

# Policy Review and Development Panel

Grand Jury Room, Town Hall  
8 November 2010 at 6.00pm

The Policy Review Panel deals with reviewing policies and issues at the request of the Cabinet or Portfolio Holder, or pro-actively identifying issues that may require review; dealing with those issues either directly or by establishing Task and Finish Groups, monitoring progress of these Groups and assessing their final reports.

# Information for Members of the Public

## Access to information and meetings

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda, which is usually published 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at [www.colchester.gov.uk](http://www.colchester.gov.uk) or from Democratic Services.

## Have Your Say!

The Council values contributions from members of the public. Under the Council's Have Your Say! policy you can ask questions or express a view to meetings, with the exception of Standards Committee meetings. If you wish to speak at a meeting or wish to find out more, please pick up the leaflet called "Have Your Say" at Council offices and at [www.colchester.gov.uk](http://www.colchester.gov.uk)

## Private Sessions

Occasionally meetings will need to discuss issues in private. This can only happen on a limited range of issues, which are set by law. When a committee does so, you will be asked to leave the meeting.

## Mobile phones, pagers, cameras, audio recorders

Please ensure that all mobile phones and pagers are turned off before the meeting begins and note that photography or audio recording is not permitted.

## Access

There is wheelchair access to the Town Hall from St Runwald Street. There is an induction loop in all the meeting rooms. If you need help with reading or understanding this document please take it to Angel Court Council offices, High Street, Colchester or telephone (01206) 282222 or textphone 18001 followed by the full number that you wish to call and we will try to provide a reading service, translation or other formats you may need.

## Facilities

Toilets with lift access, if required, are located on each floor of the Town Hall. A vending machine selling hot and cold drinks is located on the first floor and ground floor.

## Evacuation Procedures

Evacuate the building using the nearest available exit. Make your way to the assembly area in the car park in St Runwald Street behind the Town Hall. Do not re-enter the building until the Town Hall staff advise you that it is safe to do so.

Colchester Borough Council, Angel Court, High Street, Colchester  
telephone (01206) 282222 or textphone 18001 followed by the full number you wish  
to call

e-mail: [democratic.services@colchester.gov.uk](mailto:democratic.services@colchester.gov.uk)

[www.colchester.gov.uk](http://www.colchester.gov.uk)

# Terms of Reference

## Policy Review and Development Panel

- To review strategies and policies at the request of the Cabinet either directly or by establishing Task and Finish Groups, and to make recommendations back to Cabinet for decision.
- To review issues at the request of a Portfolio Holder either directly or by establishing Task and Finish Groups and to make recommendations back to the Portfolio Holder for decision.
- To monitor progress of Task and Finish Groups and assess their final reports prior to their submission to either the Cabinet or the Portfolio Holder.
- To proactively identify issues that may require review and improvement and to seek Cabinet's agreement as to whether and how they should be examined.

**COLCHESTER BOROUGH COUNCIL  
POLICY REVIEW AND DEVELOPMENT PANEL  
8 November 2010 at 6:00pm**

**Members**

Chairman : Councillor Nigel Offen.  
Deputy Chairman : Councillor Margaret Fisher.  
Councillors Nigel Chapman, Michael Lilley, Mike Hardy,  
Lesley Scott-Boutell and Jill Tod.

**Substitute Members** : All members of the Council who are not Cabinet members or members of this Panel.

**Agenda - Part A**

(open to the public including the media)

**Members of the public may wish to note that Agenda items 1 to 6 are normally brief and the last Agenda Item is a standard one for which there may be no business to consider.**

**Pages**

**1. Welcome and Announcements**

(a) The Chairman to welcome members of the public and Councillors and to remind all speakers of the requirement for microphones to be used at all times.

(b) At the Chairman's discretion, to announce information on:

- action in the event of an emergency;
- mobile phones switched off or to silent;
- location of toilets;
- introduction of members of the meeting.

**2. Substitutions**

Members may arrange for a substitute councillor to attend a meeting on their behalf, subject to prior notice being given. The attendance of substitute councillors must be recorded.

**3. Urgent Items**

To announce any items not on the agenda which the Chairman has agreed to consider because they are urgent and to give reasons for the urgency.

**4. Declarations of Interest**

The Chairman to invite Councillors to declare individually any personal interests they may have in the items on the agenda.

If the personal interest arises because of a Councillor's membership of or position of control or management on:

- any body to which the Councillor has been appointed or nominated by the Council; or
- another public body

then the interest need only be declared if the Councillor intends to speak on that item.

If a Councillor declares a personal interest they must also consider whether they have a prejudicial interest. If they have a prejudicial interest they must leave the room for that item.

If a Councillor wishes to make representations on an item on which they have a prejudicial interest they may do so if members of the public are allowed to make representations. In such circumstances a Councillor must leave the room immediately once they have finished speaking.

An interest is considered to be prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice the Councillor's judgement of the public interest.

Councillors should consult paragraph 7 of the Meetings General Procedure Rules for further guidance.

## **5. Have Your Say!**

(a) The Chairman to invite members of the public to indicate if they wish to speak or present a petition at this meeting – either on an item on the agenda or on a general matter not on this agenda. You should indicate your wish to speak at this point if your name has not been noted by Council staff.

(b) The Chairman to invite contributions from members of the public who wish to Have Your Say! on a general matter not on this agenda.

## **6. Minutes**

**1 - 4**

To confirm as a correct record the minutes of the meeting held on 20 September 2010.

## **7. Review of Accommodation for Older People**

**5 - 16**

See report by the Head of Strategic Policy and Regeneration.

The Panel will be assisted in its discussions by presentations from the following guest speakers:

- Susannah Westwood, Senior Planning and Commissioning Officer, Essex County Council Adults Health and Community Wellbeing;
- Pat Strachan, Housing Action Support Officer, Care and Repair England;
- Rob Moore, Homes and Communities Agency.

In addition a range of partners and representatives from interest groups, including local housing associations, Colchester Borough Homes, Age UK, local accommodation providers and pensioners groups have been invited to attend the meeting.

**8. Single Equality Scheme // Action Plan Annual Update 17 - 66**

See report by Executive Director, Pam Donnelly.

**9. Work Programme 2010/11 67 - 70**

See report by the Head of Corporate Management.

**10. Exclusion of the public**

In accordance with Section 100A(4) of the Local Government Act 1972 and in accordance with The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000 (as amended) to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

# POLICY REVIEW AND DEVELOPMENT PANEL

## 20 SEPTEMBER 2010

*Present :-* Councillor Nigel Offen (Chairman)  
Councillors Nigel Chapman, Mike Hardy, Michael Lilley,  
Lesley Scott-Boutell and Jill Tod

*Substitute Member :-* Councillor Bill Frame for Councillor Margaret Fisher

*Also in Attendance :-* Councillor Lyn Barton  
Councillor Henry Spyvee  
Councillor Dennis Willetts

### 10. Minutes

The minutes of the meeting held on 1 September 2010 were confirmed as a correct record, subject to the inclusion of 'in his capacity as Chairman of the Task and Finish Group' after the words 'Portfolio Holder for Economic Development, Culture and Tourism in the resolution to minute no 8.

### 11. Historic Town Centre Improvements

Mr Nick Chilvers addressed the Panel, pursuant to the provisions of Meetings General Procedure Rule 5(1). He acknowledged the difficulties associated with planning transportation needs for the future, especially given Colchester's physical geography and existing road junction network. He expressed concern regarding the reputation of the town centre as a shopping destination and about the traffic problems associated with Cowdray Avenue especially leading up to and at rush hour. He considered that reductions in congestion would only be achieved through aggressive 'anti-car' measures which, in turn, would not prove helpful in attracting shoppers to the town. He questioned whether it would be possible to utilise the Brook Street area to improve access between St Botolph's and Greenstead, whether there were future proposals to create a bus stop at the top of Queen Street and what form the planned town centre consultation process would take, in terms of the questions to be asked and amount of profile to be given to it.

Councillor Willetts attended and, with the consent of the Chairman addressed the Panel speaking in relation to the policy issues associated with the town centre. He proposed different principles be adopted to ensure Colchester retained its status in the country. He did not agree that the quick wins highlighted in the officer's report were of sufficient merit. He felt that unique solutions were needed to deliver a modern town centre within the town's existing historic context. He concentrated on two issues specifically – he considered the loss of the bus station to be wasteful and that more needed to be done to assist people to travel by bus into the town centre and he was of the firm view that the bus link from the Park and Ride site into the town centre needed to be a quick journey utilising North Hill and the two lanes of Head Street with the High street pedestrianised. He suggested that the intended use of the funds available needed to be reviewed without delay in order to demonstrate to Essex County Council that this

Council is committed to Park and Ride, a new bus station, the pedestrianisation of the High Street and a fast bus route into the town centre.

Councillor Spyvee attended and, with the consent of the Chairman addressed the Panel speaking in support of the consultation exercise and the need to ensure that the opinions of the people who are in the town centre all the time, the local residents, are taken into account. He also wished to ensure that Councillors are given the opportunity to state their views. He was of the view that the town centre was a very different place at different times of the day and night and the local retail and service businesses tended to take account of the town centre during the hours the hours of 9am to 5.30pm only.

The Panel considered a report by the Head of Strategic Policy and Regeneration inviting the members to review progress with the Better Town Centre Programme.

Howard Davies, Town Centre Project Manager, presented a scene setting paper to the members of the Panel explaining that conclusions had yet to be reached on the Programme as the outcome of a public consultation exercise to be undertaken in the Autumn was awaited.

Also in attendance to assist the Panel in its discussions was Alan Lindsay, Essex County Council's Acting Principal Transportation Planner and Councillor Barton, Portfolio Holder for Planning and Sustainability who explained that Department of Communities and Local Government funding of £550,000 had been secured for the current financial year through the Haven Gateway Partnership to address some of the issues relating to traffic. She went on to express the view that complete pedestrianisation would not work in Colchester. It had been hoped that more funding may be forthcoming from Essex County Council but this was now on hold pending the outcome of the Government's Comprehensive Spending Review in October 2010. She had, however, received assurances that the County Council would be arranging for an application to be made for European funding which would constitute Phase 4 of the Improvements.

Since last reporting to the Panel much work has been undertaken with bus operators and Hackney carriage representatives to understand what needed to be in place to reduce unnecessary traffic in the Town Centre core and what provision would need to be made following the formal closure of the temporary bus station in Queen Street in December 2012.

An engagement exercise with the public had been carried out in March 2010 providing information on the 9 themes of the Programme, one of which related to "getting around in Colchester." This theme focused on emerging ideas for reducing traffic in the town centre, and improvements to public transport to increase efficiency and reliability.

In addition various improvement projects have now been completed:

- Haven Gateway funds were used to repair and finish the Essex and Suffolk Fire Office colonnade;
- Works in the St Peter's churchyard were carried out, following which the church was adopted by the Garrison as its Town Centre Church;



- Public realm improvements to the Priory grounds to improve accessible links from St Julian Grove, Britannia car park and Priory Street and work on the trees and shrubs to improve light and security within the Priory;

A Town Centre Steering Group had also been formed which encompassed representatives from service groups within Colchester Borough Council such as Strategic Policy, Planning, Street Services and Life Opportunities as well as Haven Gateway Partnership and Essex County Council.

Final work was being undertaken by the Traffic and Transport Project team which would be fed through to the Steering Group prior to the public consultation and would include an update of the Public Realm Strategy concurring with current Government expectations around street clutter in Town Centres.

It was anticipated that the consultation would have commenced by the end of October 2010 and measures would be put in place to raise public awareness about its existence. The outcomes of the consultation would be used to identify the way forward for the Programme whilst decisions regarding actual works to be undertaken would need to be made in the early new year for implementation by the end of March 2011.

The Panel discussed the issues raised in the presentation at length and gave particular consideration to the following issues:-

- In what ways the £550,000 funding would be allocated and whether there was any difficulty in identifying projects which could be completed in the time available;
- What was the current situation regarding funding streams from Essex County Council;
- Which areas would be addressed in the context of the public consultation;
- Whether any account had or would be taken to obtain opinions from traditionally hard to reach groups and younger people;
- Suggestions regarding the use of Sixth Form Colleges and the Colchester Youth Council in order to engage with younger people;
- Whether Essex County Council was working with the Borough Council to obtain funds from Europe and what were the most likely successful sources of funds;
- Concern regarding the Council's ability to deliver actual improvements given the level of funding required for ambitious and imaginative projects;
- A suggestion that the Council considered the appointment of a Councillor to act as a Bus Champion which may assist with the need to negotiate with a number of different transport operators;
- The importance of buses running to time and being able to travel through the town as well as around it;
- The need for policy documents such as that produced on the Public Realm to be made more accessible for the public.

