered to mitigate any gaps in evidence identified during the process.</p> <p>As a result of the continuing work on impact assessments it is considered appropriate to amend the date to reflect the timescale of the Race Equality Scheme.</p>
A2	<p>Further develop and refine equality objectives and targets for the following services:</p> <ul style="list-style-type: none"> • Electoral Registration • Community Safety • Communities First • Media 	September 2008			√	<p>The recently refined business planning framework as well as the introduction of the equality impact assessment framework has contributed to the progress, albeit rather limited, made in these services.</p> <p>However, further work with lead officers is required to more fully understand the impact and issues associated with equalities and service delivery.</p>

Action No.	Action	Target Date	Action Completed			Comment
			Yes	No	In Part	
A9	Develop monitoring systems for service take-up by excluded groups in Community Safety	December 2008			√	Unfortunately little progress has been made on this action to date, although there is a commitment to develop a structured monitoring system. The introduction of a suitable monitoring system will assist in the establishment of a robust system for the Council as a whole.
A13	Circulate the Public Information Guide to all Directorate business managers and periodically check that they are being used.	June 2008 December 2008		√		The public information guide is still under review by the Disabled Persons' Advisory Group and as soon as it is available it will be circulated to all managers and placed on the intranet.
A16	Analyse and monitor composition of the Communities First Partnerships by the equality strands, and where necessary work with the Partnerships to identify actions to address any noticeable imbalance	March 2009		√		The Communities First central support team and the individual partnerships will be looking at this action during the coming year.

Action No.	Action	Target Date	Action Completed			Comment
			Yes	No	In Part	
A17	Monitor the Citizens' Panel as an effective engagement tool and ensure the Panel is demographically balanced	May 08 May 2009			√	<p>BMG, the independent research company contracted to manage the Citizens' Panel, are currently conducting a consultation exercise the results of which are likely to be published in August/September 2008</p> <p>As part of the ongoing public consultation/engagement process the Corporate Strategy Team will continue to monitor the effectiveness of the Citizens' Panel along with other forms of public engagement that may be initiated both corporately and within the Chief Executive's Office.</p>
A18	<p>Analyse and monitor composition of:</p> <ul style="list-style-type: none"> • Older Persons' Council • BME Forum <p>and where necessary identify actions to address noticeable gender imbalances.</p>	March 2009	√			<p>Currently the Older Persons' Council is gender balanced. However, the appointment to the reserve list has resulted in a gender imbalance. Analysis will be undertaken to identify any deficiencies in the recruitment process for the future.</p> <p>The BME Forum is currently gender balanced and provides a balanced view of issues that concern the BME communities in Neath Port Talbot. The Membership of the Forum will continue to be monitored to ensure the balance is maintained.</p> <p>Due to the ongoing nature of the action it is considered appropriate to delete this action.</p> <p>To be deleted</p>

Action No.	Action	Target Date	Action Completed			Comment
			Yes	No	In Part	
A19	Domestic Abuse Partnership to review current service provision, identify any gaps in the provision and take steps to rectify the position and involve previous victims in the process.	October 2008			√	<p>It is acknowledged that more time is required to fully achieve this target given the nature of the service. The establishment of an independent domestic abuse advisor to the Community Safety Team will greatly assist with the identification of gaps in provision.</p> <p>Service provision for male victims of domestic abuse is an area where there is limited provision. However a national helpline, Dyn Cymru (tel: 0808 801 0321), has been set up to assist male victims. The helpline provides basic support and information to men all around Wales - including heterosexual, gay, bisexual, and transgender men - who experience domestic abuse.</p>