Ian Vipond, Executive Director explained to the Panel the need to acknowledge that there would be reduced levels of public funding available in the forthcoming few years but that there were other examples of improvements to public areas, such as that undertaken in Red Lion Walk, which were privately funded projects and had brought very significant investment into the town. He felt it was important to acknowledge the

Council's role in facilitating investment whereby the creation of an ambition for the town to address the needs identified as a result of undertaking good quality consultation could be a significant contribution to delivering the improvements desired.

*RESOLVED* that the following issues be noted:-

- (i) Progress on the Better Town Centre Programme;
- (ii) Progress on the town centre traffic and transport study element Historic Town Centre Improvements work, on the understanding that further detail would be available in the next stage consultation process;
- (iii) Feedback from the Better Town Centre public engagement event earlier this year.

## **12. Work Programme 2010/11**

The Panel considered a report from the Head of Corporate Management setting out the current situation regarding the Panel's work programme for 2010/11.

The outcome of discussions between this Panel's Chairman and the Chairman of the Strategic Overview and Scrutiny Panel regarding the Olympics 2012 report was still awaited and confirmation had been received to include consideration of the Council's Policy on Allotments within the work programme for the meeting in November 2010.

*RESOLVED* that the current situation regarding work programme for 2010/11 be noted.



## Policy Review and Development Panel

Item  
**7**

8 November 2010

<b>Report of</b>	<b>Head of Strategic Policy and Regeneration</b>	<b>Author</b>	<b>Tina Hinson</b>
<b>Title</b>	<b>Review of Accommodation for Older People</b>		<b>☎ 506903</b>
<b>Wards affected</b>	Not applicable		

**This report concerns the progress on the review of accommodation for older people.**

### 1. Decision(s) Required

- 1.1 To seek the Panel's views on a number of matters regarding accommodation for older people.
- 1.2 To agree the approach proposed by the sheltered housing review project team at CBC and CBH.

### 2. Reasons for Decision(s)

- 2.1 The Council's Strategic Plan included an action to:
  - Complete a strategic review of accommodation for older people.
- 2.2 The first stage of the review is to assess 7 of the Council's sheltered housing schemes. The review will then broaden out to include all the Council's sheltered housing schemes and will seek to encompass a strategic look at total provision in Colchester Borough.
- 2.3 Before this work progresses further the views of the Policy Panel are sought on the approach and to engage the panel in a wider debate about accommodation for older people to help inform the wider strategic review.

### 3. Alternative Options

- 3.1 Not to carry out a review – We know that much of the sheltered housing owned by the Council was built in the 1960s and 1970s, when tenant's needs and expectations were different. We know that many of these schemes now have low demand, long term voids, offer bedsit accommodation with shared facilities, and are likely to incur significant costs which would not increase their popularity. Not to carry out a review would result in an exacerbation of these issues and the Council not being able to meet the housing needs of its residents.

### 4. Supporting Information

- 4.1 **Demand, need and demographics** – Nationally there are more people aged 65 years and over than children in our society and overall there are more single person households than ever before. About 60% of older households have no dependent children but occupy homes with a greater number of bedrooms than they need. Around a quarter of family homes owned by Colchester Borough Council (CBC) are occupied by a single person. Some 68% of those over 65 owned their own homes in 2001, a figure set

to rise to 75% by 2026. In every single age group over 55 years in Colchester homeowners far exceed every other tenure (See Table 1, Appendix 1).

- 4.2 Nationally, life expectancy has risen by five years since 1997. Life expectancy at age 65 is 17.4 years for men and 20.0 years for women. In Colchester, some 15% of the Borough's population is over 65 and more than 25% of households are headed by someone over 65. The numbers of people over 65 are likely to grow faster than any other household type over the next 30 years (See Table 2, Appendix 1).
- 4.3 Across the country, 1.3 million people of pensionable age are working. This group has increased 50% since 2000. Conversely, older people spend 70-90% of their time in their homes, much more than any other age group.
- 4.4 At the end of August 2010 there were 539 people on the Council's housing register who are suitable for sheltered housing, whether or not they have expressed a preference for this type of housing. It should be noted that this is no indication of their housing preference and many may prefer not to live in sheltered housing. The largest number of applicants (some 40%) are registered in Band E (See Appendix 1 Table 3) These applicants have been assessed as being housed in homes that meet their needs and have little or no chance of being re-housed. The oldest applicant is 99 years old and the youngest is 46 years old. The oldest application has been active since 1970.
- 4.5 **Types of provision and current supply** – A spectrum of housing options is available to older people. The options fall broadly into 3 groups.
- Mainstream housing (often called "general needs") which is not designated for a specific group.
  - Specialised housing for older people, usually designated for the over 55s.
  - Residential care, including various forms of care home.
- 4.6 Figure 1, Appendix 2 shows the spectrum of housing options according to the intensity of care and support provided. To give a better understanding of the care and support offered, Figure 2, Appendix 2 provides some broad definitions. There is often a lack of understanding about the services offered at each type of housing coupled with an interchanging of the use of some of the names e.g. extra-care housing and very sheltered. In the next few paragraphs the generally used meaning of these types of housing is explained.
- 4.7 Mainstream Housing includes:
- General needs – which is housing with no special features
  - Lifetime Homes – housing which is designed to meet access and adaptability standards for everyone including older people. The emphasis is on adaptability as the occupier's needs increase.
  - Adapted homes – housing which has been changed to meet the needs of its occupier.
- 4.8 Specialised Housing specifically for older people with access to support and care includes:
- Sheltered housing – independent living (residents have their own front door). May include 24-hour alarm system, some sort of "warden" service, communal facilities such as communal lounge, programme of social/wellbeing activities.
  - Very sheltered/assisted living – independent living with managed care and support services. Has the same features as above, may include meals, domestic help, access to assisted bathing.
  - Extra care – independent living with managed on-site care and support services. Features as above may also include, 24-hour on site staff,

communal dining room, hobbies room, hair-dressing. Can also be provided for a specific need such as dementia.

- Close care housing – independent living with on-site care and support linked to a care home.
- Retirement villages – Large developments (often 100+ units) with a range of housing types and levels of care and support (sheltered, very sheltered/extra-care, close care and nursing care) on one site.

4.9 Residential Care typically have suites of bedrooms with care and facilities.

- Residential homes – accommodation with meals, personal care provided with staff on-site 24/7. Commonly now referred to as care homes.
- Nursing homes – strictly do not exist anymore as the term nursing home has been replaced by care home with nursing. Homes where nursing is not provided, formerly known as residential care homes are now generally referred to simply as care homes.
- Specialised care homes – care homes for specific needs including for those with dementia.

4.10 Colchester has a range of provision of accommodation for older people. As a landlord it has 541 properties which are sheltered or extra care housing units available to people over 60. These are grouped into 24 “schemes” (properties designed in blocks). Of these 24 schemes, two are classified as extra-care. All the properties are provided as affordable rented housing. Other providers of affordable rented sheltered housing include housing associations such as Colne Housing Society, Hanover Housing Association and Sanctuary Housing Group. There are also a number of trusts and charities which provide sheltered housing or housing for older people for rent. These include for example; Balkerne Gardens Trust, Mersea Island Trust, Lady D’Arcy Almshouse Charity, Ogilvie Charities, and Winnocks & Kendalls Almshouses. In the owner occupied sector there are a number of private sector leasehold schemes such as Balkerne Heights.

4.11 The wider strategic review will look in more detail at what these different types of housing actually provide, what their client groups are, how applicants access the accommodation and the services and support provided. We know from our own review that much of the current provision was built at a time when life expectancy was lower, expectations were lower and older peoples care and support needs were not as great.

4.12 An innovation panel was established to advance existing good practice and promote new ideas. HAPPI – Housing our Ageing Population: Panel for Innovation was established in June 2009. It undertook a major good practice exercise, gathering examples from across Europe. It concluded that:

- The time has come for a national effort to build the homes that will meet our needs and aspirations as we all grow older.
- We should all plan ahead positively, creating demand for better choice through a greater range of housing opportunities.
- Housing for older people should become an exemplar for mainstream housing, and meet higher design standards for space and quality.
- Local Planning Authorities should play a key role to ensure delivery of desirable housing in great places, tuned to local need and demand.

4.13 There will be some real challenges in meeting the housing needs of older people in the current economic climate. However, in a time of decreasing resources affordable housing providers and local authorities in particular often respond with innovative solutions. Some of the options and challenges include ;

- The potential to integrate/co-locate older persons housing with other services such as GP and other health-care services.

- Re-designating sheltered housing as retirement housing which appeals to the older active population but does not have the care and support services on site.
- Co-locating older persons housing with extra-care housing to enable older people to benefit from the services offered at the extra-care scheme.
- Meeting the needs of older-owner-occupiers who are capital rich but cash poor.
- Meeting the needs of older people whose primary housing need isn't their age but their drug/alcohol problem.
- Adapting general needs housing in a time of decreasing resources.

4.14 **Colchester's review –overview of findings so far** – The first stage of Colchester's review of its own sheltered housing is looking at 7 of the Council owned sheltered housing schemes. These schemes were chosen as they had a low demand, long term voids, offered bedsit accommodation with shared facilities, were likely to incur significant costs which would not increase their popularity. We will not name the schemes in this report so as to not alarm or cause distress to the residents. The report has not reached any definite conclusions.

4.15 The Review is designed to make sure that Sheltered Housing delivers an efficient and effective service and is a valuable asset which includes:

- High quality support tailored to residents need.
- Meeting the requirements of the Decent Homes Standard and the Disability Discrimination Act.
- Reduced unplanned maintenance costs for the service as a whole.
- Reducing the potential for sheltered housing tenants to experience fuel poverty by reducing the costs of heating homes.
- Reduced void levels and increased demand.
- Delivering a supported housing service which is a resource to meet the housing support needs of older people in the Borough.
- Ensures the service is able to meet the requirements of revenue funders such as Supporting People and Adult Social Care.

4.16 In addition to the above the review also considers:-

- Strategic Fit – Does the provision of this form of sheltered housing fit with the strategic direction agreed by the Council and does it offer value for money.
- Future proofing – Is the stock versatile or adaptable to the needs of older people in the future. Expectations are rising and the generation about to retire has on average enjoyed the greatest level of material wealth of any so far. Their expectations of a sustainable home for their retirement will not be met by bedsits with shared bathrooms. Is it possible to improve and maintain the quality of the stock over the longer term cost effectively.
- Meeting Need – Are we meeting housing need? Is the stock in the right location and of the right kind to meet need? For example more couples are retiring together – is the stock suitable for couples or more suitable for single people. Is the type of support provided and its costs suitable to meet the needs and expectations of tenants especially if retired people are a more heterogeneous group than before with conditions such as Alzheimer's, Dementia, Pre existing learning disabilities and a greater range of physical disabilities affective the type, quality and cost of the support and accommodation needed.
- Sustainable Homes and Communities – Is the stock able to offer good value for money to residents to run and is the support tailored to individuals needs.

- 4.17 The review has gathered information on the 30 year decent homes costs, energy costs and the payback period if new systems were installed, repair costs, costs of meeting DDA requirements, supply and demand information.
- 4.18 Based on the information gathered the project group considered options for the 7 schemes under review. However, the group felt that to aid decision making and the second stage of the review it would be better to have a Colchester standard for sheltered housing. The draft standard can be found at Appendix 3. The Panel's comments are sought on the standard.
- 4.19 In addition, current tenants of sheltered housing will be consulted in order to seek their views on the standard.

## **5. Proposals**

- 5.1 The Panel's views are sought on a number of questions:
- Should the Council continue to provide sheltered housing for older people in the future? And if so,
  - What sort of housing should we be providing either directly or with our partners or through other interventions such as the Planning system?
  - What are the Panel's views on the Colchester standard?
  - How can we best use our assets in a climate of reducing resources?

## **6. Strategic Plan References**

- 6.1 Accommodation for older people contributes to the following objectives in the Council's strategic plan:
- *Homes for All*  
We will work towards providing safe, secure, decent, and affordable homes for all.
  - *Addressing older people's needs*  
We will work with partners to ensure the very best health and wellbeing of our senior people by enabling them to live as independently as possible.

## **7. Consultation**

- 7.1 Consultation has been conducted by Colchester Borough Homes with tenants of sheltered housing schemes owned by Colchester Borough Council as part of the Supporting People Essex wide strategic review of older persons accommodation. This resulted in a number of findings of the things that tenants valued about sheltered housing. The common attributes which were valued included:
- Affordable warmth – the costs of heating their sheltered home were less than their former home. Also heated communal areas existed in most schemes.
  - Social aspects of having some organised activities in the schemes and an opportunity to meet other people in a similar situation.
  - An on site scheme manager available to provide support in an emergency. This was not a consistent response as it did not exist in the majority of our sheltered schemes but the provision of an alarm system was welcomed especially by the relatives of people going into sheltered as it offered peace of mind.
  - Tenants welcomed the opportunity for nearby residents to participate in social activities in the sheltered schemes. They felt this was likely to improve the social

mix while maintaining a balance between residents and non residents. They also felt it was likely to make a wider range of social activities more viable.

## **8. Publicity Considerations**

8.1 A communication plan will be drawn up when the review reaches the decision making stage.

## **9. Financial Implications**

9.1 There are none associated with this report. When the review reaches the decision making stage the full financial implications will be set out.

## **10. Equality, Diversity and Human Rights implications**

10.1 When the report reaches decision making stage a full Equality Impact Assessment (EIA) will be completed.

## **11. Standard References**

11.1 There are no particular references to the; community safety; health and safety or risk management implications.

### **Background reading:**

*Lifetime Homes, Lifetime Neighbourhoods - A National Strategy for Housing in an Ageing Society* was published by the previous Government in 2008

### **Appendices:**

Appendix 1 – Tables1, Proportion of population of Colchester aged 55 and over by tenure type  
Table 2, Population of Colchester aged 65 and over, in five year age bands, projected to 2025

Table 3, Applicants on Colchester's Housing Register suitable for sheltered housing

Appendix 2 – Specialized Housing & Personal Care

Appendix 3 – Standard for Sheltered Housing



**Table 1 Proportion of population of Colchester aged 55 and over by tenure type**

	People aged 55-64	People aged 65-74	People aged 75-84	People aged 85 and over
Owned	85.65%	83.04%	74.56%	63.35%
Rented from council	8.35%	10.82%	16.21%	19.67%
Other social rented	1.60%	1.96%	3.63%	7.07%
Private rented or living rent free	4.40%	4.18%	5.60%	9.91%

Figures may not sum due to rounding

Crown copyright 2008

#### Notes

Figures are taken from Office for National Statistics (ONS) 2001 Census, Standard Tables, Table S017 Tenure and age by general health and limiting long-term illness.

The terms used to describe tenure are defined as: Owned: either owned outright, owned with a mortgage or loan, or paying part rent and part mortgage (shared ownership). Other social rented: includes rented from Registered Social Landlord, Housing association, Housing Co-operative and Charitable Trust. Private rented: renting from a private landlord or letting agency, employer of a household member, or relative or friend of a household member or other person. Living rent free: could include households that are living in accommodation other than private rented.

The most recent census information is for year 2001 (the next census will be conducted in 2011).

Figures in this table have not been projected forward as the figures would not be reliable.

**Table 2 Population of Colchester aged 65 and over, in five year age bands, projected to 2025**

	2008	2010	2015	2020	2025
People aged 65-69	7,200	7,900	10,000	8,500	9,100
People aged 70-74	6,100	6,400	7,500	9,500	8,200
People aged 75-79	5,000	5,100	5,900	6,900	8,800
People aged 80-84	3,800	3,900	4,300	5,100	6,000
People aged 85 and over	3,600	3,800	4,500	5,300	6,600
<b>Total population 65 and over</b>	<b>25,700</b>	<b>27,100</b>	<b>32,200</b>	<b>35,300</b>	<b>38,700</b>

Figures may not sum due to rounding

Crown copyright 2008

#### Notes

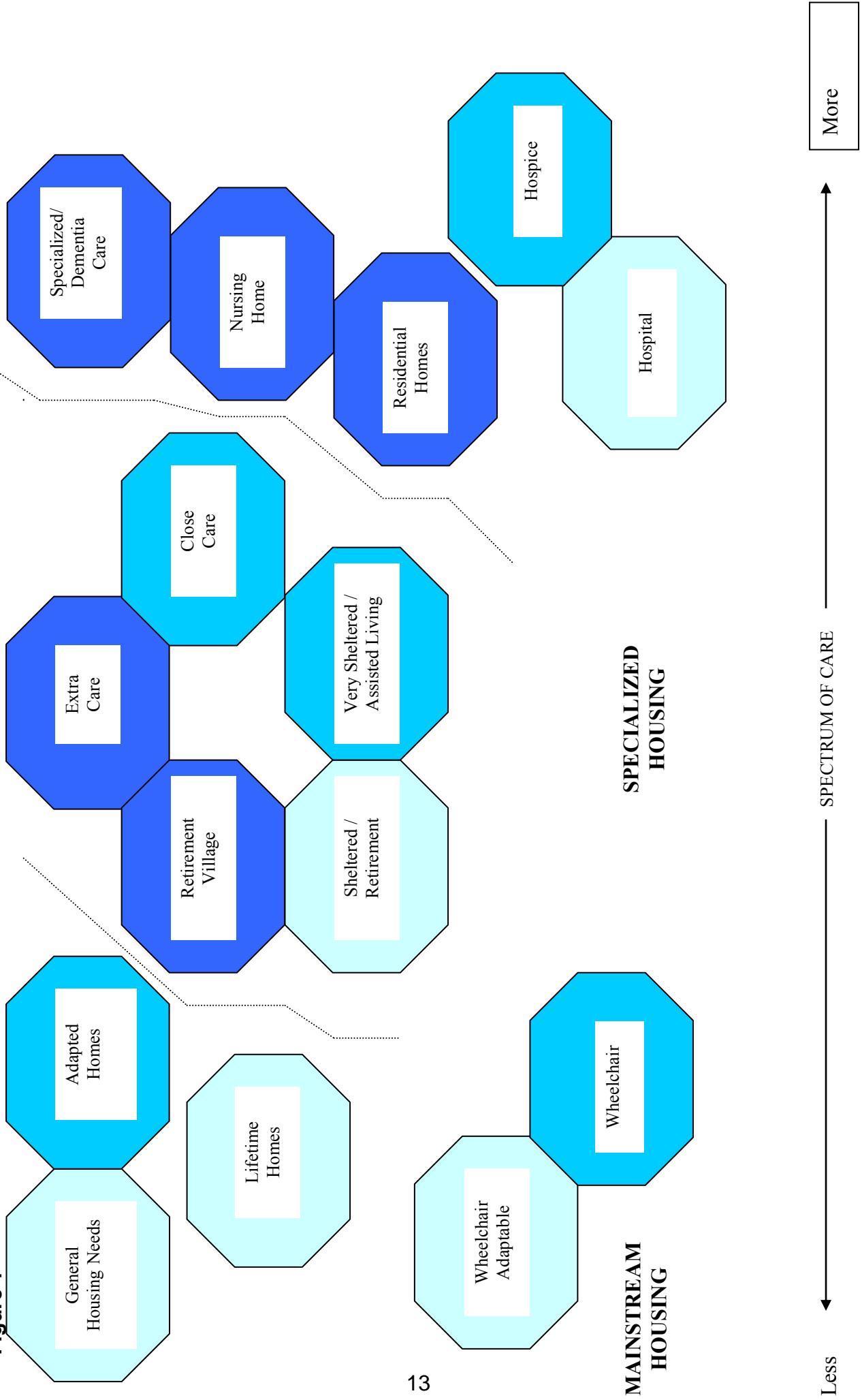
Figures are taken from Office for National Statistics (ONS) subnational population projections by sex and quinary age groups. The latest subnational population projections available for England are based on the 2006 mid year population estimates and project forward the population from 2006 to 2031. Long term population projections are an indication of the future trends in population by age and gender. The projections are derived from assumptions about births, deaths and migration based on trends over the last five years. The projections do not take into account any future policy changes.

**Table 3 Applicants on Colchester's Housing Register suitable for sheltered housing**

Band	Number of Applicants	% who are Social Housing Tenants
A	30	100%
B	90	60%
C	176	40.3%
D	19	0%
E	218	25.2%
F	6	83.3%
Total	539	

Source: Abrisas CBL information system, August 2010.

Figure 1





**Personal Care**

Personal Care includes: assistance with dressing, feeding, washing and toileting, as well as advice, encouragement and emotional and psychological support. The Department of Work and Pensions (DWP) defines this as attention required in connection with bodily functions. Bodily functions can include dressing, washing, bathing or shaving, toileting, getting in or out of bed, eating, drinking, taking medication and communicating. Seeing and hearing are also considered to be bodily functions.

**Housing Support Services (also called housing related support services)**

Housing support services help people to live as independently as possible in the community. Services can either be provided in your own home, or within specific accommodation like sheltered housing or a hostel for homeless people. Housing support services provide a range of different tasks to help someone manage their home, such as assistance to claim welfare benefits, fill-in forms, manage a household budget, keeping safe and secure, getting help from other specialist services, obtain furniture and furnishings, and help with shopping and housework. The type of support that is provided will aim to meet the specific needs of an individual person.

**Nursing Care**

In terms of care home funding, tasks identified by a nursing needs assessment as those that need to be carried out or supervised by a qualified nurse - injections, dressings etc. Will be paid for by the NHS.

Standard for Sheltered Housing

- ❖ Communal rooms:-
  - Kitchen, to include sink, units running water
  - Laundry to include commercial white goods
- ❖ Self-contained flats
- ❖ Separate Kitchens
- ❖ Separate bathing facilities to meet the standard for life time homes
  - *'An accessible bathroom, providing ease of access in accordance with the specification of Criterion 14 of the revised lifetime homes standard.'* The principle of this standard is to provide an accessible bathroom that has ease of access to its facilities from the outset and potential for simple adaptation to provide for different needs in the future.
- ❖ Separate bedroom
- ❖ Facilities to support mobility scooters
- ❖ Lift – no upper floors without the provision of a lift
- ❖ Separate stairwell to the above
- ❖ Guest Room (further customer insight to be used to establish demand etc.)
- ❖ DDA compliant
- ❖ Heating – cost per unit
- ❖ Door Entry Systems
- ❖ Community Alarm
- ❖ Local Facilities that meet the requirements of the HCA Standards
  - Further information to be provided
- ❖ Setting Individual SAP



## Policy Review and Development Panel

Item  
**8**

8 November 2010

<b>Report of</b>	<b>Pam Donnelly, Executive Director</b>	<b>Author</b>	<b>Claire Holland</b>
<b>Title</b>	<b>Single Equality Scheme Action Plan Annual Update report</b>		
<b>Wards affected</b>	Not applicable		

**The Panel is invited to review the progress to date on the Single Equality Scheme Action Plan and to consider areas of priority for 2011.**

### 1. Decision(s) Required

- 1.1 The Panel is asked to review the Single Equality Scheme Action Plan which has been updated to show progress up to October 2010.
- 1.2 The Panel is asked to comment on progress to date and areas of priority for 2011.

### 2. Reasons for Decision(s)

- 2.1 At its meeting on 11 January 2010 the Panel approved the Council's first Single Equality Scheme, which included a three year action plan. The Panel agreed that an update should be brought to the Panel annually on the progress against the action plan.

### 3. Alternative Options

- 3.1 N/A

### 4. Supporting Information

- 4.1 Appendix A gives the Panel an update against each action in the ten equality objectives, with a general update against the ten equality objectives below.

#### **Equality Objective One - Ensure our plans and policies enhance the services delivered to our diverse communities**

- 4.2 Good progress has been made in this area, with 113 Equality Impact Assessment (EqIAs) being completed across service areas to date. However, there are currently 33 outstanding EqIAs that services need to complete as stated in the EqIA three year timetable. The Diversity Steering Group monitors progress against the EqIA timetable quarterly. Services need to be reminded of the importance of completing EqIAs. An Equality Impact Assessment (EqIA) is a tool for identifying the potential impact of our policies, services, strategies and functions on our residents, visitors and staff. By carrying out EqIAs, we may also ensure that the services we provide fulfil the requirements of anti-discrimination and equalities legislation.
- 4.3 It was agreed that no reports to Committee or Cabinet would be accepted without the completion of the Equality, Diversity and Human Rights implications section of the report and a link to a relevant EqIA where appropriate, along with a summary of the EqIA. This

seems to have increased the number of EqlAs being completed, as well as helping to embed the importance of equality and diversity throughout the council.

- 4.4 The Procurement Strategy for 2009-2012 details a number of actions that are being taken to support the promotion of equality and diversity through the procurement process. These include:
- Completing an Equality Impact Assessment of the Strategy
  - Completion and maintenance of a contract register of all material contracts with suppliers to increase transparency
  - Promoting best practice at the pre-qualification stage of any tender, and the accreditation process for the supplier portal;
  - Bringing contracts and suppliers into compliance with this strategy at inception, renewal of contracts or earlier where opportunities allow;
  - Working with fellow councils in the Braintree Procurement Hub to develop common monitoring and remediation approaches
  - Promoting compliant contracts and suppliers within the Council to services to channel expenditure through compliant suppliers.

In addition to the above, the council are in the process of developing a procurement toolkit for staff that will include reference to equality and diversity implications for smaller contracts, and will be supported by a training package.

#### **Equality Objective two - To improve the ways we engage with the borough's diverse communities to ensure that services meet specific needs**

- 4.5 Good progress has been made on this equality objective. The work of engaging with the borough's equality groups is ongoing. The Equality and Diversity Officer has worked with colleagues across the Council and Colchester Borough Homes to engage with groups from across the protected characteristics. Areas of work include:

- Working with the Community Development and Community Safety Teams to engage with faith groups through the North East Essex Faiths Forum
- Working with the Fair Access to Colchester Groups to improve access to services throughout Colchester
- Working with Tendring and Colchester Minority Ethnic Partnership (TACMEP) to support, promote and participate in their Diverse Culture's Festival in Lower Castle Park in July 2010 – including the Council and Colchester Borough Homes having stalls at the event to promote the work and services of both organisations to Colchester's Black Minority Ethnic communities.
- Working with Colchester Gay Switchboard to find out how we can improve access to services for our lesbian, gay, bisexual and transgender (LGBT) communities.

- 4.6 The Customer Insight Group meets every two months to discuss the various research and insight projects taking place across the Council. Membership of the group includes officers from all service areas and CBH.

#### **Equality Objective three - Identify and consult groups using a variety of communication methods to ensure equal accessibility to services for all**

- 4.7 Work is progressing well in this area. Revenues and Benefits Fundamental Service Review highlighted a number of areas where changes can be made, these are currently being explored.



- 4.8 The Equality and Diversity Officer is a member of Colchester Institute's Equality and Diversity Advisory Group. Other organisations represented on the group include the University of Essex, TACMEP, the Essex Coalition of Disabled People and Colchester Gay Switchboard. The Equality and Diversity Officer is meeting with colleagues from the University of Essex to discuss the possible participation of the council in a project that the university is piloting on Cross Cultural Communication.
- 4.9 The council provides documents in choice of alternatives upon request (such CD, Braille, and other languages).

**Equality Objective Four - Ensure staff and members understand their equality and diversity duties to promote equal opportunities and deliver customer excellence**

- 4.10 Good progress has been made in this area. Human Resources are due to launch a new Recruitment and Selection Policy with Guidance for Managers which is compliant with employment legislation and Equality Act 2010.
- 4.11 A request to staff was issued to update their equality profile on HR My View self service system to ensure equality monitoring data is complete.
- 4.12 The Equality and Diversity Officer has undertaken equality and diversity training of CBC and CBH staff. The training sessions covers all of the protected characteristics under the Equality Act 2010, and includes a session on disability awareness that is facilitated by Sophie Weaver, Colchester Museum Access Officer. The Disability Awareness session was included as it was felt by all of the council's internal equality groups – the Members Liaison Group, Diversity Steering Group and the Disability Reference Group – that this was an area where staff training and information could be improved.
- 4.13 The Disability Reference Group is an officer lead group set up to provide a forum for officers to discuss, debate, consider and raise awareness of any matter which may have a bearing on disability. The terms of reference of the group have recently been reviewed and it was recognised that the group should also consider wider equality and diversity issues. The group will meet quarterly, to consider and raise awareness of any matter which may have a bearing on the wider equality and diversity agenda of employees within the Council. The group will be renamed the Equality and Diversity Reference Group to reflect the change of remit of the group.

**Equality Objective five - We will encourage the development of ways of working that take into consideration the flexibility needs of everyone**

- 4.14 Good progress has been made in this area. The council has flexible working policies which comply with current legislation, and these are available for all to view on the Hub, and are made available to staff who do not have computer access.
- 4.15 The council consulted with the officer led Disability Reference Group when they were developing flexible working practices and listened to their suggestions. The council will continue to use its internal equality groups to consult on flexible working as new developments are proposed.

**Equality Objective six - We will assess how employee and customer data already held by the Council can be more effectively utilised when developing strategies for improved service delivery**

- 4.16 This is an objective that needs further work. Currently there is no corporate approach to how services collect and use customer data. This will form part of a wider discussion on equality monitoring and sharing of data with partners and stakeholders, due to be held by the Diversity Steering Group at their meeting on 8 November 2010.
- 4.17 It was agreed that monitoring information should inform service provision and link to Customer Insight. CBC services include questions on surveys we send out and it was pointed out that I Connect did not cover Equality Monitoring.
- 4.18 Cultural Services do use customer profile research to develop and agree targets on the reach and accessibility of cultural services, and has been used to inform outreach work.
- 4.19 The government are currently consulting on proposals for the Public Sector Equality Duty under The Equality Act 2010; and the proposals includes a duty on public authorities to: Publish a range of equality data relating to their workforces and to the services they provide. If this duty becomes law it will come into force in April 2011, so the council will need to ensure that they are ready to comply with the legal duty.

**Equality Objective seven - We will identify any gaps in the employee and customer data we have and devise appropriate methods to obtain this information where it could be of benefit to the service and/or employee**

- 4.20 As per equality objective six, this is an objective that needs further work. Once we have assessed how employee and customer data already held by the Council can be more effectively utilised when developing strategies for improved service delivery, we will be able to identify any gaps in the employee and customer data we have and devise appropriate methods to obtain this information where it could be of benefit to the service and/or employee. This work will be carried out by all services through the Diversity Steering Group.
- 4.21 As stated above in paragraph 4.19, the council will need to ensure it is ready to comply with the public sector equalities duties that are planned to come into force in April 2011, which includes a proposed duty to publish a range of equality data relating to their workforces and to the services they provide.

**Equality Objective eight - We will challenge discriminatory attitudes and behaviour and take formal action where necessary**

- 4.22 The council has a Bullying and Harassment Policy that clearly states that neither bullying nor harassment will be tolerated. HR ensures that managers receive appropriate training on how to deal with harassment and bullying, and the Equality and Diversity Officer makes it clear during the training delivered on equality and diversity that bullying and harassment on the grounds of any of the protected characteristics will not be tolerated.

**Equality Objective nine - We will work in partnership to enable people to actively participate in their community**

- 4.23 Good progress has been made in this area. The council works with a variety of partners, stakeholders and third sector organisations in a number of ways, including joint working through initiatives such as the Local Strategic Partnership, InfoPoint in Angel Court, the Braintree Procurement Hub, the Hate Crime Panel, the Safer Colchester Partnership, and the Essex Equality and Diversity Network.

- 4.24 The council through services including Life Opportunities, the Customer Service Centre and the work of the Equality and Diversity Officer, works with a number of community groups including TACMEP, the North East Essex Faiths Forum, the Fair Access to Colchester Group, Colchester Borough Homes Disability Access Action Group and others to enable people to actively participate in their community.
- 4.25 A council officer from the Life Opportunities team also chairs the Essex Migrant Worker Multi-Agency Forum.

### **Equality Objective ten - We will involve people in the changes and improvements we make to policies and service delivery**

- 4.26 All services are aware of the requirement to publish and feedback the results of consultation carried out, and some services do this as part of the EqIAs which once completed are published on our website.
- 4.27 Regular monitoring of the action plan will be carried out by the Diversity Steering Group and a report submitted to the Policy Development Review Panel annually for review.

## **5. Proposals for priorities for 2011**

- 5.1 As stated in section 10 of this report, The Equality Act 2010 and the proposals for the Public Sector Equality Duty which are due to come into force in April 2011 will have an impact on how local authorities are legally required to act. This will cross over a number of the actions included within the three year action plan and therefore it is felt that these requirements should be the council's priorities for 2011.
- 5.2 Therefore priorities for actions should include:
- to continue to use the EqIA toolkit to assess the impact of our plans on policies on groups identified as having protected characteristics under the Equality Act 2010, as identified on the three year EqIA timetable
  - to improve the ways we engage with the borough's diverse communities to ensure that services meet specific needs
  - continue to work with partners, stakeholders and the third sector to engage with groups across the protected characteristics to help to ensure that services meet specific needs
  - to use the results of engagement more effectively
  - to continue to use a variety of communication methods to ensure accessibility to services for all
  - to ensure staff and members understand their equality and diversity duties to promote equal opportunities and deliver excellent customer services
  - to assess how employee and customer data already held by the council can be more effectively utilised when developing strategies for improved service delivery, including identifying any gaps and how data can be shared with partners and stakeholders
  - challenging discriminatory attitudes and behaviour, taking formal action where necessary
  - working in partnership to enable people to actively participate in their community
  - involve people in the changes and improvements we make to policies and service delivery.

- 5.3 It is also recommended that the council's three internal equality groups – the Member Liaison Group, the Diversity Steering Group and the Equality and Diversity Reference Group – review the Single Equality Scheme three year action plan quarterly to ensure that progress is being made against actions, particularly the areas of priority for 2011.

## **6. Strategic Plan References**

- 6.1 The vision set out in the Council's Strategic Plan 2009-12 is "Colchester: a place where people want to live, work and visit." The Plan makes a strong commitment to ensuring that all the residents of Colchester can expect a good quality of life and wherever possible receive services that suit them and their circumstances. It also highlights this commitment to tackling discrimination and providing equality of opportunity as one of the core values of the organisation, which are integral to the way it works.

- 6.2 The Strategic Plan is also underpinned by the Council's statement on access and participation, which states that:

*"We are committed to promoting equity and equal opportunities for access and participation for everyone, whatever their personal circumstances. This includes the use of all the services and facilities which we provide. We are committed to ensuring that everyone is treated with dignity and respect, and to eliminating all forms of harassment.*

*We will allocate and spend money on services as fairly as possible according to the needs of local people."*

## **7. Consultation**

- 7.1 The draft Single Equality Scheme had a six week consultation period. An executive summary of the scheme, draft equality objectives and action plan were sent out to more than 100 partners, stakeholders, voluntary and community groups, and the 29 Parish and Town Councils in the borough by email and post. A press release was issued and copies of the draft scheme, executive summary, equality objectives and action plan were sent to all libraries in the borough, to be made available for public viewing.

- 7.2 The draft scheme was published on the council's website, with an electronic survey form to complete to feedback comments on the scheme. Five responses were received via this method. Those who wanted to comment on the scheme were also able to email the Equality and Diversity Officer directly by post, email or telephone, with seven responses being received via these methods. The council's three internal equality groups - the Diversity Steering Group, the Disability Reference Group and the Member Liaison Group - all reviewed and commented on the draft scheme before it went to the Policy Review and Development Panel for consideration and approval in November 2009. In addition, the draft scheme was also sent to the East of England Regional Assembly Equality and Diversity Network Members and the Essex Equality and Diversity Network Members.

- 7.3 The Scheme was formally approved and adopted by the council in January 2010.

- 7.4 The action plan has been updated by members of the council's Diversity Steering Group, which has a representative for each service area. They were asked to consult with their service areas and report progress to date

## **8. Publicity Considerations**

- 8.1 The Council's website has a section on Diversity and Equality where all related documents are published, with an opportunity provided for feedback and comments.

## **9. Financial Implications**

- 9.1 Colchester Borough Council will be in a stronger position to lever in resources from external funders as an organisation that has embedded diversity throughout its practices. Credibility would be improved and it would enable the organisation to take advantage of opportunities for funding, building capacity and organisational growth.
- 9.2 The East of England Regional Assembly, in conjunction with Improvement East used to support equality and diversity throughout the region in the form of supporting and facilitating an Equality and Diversity Network and Steering Group, as well as support being offered in the form of subsidised network events where equality and diversity issues were discussed and training given, for example, on EqlAs and the Equality Act. The network events also gave authorities the chance to share best practice and encourage partnership working. However, this support has been withdrawn as Improvement East pulled the funding and the East of England Regional Assembly no longer exists. Local Authorities, including Colchester, who were represented on the Steering Group, are due to meet to discuss how we can share best practice and work together in the future.
- 9.3 The council is due to take decisions on how financial savings can be made. The main challenge will be finding creative ways to achieve efficiency savings and to make difficult decisions, while at the same time maintaining customer support. Therefore it is critical to maintain a strong diversity focus throughout the decision making process. Equality Impact assessments will support the council in making those key decisions and following the format of undertaking an equality impact assessment should avoid unintended consequences.

## **10. Equality, Diversity and Human Rights implications**

- 10.1 The entirety of this report is about the equality and diversity implications of the Council's activities.

### **The Equality Act 2010**

- 10.2 The Equality Act 2010 replaced the existing anti-discrimination laws with a single Act. It included a new Public Sector Equality Duty, due to come into force April 2011, replacing the separate public sector equality duties relating to race, disability and sex. It has widened duties to also cover age, sexual orientation, religion or belief, pregnancy and maternity, and gender reassignment more fully. The Equality Duty consists of a general duty, set out in the Act itself, and specific duties imposed through regulations. The General Duty as set out in section 149 of the Equality Act 2010 states that those subject to the Equality Duty must have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups.

The Act protects people from discrimination on the basis of 'protected characteristics' (these used to be called 'grounds' or 'strands'). The protected characteristics are:

- disability (definition changed)

- gender reassignment (definition changed)
- pregnancy and maternity
- marriage and civil partnerships
- race – this includes ethnic or national origins, colour and nationality
- religion or belief (including no belief)
- age
- sex (previously gender)
- sexual orientation.

### **The Public Sector Equality Duties**

Section 153 of the Equality Act 2010 gives Ministers powers to impose specific duties through regulations. The specific duties are legal requirements designed to help public bodies meet the general duty. The government is currently consulting on their proposed Public Sector Equality duties, but public bodies will probably be required to:

- publish a range of equality data relating to their workforces and to the services they provide
- to publish workforce equality data including: gender pay gap; the proportion of staff from ethnic minority communities; and the distribution of disabled employees throughout an organisations structure
- publish data that will enable people to judge how effectively they are eliminating discrimination, advancing equality and fostering good relations through the services they provide, commission and procure.
- ensure data is accessible
- as part of the normal business planning process set equality outcome objectives, which are informed by the evidence and data they publish.

10.3 Once the government publishes the requirements of the Public Sector Equality Duties the council will need to draft an action plan of how they are going to meet the new proposals to ensure they are compliant with the new legal requirements.

10.4 A summary of the completed Equality Impact Assessment is attached at Appendix B and the full EqIA can be found at:  
[http://www.colchester.gov.uk/Info\\_page\\_two\\_pic\\_2\\_det.asp?art\\_id=8004&sec\\_id=1988](http://www.colchester.gov.uk/Info_page_two_pic_2_det.asp?art_id=8004&sec_id=1988)

## **11. Community Safety Implications**

11.1 Tackling hate crimes and harassment in the borough, on any basis, is integral to tackling inequality and valuing diversity. The work undertaken in the Hate Crimes Panel will help to not only make the borough a safer place to live but will help to improve community cohesion. This work also extends into Neighbourhood Action Panels (NAPs) and to the extensive work of the Domestic Violence Forum.

## **12. Health and Safety Implications**

12.1 There are no specific Health and Safety Implications to this report.

## **13. Risk Management Implications**

13.1 If Colchester Borough Council is unsuccessful in embedding diversity principles throughout its practices a number of risks need to be faced. The most significant of these is the risk of not achieving our corporate aims that “we will make sure all our residents have the opportunities they need”, and “we will support a range of sustainable

employment choices that match the aspirations of our residents”. There are numerous examples of links between groups who are deprived or disadvantaged and those who face discrimination. Probably the clearest example of this is the link between facing discriminatory barriers in employment and living in poverty. There are numerous other examples, and the Council needs to acknowledge the effects of discrimination on individuals and communities and take appropriate action.

- 13.2 As an employer and provider of public services, the Council may face legal challenges from individuals who have been discriminated against because of discriminatory practices, however unintended. The work undertaken by services to review their functions and conduct EqIAs will have reduced this risk significantly. Legal cases brought on grounds of discrimination do not have upper limits like those brought through employment tribunals so it imperative that the Council meets its responsibilities to ensure it does not discriminate in order to avoid the potential for significant financial claims.
- 13.3 There are risks to the Council’s reputation and profile as an excellent organisation and an employer of choice if the organisation does not show that it has understood and met its responsibilities under the equalities legislation currently in place. Strong evidence of embedded equality and diversity is a cornerstone of the Comprehensive Area Assessment which, from April 2009, will be the *“new approach that will provide the first independent assessment of the prospects for local areas and the quality of life for people living there. It will assess and report how well public money is spent and will ensure that local public bodies are accountable for their quality and impact.”*
- 13.4 One of the Equality and Human Rights Commission key roles is as a regulator and can use its enforcement powers on local authorities to comply with the Equality Act 2010 and the Public Sector Equality Duties. The Commission is due to publish guidance on the Public Sector Equality Duties 12 weeks before the new regulations come into force.

## **Background Papers**

The following documents have been published, are in the public domain and are available on Colchester Borough Council’s website:

- Diversity Policy and Plan
- Single Equality Scheme 2010 – 2013, including three year action plan
- Equality Impact Assessment on adopting a Single Equality Scheme

## Appendix A - Single Equality Scheme Action Plan Equality objectives and three year action plan 2010 – 2013 - progress against actions at October 2010

### Equality Objective 1: Ensure our plans and policies enhance the services delivered to our diverse communities

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
<p>Ensure Equality Impact Assessments (EqIAs) are carried out on all appropriate new, or amended existing, policies, strategies, services and functions.</p>	<p>Group Management Team (GMT) – all service groups</p> <ul style="list-style-type: none"> <li>• Ongoing based on the three-year timetable which is reviewed by the Diversity Steering Group quarterly.</li> </ul>	<p>To ensure all new, or amended existing, policies, strategies, services and functions are assessed for potential impacts on all equality groups.</p>	<p>All</p>	<p>The three year EqIA timetable is reviewed by the Diversity Steering Group (DSG) quarterly to ensure services are completing their planned EqIAs. To date 13 EqIAs have been completed, with 33 EqIAs outstanding against planned date for completion. This will be followed up by the Diversity Steering Group at their November 2010 meeting.</p> <p>Diversity Audit of the Council recommended a further check at quarterly DSG meetings and this has been agreed.</p> <p>Changes to services and policies as a result of efficiencies and budget strategy have had Equality Impacts noted and specific EqIA's drawn up where required.</p>



Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
Implement an EqIA awareness programme for all service managers and appropriate staff on our new EqIA Toolkit.	Equality and Diversity Officer <ul style="list-style-type: none"> <li>• Awareness programme to commence in December 2009 and thereafter ongoing, as required.</li> </ul>	To ensure all relevant staff are aware of EqIAs and that they are confident in carrying them out.	All	The Equality and Diversity Officer has attended GMTs across services including Life Opportunities and Environment and Protective Services, and continues to offer support in the completion and review of EqIAs.
Review group service plan.	All GMTs <ul style="list-style-type: none"> <li>• Annually</li> </ul>	To ensure all group service plans consider equality and diversity implications and responsibilities and identify any areas for improvement and equality objectives for their service area.	All	<p><b>Resource Management:</b> Done.</p> <p><b>Life Opportunities:</b> Service Plan to be reviewed for E&amp;D issues shortly.</p> <p><b>Street Services:</b> Service Plan contains links to all its Equality Impact Assessments that sets out the equality issues to be addressed</p> <p><b>Corporate Management:</b> EqIA timetable and discussion takes place quarterly at GMT review and updating currently underway.</p> <p><b>Environmental and</b></p>

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010 Protective Services: Under consideration
Promote equality and diversity policies to the Council's contractors and consultants appointed on land and property contracts and building works, as required by the Equality Bill.	Estate Services <ul style="list-style-type: none"> <li>April 2010 onwards.</li> </ul>	To ensure the Council's contractors and consultants are aware of their equality and diversity responsibilities.	All	Yes – as part of all appointments and contracts for works.
Promote Equality and Diversity through Council procurement process and Strategy, to include written procedures for actions to be taken by Council if equality and diversity requirements breached.	Resource Management, Finance Team and Essex Procurement Hub <ul style="list-style-type: none"> <li>April 2010</li> <li>To be reviewed when Equality Bill comes in</li> </ul>	To ensure Council's contractors and consultants are aware of their equality and diversity responsibilities. In addition, to ensure the Council meets its legal requirements under the forthcoming Equality Bill.	All	The Procurement Strategy for 2009-2012 details a number of actions that are being taken to support the promotion of equality and diversity through the procurement process.  In addition the council are in the process of developing a procurement toolkit for staff that will include reference to equality and diversity implications for smaller contracts, and be supported by a training package.
Services to refer to and use the Customer Access and Channel Management Strategy,	All services and the Corporate Team responsible for running the Fundamental Service	To ensure all customers can access our services using a variety of methods.	All	<b>Resource Management</b> – as much as possible, built into FSR implementation plan, to press further with i-

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
<p>which has been designed to provide all customers with equal opportunity to access our services, and which is adopted across the organisation as best practice in order to improve customer access for all.</p>	<p>Reviews</p> <ul style="list-style-type: none"> <li>• Strategy to be promoted in January 2010 to ensure services are using it</li> <li>• Review by end 2010</li> </ul>			<p>connect.</p> <p><b>Street Services:</b> One of the main principles and objectives of the Street Services Fundamental Service Review is to ensure fair access to all services by increasing the number of channels available to customers and the times that service issues and requests can be made.</p> <p>The Corporate Support Team and the services concerned have used the Strategy as part of the Fundamental Service Reviews of housing, revenues and benefits, and street services. The results have been used to inform the business cases for these reviews, and the future delivery of the services.</p>
<p>Continue to implement the requirement that all Cultural Services delivery partners must have an Equality and</p>	<p>Cultural Services Manager</p> <ul style="list-style-type: none"> <li>• Annually</li> </ul>	<p>To ensure that the Council's delivery partnerships are in line with its equality targets and requirements</p>	<p>All</p>	<p>Colchester Arts Centre, Firstsite and Mercury theatre each have an equality and diversity action plan. This is a requirement</p>

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
Diversity action plan that covers all areas of their operation in place to qualify for the Council's support and review and report performance against these plans at least annually.				Actions taken are monitored bi-monthly by their Boards and at the half year review meetings.

**Equality Objective 2: To improve the ways we engage with the borough's diverse communities to ensure that services meet specific needs**

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
Use the SOS bus and other methods to meet the variety of people and groups in our community. Examples include using the SOS bus to offer advice and support to local people at various locations in the borough as part of the Council's 'tackling the credit crunch' initiative.	All services <ul style="list-style-type: none"> <li>February 2010 onwards</li> </ul>	To engage with our communities and services users, across all equality groups.	All	Services use a variety of methods to meet the variety of people and groups in our communities, including taking part in the following: Older persons exhibition (Charter hall) March, TACMEPs' Diverse Cultures Event (Lower Castle Park) July 2010, Older Persons exhibitions West Mersea & Wivenhoe (August & September), Wellbeing Market October. Benefits/taxation & CSC Customer Focus Group bi-monthly.

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
<p>Through the Customer Insight group we will bring representatives from across the Council together to coordinate our research and engagement activities and use the results to gain a deeper understanding of our customers service needs.</p>	<p>Strategic Policy and Regeneration</p> <ul style="list-style-type: none"> <li>January 2010 onwards</li> </ul>	<p>To coordinate our research and engagement activities and use the results to gain a deeper understanding of our customers service needs.</p>	<p>All</p>	<p>The regular meetings of the Customer Insight Group include this co-ordination of current and planned activities. The Group's chair is also a member of the Corporate Support Team which works on Fundamental Service Reviews, which also helps with activity co-ordination across services.</p> <p>The Customer Insight Group meets every two months to discuss the various research and insight projects taking place across the Council. Membership of the group includes officers from all service areas and CBH. Both Mosaic and Snap Survey users also share their projects and research outcomes via the respective SharePoint's on the Hub.</p> <p><b>Resource Management</b> – fully involved and participate.</p>
<p>Continue to measure our ethnic minority and</p>	<p>Strategic Policy and Regeneration</p>	<p>To gain a better understanding of the communities we serve.</p>	<p>Race</p>	<p>The Research and Engagement Team monitor</p>

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
<p>migrant worker populations alongside the changing demographics of the Colchester borough.</p>	<ul style="list-style-type: none"> <li>Ongoing – at least annually</li> </ul>			<p>statistical releases from the Office for National Statistics (ONS) and other agencies for robust population/ethnicity data. Survey guidance has been developed along with survey project plans and training to ensure that all surveys produced asks respondents an optional question about their ethnicity.</p> <p><b>Resource Management</b> – with reference to Mosaic profiling and as part of Touchstone surveys (for FSR).</p>
<p>Work with partners, stakeholders, voluntary sector and community groups to engage with the borough's faith groups to find out if there are any barriers stopping people of any faith from accessing council services, and if so what we can do to help them access our services.</p>	<p>Equality and Diversity Officer, with support from Community Development and Cultural Services and Diversity Steering Group</p> <ul style="list-style-type: none"> <li>By February 2010 and ongoing</li> </ul>	<p>To identify opportunities for people of any faith to fully engage in and access council services.</p>	<p>Religion and Belief</p>	<p>The Equality and Diversity Officer sits on the North East Essex Faiths Forum which meets regularly to discuss issues around faith and belief. The Forum is made up of people of a variety of faiths and beliefs and they are working together on projects throughout North East Essex. The Forum is an opportunity to engage with different faiths and</p>

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
Work with partners, stakeholders, voluntary groups and community groups to engage with the borough's disabled community to find out if there are any barriers stopping people with disabilities from accessing council	Equality and Diversity Officer, with support from Community Development, Disability Reference Group and Diversity Steering Group <ul style="list-style-type: none"> <li>• By April 2010 and ongoing</li> </ul>	To identify opportunities for people with disabilities to fully engage in and access council services.	Disability	<p>communities and to find out the issues which are important to them, as well as for the council to pass on information to the different faith communities.</p> <p>In addition, the Forum is holding an event on 23 November 2010 to celebrate faith and diversity in Colchester and Tending.</p> <p>As part of the Council's preparations for the 2011 Census, we will be contacting various partners, stakeholders, voluntary sector and community groups to understand potential barriers to residents completing their Census forms.</p>
				<p>The Equality and Diversity Officer sits on the Fair Access to Colchester Group, and has worked with the group on a variety of projects. The Group is an opportunity to engage with disabled people and to find out the issues which are important to them, as well</p>

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
<p>services, and if so what we can do to help them access our services.</p>				<p>as for the council to pass on information.</p> <p>The Equality and Diversity Officer also Chairs Colchester Borough Homes Disability Access Action Group, which is a tenant group who meets quarterly to discuss issues around accessibility to CBH services and is also a consultative group.</p>
<p>Work with partners, stakeholders, voluntary sector and community groups to engage with the borough's lesbian, gay, and bisexual communities to find out if there are any barriers stopping lesbian, gay or bisexual people from accessing council services, and if so what we can do to help them access our services.</p>	<p>Equality and Diversity Officer, with support from Community Development and Diversity Steering Group</p> <ul style="list-style-type: none"> <li>• By June 2010</li> </ul>	<p>To identify opportunities for lesbian, gay, or bisexual people to fully engage in and access council services.</p>	<p>Sexual orientation</p>	<p>The Equality and Diversity Officer has engaged with Colchester's lesbian, gay, and bisexual (LGBT) communities through Colchester Gay Switchboard. The Switchboard is shortly sending out a Needs Assessment Survey to the LGBT communities across Essex, and the council have been invited to input into the survey questions. We have asked if the survey can enquire if there are any areas that access to services or services themselves could be improved to the LGBT</p>



Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
				communities. We will work with Colchester Gay Switchboard on the results of the survey.
Work with partners, stakeholders, voluntary sector and community groups to engage with the borough's transgender community to find out if there are any barriers stopping transgender people from accessing council services, and if so what we can do to help them access our services.	Equality and Diversity Officer, with support from Community Development and Diversity Steering Group <ul style="list-style-type: none"> <li>• By August 2010 and ongoing</li> </ul>	To identify opportunities for transgender people to fully engage in and access council services.	Transgender	The Equality and Diversity Officer sits on Colchester Institutes Equality and Diversity Advisory Group, which has a representative of the transgender community on the group. Discussions have been held by the group as a whole to find out what the potential issues are around access to services for the transgender community. Further work is needed in this area.
Work with partners, stakeholders, voluntary groups to find out if there are any women or men's group running in the borough; and if so to engage with them to find out if there are any barriers stopping individuals from accessing council	Equality and Diversity Officer, with support from Community Development and Diversity Steering Group <ul style="list-style-type: none"> <li>• By October 2010</li> </ul>	To identify opportunities for Women and men to fully engage in and access council services.	Gender	Community Development has worked closely with TACMEP to engage with women's groups within Colchester. For example, working with the Nepalese community to get Nepali ladies on ESOL classes in Colchester. The feedback received showed that this had helped the Nepali ladies to gain confidence in

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
<p>services, and if so what we can do to help them access our services.</p>				<p>doing every day tasks such as going shopping.</p>
<p>Work with partners, stakeholders, voluntary sector and community groups to engage with the borough's young and older people to find out if there are any barriers stopping them from accessing council services, and if so what we can do to help them access our services.</p>	<p>Equality and Diversity Officer, with support from Community Development and Diversity Steering Group</p> <ul style="list-style-type: none"> <li>• By December 2010</li> </ul>	<p>To identify opportunities for young and older people to fully engage in and access council services.</p>	<p>Age</p>	<p>Examples of work the council has undertaken with older people includes:            Older persons exhibition (Charter hall) March, Older Persons exhibitions West Mersea &amp; Wivenhoe (August &amp; September).</p> <p>As part of the Council's preparations for the 2011 Census, we will be contacting various partners, stakeholders, voluntary sector and community groups to understand potential barriers to residents completing their Census forms.</p>
<p>To analyse results of engagement with the borough's equality groups and suggest how we can make improvements to service delivery to ensure that our services are accessible to all of our</p>	<p>Diversity Steering Group</p> <ul style="list-style-type: none"> <li>• As results are collected and analysed for each equality strand results to be reported to Diversity Steering Group for review</li> </ul>	<p>To ensure that results of engagement are used to improve access to services for all our communities.</p>	<p>All</p>	<p>The work of engaging with the borough's equality groups is ongoing.</p> <p>The Equality and Diversity Officer will be providing an update of the work she has done to date to the Diversity Steering Group at</p>

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
communities	and action planning.			<p>their November 2010 meeting and areas for improvement will be discussed.</p> <p>The monitoring of engagement is not consistent across services and this is due to be discussed as part of the wider area of equality monitoring by the Diversity Steering Group at their November 2010.</p> <p>Survey guidance has been developed along with survey project plans and training to ensure that all surveys produced ask respondent's optional questions about their ethnicity, age, gender and any disabilities.</p>
Implement the Community and Engagement Participation Strategy across the organisation.	Strategic Policy and Regeneration <ul style="list-style-type: none"> <li>• By June 2010</li> </ul>	To implement and embed this policy across the organisation so all service areas use the same strategy and are consistent in their approach to engagement and participation.	All	<p>The Strategy is implemented through the Customer Insight Group and its action plan. This Strategy is available on the Hub and website and is included as part of the Snap Survey training to ensure a standardisation of</p>

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
				<p>research across the organisation.</p> <p><b>Resource Management</b> – refer and adhere to policy.</p>
Develop and implement a protocol to standardise survey design across the organisation.	<p>Strategic Policy and Regeneration</p> <ul style="list-style-type: none"> <li>• Protocol to be launched 2010</li> </ul>	To standardise survey design across the organisation.	All	Two levels of monitoring questions have been developed and it is now mandatory that anyone conducting a survey includes questions from one of the levels. This information is stipulated in the Survey Guidance, on the Snap Surveys SharePoint and through the Snap Surveys training.
Continue to work with the Customer Service Centre focus group.	<p>Revenues and Benefits</p> <ul style="list-style-type: none"> <li>• Meets every three months</li> </ul>	To gain feedback from customers.	All	This work is ongoing, with the next meeting due to be held on 22 November 2010.
Implement e-claim to widen choices for claiming benefits including consultation with focus group.	<p>Revenues and Benefits</p> <ul style="list-style-type: none"> <li>• E-claim to be available on website November 2009</li> <li>• To be available to use at the counter and by phone in January 2010.</li> </ul>	To widen choices for customers to claim benefits.	All	Achieved and on target.
Ongoing claim take-up	Revenues and Benefits	To raise customer awareness of	All	Adverts in hospital

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
<p>campaigns (working with Welfare Rights) and Money Market Day (working with other agencies) to raise awareness – (both) aimed at all sections of our community.</p>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<p>help available with benefits.</p>		<p>magazines and Citizens Guide. Events as above (page 5) including Wellbeing Market (October).</p>
<p>Build on the effectiveness of Neighbourhood Action Panels to help identify priorities for action in different geographic communities.</p>	<p>Executive Director for Place-shaping/Crime and Disorder Reduction Partnership</p> <ul style="list-style-type: none"> <li>2010 onwards</li> </ul>	<p>To identify priorities for action in different geographic communities.</p>	<p>All</p>	<p>Work in this area is ongoing.</p>
<p>Identify new approaches to engage young people in the provision of new play and recreation facilities.</p>	<p>Parks and Recreation Manager</p> <ul style="list-style-type: none"> <li>January 2010 onwards</li> </ul>	<p>To engage with young people using alternative methods of communication.</p>	<p>Age – Young</p>	<p>Consultations by web and focus group have been carried out with young people of a variety of schemes including new skate parks.</p>
<p>Check ethnic breakdown of Community Alarm clients and compare to ethnicity population data. If above action shows less service usage from particular ethnic groups then target groups for appropriate promotional activities.</p>	<p>Community Operations team</p> <ul style="list-style-type: none"> <li>January 2010 onwards</li> </ul>	<p>To analyse take up of community alarm service by equality groups.  To promote service to underrepresented groups.</p>	<p>Race</p>	<p>This work still has to be done but is being prioritised as part of the growth strategy for this service</p>

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
<p>Review how Community Alarm services are provided for people who do not have English as a first language. Develop contact with representative groups of ethnic minorities in Colchester to gain an understanding of the needs of various groups. Work with individuals who apply for the Community Alarm service and ensure that information is obtained on the most appropriate communication method if their first language is not English.</p>	<p>Community Operations team</p> <ul style="list-style-type: none"> <li>January 2010 onwards</li> </ul>	<p>To ensure service is fully accessible to those people who do not have English as their first language.</p>	<p>Those people who do not have English as their first language.</p>	<p>This work still has to be done but is being prioritised as part of the growth strategy for this service</p>
<p>Review how recycling and waste services are provided for people who do not have English as a first language. Develop contact with representative groups of ethnic minorities in Colchester to gain an understanding of the needs of various groups. Work with individuals who seek information and guidance on</p>	<p>Strategic Waste team</p> <ul style="list-style-type: none"> <li>By June 2010</li> </ul>	<p>To ensure service is fully accessible to those people who do not have English as their first language.</p>	<p>Those people who do not have English as their first language.</p>	<p>All the information provided on recycling and waste services is made available in a range of formats on request from the customer. Personal visits are offered to explain arrangements and demonstrate equipment and any translation/interpretation services are provided upon request</p>

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
<p>recycling and waste minimisation and ensure that information is provided to them appropriately in relation to their needs.</p>				
<p>Continue to implement additional ways of offering advice and help for customers who contact the Council either by visiting, phoning or using the online facilities.</p>	<p>CSC</p> <ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<p>To ensure customers have a variety of methods to contact the Council.</p>	<p>All</p>	<p>Progress has been made by adding an assisted self serve channel within the council's public office. Assistance is at hand from Advisors to help customers learn and gain confidence in self service. 8 public access pc's are available for use at all times and a new easy to use front screen has been developed enable customers to find what they want easily.</p> <p><b>Resource Management –</b> to provide specialist front line service and enhance visiting run by new customer relationship coordinator (as part of FSR implementation) by April 2012.</p>
<p>Continue to develop the advocacy service that the CSC offers which is</p>	<p>CSC</p> <ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<p>That individuals needs specific to their circumstances are met through the provision of an</p>	<p>All</p>	<p>We now have a small number of customers who use our advocacy service to</p>

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
designed to meet the needs of the individuals, in the whole community, which may be very specific to their circumstances.		advocacy service.		meet their specific needs
Continue to develop relationships with partners such as the County Council, Police, Fire and Rescue and PCT to implement their services within the main council public office in order for them to reach the wider community.	CSC <ul style="list-style-type: none"> <li>Ongoing</li> </ul>	To continue to develop relationships with partners listed to improve services for customers.  The provision of a broad range of services which is accessible to customers in one central location.	All	We have presence from all named partners on a weekly basis within the CSC (now known as Infopoint). All services are adding value and responding to customer enquiries.
Continue to work with all the borough libraries and town and parish councils as community outposts for providing Colchester Borough Council services, advice and help including online facilities.	CSC <ul style="list-style-type: none"> <li>Ongoing</li> </ul>	To continue to develop relationships with partners listed to improve services for customers.  All borough libraries and parish councils are community outposts for Colchester Borough Council services and can provide customers with help, advice and access to online information.	All	Training is being offered to library staff within the borough with the aim to providing borough services via the 7 libraries. As more services are developed on line (iConnect Project due to be delivered Feb 2011) customers will be able to access more council services on line via their local libraries.
Continue to implement the requirement for Cultural Services delivery	Cultural Services Manager	To ensure that we meet the needs of the diverse community, and do so more effectively through	All	Progress has been discussed with each venue at half year review



Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
partners to have audience development and engagement plans in place, and review their activity at least annually.	<ul style="list-style-type: none"> <li>Annually</li> </ul>	delivery partnerships		<p>meetings and activity is reported to the portfolio holder.</p> <p>Examples of good practice include the Mercury theatres free ticket offer for young people and firstsite's sustained work with a group of young people in St Andrews.</p>

**Equality Objective 3: Identify and consult groups using a variety of communication methods to ensure equal accessibility to services for all**

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
Annual benefits survey in conjunction with benchmarking group and neighbouring councils.	Revenues and Benefits <ul style="list-style-type: none"> <li>Annually</li> <li>Next due Nov/Dec 2009.</li> </ul>	To measure how the Council compare to others in benchmarking group.	All	Next due mid 2011 to review perception of progress by FSR
Review database to identify people in need (for example direct debit failures, indicating people affected by credit crunch) as possible targets for benefits take-up	Revenues and Benefits <ul style="list-style-type: none"> <li>Reviews to take place annually</li> </ul>	To help those people identified as requiring assistance with payments.	All	Due 2011 (depending on available resources).

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
campaigns.				
Develop use of Mosaic customer profiles to identify target groups for promotional activities (such as benefits take-up, promoting direct debit).	Revenues and Benefits <ul style="list-style-type: none"> <li>• By end of 2010.</li> </ul>	To use data from Mosaic customer profiles to help customers identified as needing assistance.	All	Used for FSR, to be further developed in 2011.
Results of our survey of users of our benefits and taxation services as part of fundamental review to be analysed. From the analysis, we will be able to identify if there are any actions we need to take to amend or shape future service delivery.	Resource Management <ul style="list-style-type: none"> <li>• By June 2010</li> </ul>	To consult and involve local people in shaping our future service delivery.	All	The Fundamental Service Review was informed by these results, and a number of changes are being explored in the implementation phase from summer 2010 onwards eg replacing the paper form with a simpler online version (with support and alternatives as needed).
Ensure that a full range of methods are used to communicate with customers and that consideration is given to those who have a visual or hearing impairment, those with low levels of literacy and those who do not have English as their first language.	All services <ul style="list-style-type: none"> <li>• Immediately</li> </ul>	To ensure all people are considered when we communicate with our customers and the wider communities.	All	The council provides documents in choice of alternatives upon request (such CD, Braille, and other languages). The council offers Textphone as standard and the council uses Language Line to provide it's translation and interpretation services. The website offers free translation using Babel Fish

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
				<p>and Google translate. The website also offers screen reader.</p> <p>Key documents accredited by the Plain Language Commission.</p> <p>All the information provided by Street Services is made available in a range of formats on request from the customer. Personal visits are offered to explain issues, arrangements and actions and any translation/interpretation services are provided upon request.</p> <p>All documents aim to meet the standards in the Community Engagement and Participation Strategy. For example, all are printed with the appropriate equality sentence, literature is written in plain English and in font 12pt Ariel. If colours are used they are distinctive and suitable for those with colour blindness. When any research is planned, for example, focus</p>

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
				groups, due care is taken to ensure venues are accessible and there is a loop system available.
Use customer-based data from the extra 'how do you contact the Council?' questions asked in the Place Survey to give further insight into how people have been accessing the Council's services, and to ensure we are offering appropriate choices.	CSC <ul style="list-style-type: none"> <li>By February 2010</li> </ul>	To react to customer feedback from Place Survey regarding the access of Council services.	All	The Place Survey was due to take place in autumn 2010, but was cancelled by central government and will now not go ahead.
Continue to develop relationships with educational establishments such as Colchester Institute to improve knowledge of methods of accessing council services.	CSC and Equality and Diversity Officer <ul style="list-style-type: none"> <li>Ongoing</li> <li>Equality and Diversity is a member of Colchester Institute's Equality and Diversity Advisory Group.</li> </ul>	To improve knowledge of methods of accessing Council services.	All	The Equality and Diversity Officer is a member of Colchester Institute's Equality and Diversity Advisory Group and a representative of the University of Essex also sits on this group.  The Equality and Diversity Officer is meeting with colleagues from the University of Essex in November 2010 to discuss the possible participation of the council in a project that the university is piloting on Cross Cultural

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
				Communication. Participation in the pilot will then be discussed by the DSG.
Food hygiene training courses to be held in Bengali and Chinese (annually) and in Turkish / other languages (as required).	Food Safety Team <ul style="list-style-type: none"> <li>Annually and as required</li> </ul>	To ensure food hygiene is accessible to those people who do not have English as their first language.	Those people who do not have English not first language.	Courses offered in both Chinese and Bengali. Double the demand for Chinese but Bengali cancelled due to lack of interest. No demand for Turkish.
Survey of users of our benefits and taxation services as part of a fundamental service review.  Use results of survey to shape future service delivery.	Resource Management <ul style="list-style-type: none"> <li>November 2009</li> <li>January 2010 onwards - once results analysed and actions identified.</li> </ul>	To consult and involve local people in shaping our future service delivery.	All	Completed.  Now basis of implementation plan.
To promote and signpost people to help available to them, for example ESOL classes being run in the borough for those who do not have English as their first language.	Community Development <ul style="list-style-type: none"> <li>As available</li> </ul>	To ensure we promote initiatives and help that are available	All	This work is underway with the Community Projects team achieving targets for referring new learners.

**Equality Objective 4: Ensure staff and members understand their equality and diversity duties to promote equal opportunities and deliver customer excellence**

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
<ul style="list-style-type: none"> <li>EQIA for recruitment and selection to ensure strategy and practice is aligned to equality and diversity policy and reflects best practice.</li> <li>Promote recruitment and selection training for officers and Members involved in such activities.</li> </ul>	All GMTs / Human Resources Business Partner <ul style="list-style-type: none"> <li>Regular monitoring of practices when new legislation relevant to recruitment is introduced</li> </ul>	To ensure the Councils recruitment process is up to date and that staff involved in selection panels are trained.	All	New Recruitment and Selection Policy and Guidance for Managers which is compliant with employment legislation and Equality Act due to be communicated and launched across CBC. Managers will be trained in new processes via Recruitment and Selection training workshops and Managers Network learning event.
To ensure that all staff receives equality and	All GMTs / Human Resources / Diversity	To ensure all new and existing staff receive regular equality and diversity	All	The Equality and Diversity Officer has undertaken

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
<p>diversity training on all equality strands, and that training includes promotion of the council's equality and diversity policies, to ensure they are communicated, understood and mainstreamed into CBC.</p> <ul style="list-style-type: none"> <li>All new staff to receive an induction into Equality and Diversity and their responsibilities</li> <li>Refresher programme for staff who have not received recent training</li> <li>Colchester Learning Pool – the Councils e-learning programme – to be used to provide ongoing and refresher training in equality and diversity and cultural awareness</li> </ul>	<p>Steering Group / Disability Reference Group and Equality and Diversity Officer</p> <ul style="list-style-type: none"> <li>As required</li> <li>By end of 2010 and every 3 years thereafter or as necessary (role change).</li> <li>Starting 2010</li> </ul>	<p>training.</p>		<p>equality and diversity training of CBC and CBH staff. The training sessions covers all of the protected characteristics under the Equality Act 2010, and includes a session on disability awareness that is facilitated by Sophie weaver, Museum Access Officer. It is estimated that the training will be offered quarterly, depending on demand.</p> <p>The Equality and Diversity Officer is creating an equality and diversity E-learning Module that will be published on learning Pool by the end of 2010.</p>
<p>All services to ensure that all staff understand their responsibilities</p>	<p>All Heads of Service / GMTs/ line managers / all staff</p>	<p>To ensure that all staff understand their responsibilities under equalities legislation and apply them in their</p>	<p>All</p>	<p>EqIA process now embedded in services with monitoring at GMT and</p>

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
<p>under equalities legislation and apply them in their work.</p> <ul style="list-style-type: none"> <li>Gather data on awareness training attended by staff</li> <li>Identify gaps and training needs within PDP</li> <li>Organise relevant training and information sessions for staff as required.</li> </ul>	<ul style="list-style-type: none"> <li>End March 2010</li> <li>End May 2010</li> <li>Ongoing</li> </ul>	<p>work.</p>		<p>SMT level.</p> <p>Three groups operating across the council at Member, Officer and SMT level.</p> <p><b>Resource Management</b> – training and information given, and part of new started training programmes.</p> <p><b>Life Opportunities:</b> we are meeting this plan through staff PDPs</p> <p><b>Corporate Management:</b> Ongoing E&amp;D training being completed for new entrants and refresher training when need is identified as part of PDP process.</p>
<p>Set employment equality targets for recruitment, staff retention, workforce profiles for each equality strand.</p> <ul style="list-style-type: none"> <li>Collate and analyse workforce data across the Council.</li> <li>Collate and monitor data on People</li> </ul>	<p>Human Resources and Equality and Diversity Officer</p> <ul style="list-style-type: none"> <li>Annually and ongoing</li> <li>Quarterly and annually</li> </ul>	<p>To analyse employment data by equality groups to identify if workforce reflects local communities. If there are any underrepresented groups, identify actions to increase employment.</p>	<p>All</p>	<p>Request to staff issued to update their equality profile on HR My View self service system to ensure equality monitoring data is complete.</p> <p>Employee monitoring data is collated and reported on the People segment of the</p>



Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
<p>segment of the Performance Dashboard by the Performance Management Board.</p> <ul style="list-style-type: none"> <li>Use data to identify and implement actions as part of review of recruitment to address areas of under representation.</li> <li>Identify if there are any barriers to accessibility and participation, in relation to employment.</li> </ul>	<ul style="list-style-type: none"> <li>By June 2010</li> <li>By June 2010</li> </ul>			<p>Performance dashboard.</p> <p>Workforce Plan is due to be developed by December 2010 which will specifically include equality and diversity actions with regard to the profile of CBC workforce, recruitment, retention and learning and development.</p>
<p>Members to be offered equality and diversity training, on indication and as identified within their personal development plan, and that the training covers all equality strands.</p> <p>Committee Chairs and Cabinet to have Equality and Diversity training as part of the induction to these roles.</p> <p>Evaluate the existing</p>	<p>Members to identify needs as part of PDP process.</p> <ul style="list-style-type: none"> <li>Annually</li> </ul> <p>Democratic Services with support from Equality and Diversity Officer</p> <ul style="list-style-type: none"> <li>As required</li> </ul> <p>Diversity Steering Group</p>	<p>To ensure that Members are aware of their statutory responsibilities and that they have the skills to deal with equality issues in their role as elected representatives and champions of their communities.</p>	All	<p>No training needs have been identified but process is in place should it be required.</p>
		<p>A report focusing on the results,</p>	All	The Diversity Steering

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
<p>delivery of corporate equality and diversity training, ensuring that issues of equality within service delivery and employment are being effectively addressed</p>	<p>and Service representatives</p> <ul style="list-style-type: none"> <li>• By June 2010</li> </ul>	<p>conclusions and recommendations of this review will be produced to determine how equality and diversity training should be delivered using blended learning in the future.</p>		<p>Group has discussed equality and diversity training and had a session on disability awareness training delivered by Sophie Weaver. The DSG are due to feedback on what services would like with regards to this specific training, for example should it be made available to all front line staff.</p> <p>The Equality and Diversity Officer has undertaken equality and diversity training of CBC and CBH staff. The training sessions covers all of the protected characteristics under the Equality Act 2010, and includes a session on disability awareness that is facilitated by Sophie weaver, Museum Access Officer. It is estimated that the training will be offered quarterly, depending on demand.</p> <p>The Equality and Diversity Officer is creating an equality and diversity E-learning Module that will be published on Learning Pool</p>

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010 by the end of 2010.

**Equality Objective 5: We will encourage the development of ways of working that take into consideration the flexibility needs of everyone**

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010

<p>Promote and encourage wider flexible working practices across the Council (where such systems are operationally possible and covered by specific legislation) and monitor these requests to ensure the process is free from discrimination.</p>	<p>All services supported by strategic Human Resources</p> <ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<p>A flexible and motivated workforce that provides services in accordance with business needs and efficiency requirements</p>	<p>All</p>	<p>Flexible working policies which comply with current legislation are available on hub. The majority of requests to work flexibly, including those that are covered by specific legislation, are agreed to or if for operational reasons cannot be agreed to, managers actively work with staff to find alternative solutions. Draft new policy, Reducing Your Hours/Sabbaticals/Flexible Retirement which promotes flexible working options to all staff not just those who are covered by specific legislation is currently being consulted with UNISON and due to be launched in November 2010. <b>Resource Management</b> – 60% of staff work from home regularly, and available to all.</p>
--	--	--	------------	---

**Equality Objective 6: We will assess how employee and customer data already held by the Council can be more effectively utilised when developing strategies for improved service delivery**

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
--------	-------------------------------	-----------------	----------------	--

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
<p>Maximise the use of information collected across the Council on customer demographics and feed this information into the development of future service delivery.</p>	<p>Customer Excellence / All Services / Ongoing</p> <ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<p>A better understanding of our customers' needs will result in improved service delivery and customer satisfaction</p>	<p>All</p>	<p>A discussion was held at the DSG in August regarding equality monitoring as we do not currently have a corporate approach. We do hold this information on our workforce, but not on all our customers</p> <p>A further discussion will be held at DSG next meeting in November 2010.</p>
<p>Use customer profile research to develop and agree targets to improve the reach and accessibility of Cultural Services and embed these targets in the Funding Agreements that the Council has in place with delivery partners.</p>	<p>Cultural Services Manager</p> <ul style="list-style-type: none"> <li>• January 2010</li> </ul>	<p>To use data we hold to drive targets and improve service delivery through working in partnership</p>	<p>All</p>	<p>Mosaic research undertaken. This has informed outreach work the arts organisations are doing in St Andrew and St Anne's.</p> <p>The Mosaic research will also inform the service review.</p>

**Equality Objective 7: We will identify any gaps in the employee and customer data we have and devise appropriate methods to obtain this information where it could be of benefit to the service and/or employee**

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
<p>Develop methods of collecting informative and localised equality monitoring data, including using the Mosaic system for data collection across the equality strands, and put in place a process for analysing the data and intelligence, so that it can be used to improve service delivery within the Colchester borough.</p>	<p>All Services</p> <ul style="list-style-type: none"> <li>• By June 2011</li> </ul>	<p>Service provision and workforce practices can develop within a framework that promotes equality</p>	<p>All</p>	<p>A discussion was held at the Diversity Steering group in August regarding equality monitoring as we do not currently have a corporate approach. We do hold this information on our workforce, but not on Members. This was raised at the Members' Liaison Group on 25 August. Members agreed to discuss the issue with their groups and to feed back at the next meeting (November 2010). Further discussion needed on corporate issues and a SOAP to be pulled together for Customer Excellence.</p>

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
Enhance current procedures around sharing data with the Local Strategic Partnership and other stakeholders to ensure a two-way process.	All Services <ul style="list-style-type: none"> <li>By April 2011 - in order that we comply with the Public Sector Equality Duty that comes into force April 2011</li> </ul>	To ensure that we work with others to share information and best practice on our customers and communities.	All	Mosaic has been implemented across the organisation and has underpinned all the Fundamental Service Reviews. It has also been used to provide intelligence reports on customer likelihood to self-serve and has identified hard to reach areas for the 2011 Census project. Equality monitoring data is collected through all external surveys and officers trained on Snap Surveys are provided with survey guidance that stipulates that this data collection is mandatory.
				Engagement and consultation needs to be carried out with out partners about data sharing. Under the proposals of the Equality Act 2010 Public Sector Duty authorities are going

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
				<p>to have to:</p> <ul style="list-style-type: none"> <li>publish a range of equality data relating to their workforces and to the services they provide.</li> </ul> <p>The Public Sector Equality Duty will come into force in April 2011.</p> <p>Mosaic reports created for joint projects with the Job Centre Plus and PCT.</p> <p>Mosaic used to profile demographics of area surrounding new Colchester Academy for use across partnership.</p>
<p>To ensure a consistency of information that is collected and monitored across services and the council.</p>	<p>All Services</p> <ul style="list-style-type: none"> <li>By April 2011 – in order that we comply with the Public Sector Equality Duty that comes into force April 2011</li> </ul>	<p>To ensure there is a consistency of equality monitoring data across services and the council.</p>	<p>All</p>	<p>The Equality Act 2010 and Public Sector Equality Duty places a duty on us to ensure that we:</p> <ul style="list-style-type: none"> <li>publish a range of equality data relating to their workforces and to the services they</li> </ul>



Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
				<p>provide.</p> <ul style="list-style-type: none"> <li>publication of data must be done in a way that is open and freely available to third parties, for example community groups and equality campaigners, who can then use the information to hold the public body to account.</li> </ul> <p>The Public Sector Equality Duty will come into force in April 2011.</p> <p>At DSG meeting in November it will be discussed how the council can ensure a consistency of information that is collected and monitored across services and the council.</p>

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
				<p>Equality monitoring data is collected through all external surveys and officers trained on Snap Surveys are provided with survey guidance that stipulates that this data collection is mandatory.</p>

**Equality Objective 8: We will challenge discriminatory attitudes and behaviour and take formal action where necessary**

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
<p>Ensure cases of bullying or harassment in the workplace are not tolerated by the Council, apply the disciplinary and grievance procedures and monitor data where necessary</p>	<p>All Services supported by Human Resources</p> <ul style="list-style-type: none"> <li>Review cases annually to identify any trends and take appropriate action to tackle any issues</li> </ul>	<p>Provision of a workplace that is free from discrimination and harassment on any or no grounds</p>	<p>All</p>	<p><b>Bully and Harassment</b> Policy which clearly states that bullying and harassment is not tolerated are in place and applied.</p> <p><b>Bullying and Harassment training for managers</b> identified as a training need in the Interim Learning and Development Plan up to Dec 2010.</p> <p><b>Resource Management</b> – fully adhere to all policies and procedures. No examples to report.</p>
<p>Ensure that staff working with external partners, stakeholders, voluntary or community groups or customers are not subject to bullying or harassment on any grounds.</p>	<p>All services supported by Human Resources</p> <ul style="list-style-type: none"> <li>Support ongoing</li> </ul>	<p>To ensure staff are not are subject to bullying or harassment by external partners, stakeholders, voluntary or community groups or customers.</p>	<p>All</p>	<p>To date no complaints of bullying or harassment of staff from external parties have been received in the last 12 months. Awareness will be covered in the planned bullying and harassment</p>

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
				<p>training.</p> <p><b>Resource Management</b> – fully adhere to all policies and procedures. No examples to report.</p>

**Equality Objective 9: We will work in partnership to enable people to actively participate in their community**

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
We will work closely with our partners and stakeholders to enable people to actively participate in their community. For example, working with the Local Strategic Partnership (LSP), Essex Police, Voluntary and Community Sector organisations.	All Services <ul style="list-style-type: none"> <li>Ongoing</li> </ul>	To ensure people can actively participate in their community by working with others to share, knowledge, information and best practice.	All	There are a variety of ways in which the council works closely with partners and stakeholders to enable people to actively participate in their community. Services across the council support, promote and participate in events such as TACMEP's Diverse Culture's Event in July 2010, Black History Month October 2010, working with the North East Essex Faiths Forum (NEEFF) on organising a Celebration of faith and

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
				<p>diversity in November 2010. We work closely with other local authorities across the Eastern Region including partners who are situated within Infopoint such as Essex Police and Fire and Rescue Service. We also work closely with a number of third sector groups including TACMEP, NEEFF, and Colchester Gay Switchboard, all of which represent people from across the protected characteristics.</p>
<p>Continue to develop and implement annual performance targets that will measure the range and diversity of residents' participation in Cultural Services, and review and report activity at least annually.</p>	<p>Cultural Services Manager</p> <ul style="list-style-type: none"> <li>• Annually</li> </ul>	<p>To ensure people can actively participate in their community</p>	<p>All</p>	<p>Targets are included as part of the Funding Agreements.</p> <p>Mid-year results have been reported to the portfolio holder.</p>

**Equality Objective 10: We will involve people in the changes and improvements we make to policies and service delivery**

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
<p>Publish the results of the consultations.</p>	<p>All services undertaking consultation</p> <ul style="list-style-type: none"> <li>• Once consultation complete</li> </ul>	<p>To ensure those consulted with and the wider community are made aware of findings and recommendations of consultation carried out.</p>	<p>All</p>	<p>All services that carry out consultation are required to publish the results of the consultation on the council's website.</p> <p>Services carry out consultation as part of an EqIA. The EqIA form requires services to specify the results of any consultation carried out and to say whether or not the consultation found any negative impacts on people across the protected characteristics.</p> <p>All consultations and surveys are summarised and posted on consultation on the website along with the results when they become available. The Survey Guidance document recommends that, where possible,</p>

Action	Responsibility and timescales	Desired Outcome	Equality Group	Progress against action up to October 2010
				respondents are notified of the outcomes of consultations/surveys either directly or through the website.
Ensure a consistent approach to feedback to service users following consultation across services	All services undertaking consultation <ul style="list-style-type: none"> <li>Once consultation complete</li> </ul>	To ensure those consulted with and the wider community are made aware of findings and recommendations of consultation carried out.	All	Services have been made aware that they are required to feedback those consulted with, and that the results of consultation are made available to the wider communities, so they can see the findings and recommendations of consultation carried out.
Monitoring and reporting of the Single Equality Scheme actions through agreed consultation method/s. Ensure staff and customers are kept up-to-date with the progress of the action plan	Annual assessment and monitoring through Diversity Steering Group and the Equality and Diversity Member Liaison Group to SMT and Policy Review Panel, Equality and Diversity Officer <ul style="list-style-type: none"> <li>Annually</li> </ul>	Satisfaction across the authority of progress made under the Scheme. The Scheme and action plan is amended where necessary	All	Regular monitoring of the action plan will be carried out by the Diversity Steering Group and a report sent to the Policy Development Review Panel annually.

## Appendix B - Equality Impact Assessment (EqIA) Summary

<b>Name of strategy, project or policy assessed</b>		<b>Is the strategy/project/policy:</b>	
Single Equality Scheme		New	
<b>Lead officer completing assessment</b>		<b>Date of assessment</b>	
Claire Holland	Equality and Diversity Officer	26 June 2009	
<b>Responsible Service</b>		<b>Head of Service</b>	
Corporate Management			

### **Main purpose of strategy, service, project or policy**

To have one comprehensive Equality Scheme which will replace the existing equality schemes for race, disability and gender. The Scheme will also cover the equality of age, religion or belief, sexual orientation and transgender.

### **Findings of EqIA – list any positive or negative impacts identified.**

**Positive impact** - The Single Equality Scheme will have a positive impact on all as it will raise the profile of equality and diversity across the organisation by clearly setting out what our responsibilities are to the different equality groups; it sets out what are aims are and how we are going to achieve them in the equality objectives and action plan.

It will also help to embed equality and diversity across the organisation; encourage services to make links with the different equality groups, and to think about all equality groups when planning service delivery and making changes to existing policies, strategies and services.

**Negative impact** – It could dilute impacts and actions by having all schemes in one comprehensive scheme, instead of individual schemes.

### **If negative impacts have been identified through the EqIA process, list any amendments or actions to be taken to minimise or remove the negative impact, where applicable.**

By ensuring objectives and action plans are focussed on each equality group and by consulting with specific equality groups for their input.

A full copy of this EqIA can be accessed via our website:

[http://www.colchester.gov.uk/Info\\_page\\_two\\_pic\\_2\\_det.asp?art\\_id=8004&sec\\_id=1988](http://www.colchester.gov.uk/Info_page_two_pic_2_det.asp?art_id=8004&sec_id=1988)



8 November 2010

<b>Report of</b>	<b>Head of Corporate Management</b>	<b>Author</b>	<b>Amanda Chidgey</b>
<b>Title</b>	<b>Work Programme 2010/11</b>		<b>☎ 282227</b>
<b>Wards affected</b>	Not applicable		

This report sets out the current Work Programme 2010/2010 for the Policy Review and Development Panel.

## 1. Decision Required

- 1.1 The Policy Review and Development Panel is asked to note the current situation regarding the Panel's work programme for 2010/11.

## 2. Alternative options

- 2.1 This function forms part of the Panel's Terms of Reference and, as such, no alternative options are presented.

## 3. Introduction

- 3.1 At each meeting of the Panel, the opportunity is taken for the work programme to be reviewed and, if necessary, amended according to current circumstances.

## 4. Current Situation

- 4.1 The Work Programme has been updated since the meeting of the Panel held on 20 September 2010 to reflect the current circumstances as follows:

- **Olympics 2012** the Chairman of the Strategic Overview and Scrutiny Panel has confirmed that he continues to consider it appropriate for this matter to be included in the Strategic Overview and Scrutiny Panel's work programme, moreover he feels that Panel made this view clear at its meeting in June 2010. The Chairman confirmed that all members of the Policy Review and Development Panel would be welcome to attend the meeting of the Strategic Overview and Scrutiny Panel when the matter is considered, if they wish to do so. As Cabinet had invited the respective Chairmen to determine where the matter would be discussed, it has been removed from the Policy Review and Development Panel's work programme. The item has been scheduled for consideration by the Strategic Overview and Scrutiny Panel on 15 February 2011.
- **Allotments Strategy** had been scheduled for this meeting of the Panel on confirmation from the Parks and Recreation Manager but the timescale has not proved possible to meet and will need to be rescheduled;
- **Cycle Paths and Cycle Town Initiative** has now been scheduled for the meeting in January 2011 following recent confirmation from the Transportation Policy Manager

## **5. Standard References**

- 5.1 There are no particular references to the Strategic Plan; publicity or consultation considerations; or financial; equality, diversity and human rights; community safety; health and safety or risk management implications.

Policy Review and Development Panel  
**WORK PROGRAMME 2010/11**

	<u>14 June 2010</u>	<u>1 September 2010</u>	<u>20 September 2010</u>
<b>Policy Initiatives</b>			
<b>Review of Corporate Policies</b>		Economic Development Strategy 2010 - 2015	
<b>Task and Finish Groups</b>		20 mph speed limit // Engagement Plan Night Time Economy // Final report	Town Centre Improvements // Joint Presentation with Essex County Council

	<u>8 November 2010</u>	<u>10 January 2011</u>	<u>28 February 2011</u>
<b>Policy Initiatives</b>			
<b>Review of Corporate Policies</b>	Accommodation for Older People Single Equality Scheme	Integrated County Economic Development Strategy / The State of Essex  Cycle Paths and the Cycle Town Initiative	
<b>Task and Finish Groups</b>		Waste Prevention and Recycling Options Appraisal // Update	Town Centre Improvements // Final Report

Items to be scheduled:

- Energy Savings Trust;
- Allotments Strategy

<b>Task and Finish Groups</b>	<b>Membership 2010-11</b>
Night Time Economy	Councillors Barlow, Davies, Naish and B. Oxford
20 mph speed limit	Councillors Ford, Hardy and Offen, G. Oxford and Parish Councillor Gili-Ross
Waste Prevention and Recycling Options Appraisal	Councillors Arnold, Barlow, Chillingworth, P. Oxford, Smith and J. Young

