

Activity	Timescales	Lead	Performance Measures
<b>Policy Development</b>			
Assess the impact of our policies, functions and services, in line with legislative requirements:			
Design and deliver equality impact assessment training for key managers and staff	Pilot: May 2008 Build into Staffordshire Manager Training Programme: Summer 2008	Equality & Diversity Officer, Chief Executive's Office	No. of EIA training sessions delivered
Devise a programme of EIA for new functions policies and services	Annually	Directorate Equality & Diversity Representatives and E&D Officer, Chief Executive's Office	No. of EIA's carried out
Build EIA into business planning processes	Annually	Equality & Diversity Officer and Policy & Performance Officer, Chief Executive's Office	Reference to EIA's within Service/Business Plans
Raise awareness of elected members to the EIA process, to enable them to provide effective scrutiny and challenge of policies and services.	Oct-08	Equality & Diversity Officer, Chief Executive's Office Scrutiny Managers, Chief Executive's Office	
Embed EIA into every stage of development of the Sustainable Community Strategies and the LAA and ensure that EIA's are adopted across partnerships.	2011 (throughout three years of Scheme)	Equality & Diversity Officer, Chief Executive's Office Partnerships Manager, Chief Executive's Office	No. of EIA's carried out across partnerships

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<b>Community &amp; Staff Engagement</b>			
Analyse the results of the MORI staff survey by ethnicity to identify any areas where further action needs to be taken.	Jul-08	Equality & Diversity Adviser, Chief Executive's Office	
Ensure appropriate links are made between Staffordshire Equalities Network and Staffordshire Consultation Forum. Work together to ensure that any countywide consultation/engagement strategies or initiatives which are undertaken, are fully inclusive and accessible.	2011 (throughout three years of Scheme)	Equality & Diversity Advisor, Chief Executive's Office Consultation Officer, Chief Executive's Office	Demographic make-up of consultative groups
Ensure that feedback from RES consultation activities (which took place during Oct 07- May 08) is distributed to Staffordshire County Council directorates, to enable them to use the feedback to develop action plans.	Jun-08	Equality & Diversity Officer, Chief Executive's Office Equality & Diversity Representatives - all directorates	Action Plans created
Produce and publish RES action plans for 2008 - 11, utilizing feedback from consultation activities.	Oct-08	Equality & Diversity Officer, Chief Executive's Office Equality & Diversity Representatives - all directorates	RES Action Plans published
Publish a corporate framework for accessible engagement in 2008/9, identifying areas of the community where engagement can be strengthened. This forms part of a Corporate Community Engagement Strategy which will set a number of high level principals and standards which service providers will need to follow as part of best practice in undertaking appropriate and inclusive public engagement with all groups in the community.	Apr-09	Consultation Officer, Chief Executive's Office	Corporate Community Engagement Strategy published and communicated

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<b>Employment</b>			
Ensure that equality and diversity is included in our Resourcing Strategy and that the Strategy includes actions to improve the diversity of our workforce profile at all levels within the organisation.	2008	Employee Resourcing Manager, Chief Executive's Office Equality & Diversity Officer, Chief Executive's Office	% of employees who declare they have a disability % BME employees
Ensure HR Policy Review Group receive EIA training.	Jun-08	Equality & Diversity Officer, Chief Executive's Office	
Review and revise (where necessary) equality and diversity training provision across the organisation, to ensure that it meets with equalities legislation and good practice and includes appropriate references to race equality.	Mar-09	Disability & Equality Consultant, Chief Executive's Office	Completion of review and implementation of consistent training across organisation
Include equality & diversity session during Induction for all new managers.	2011 (throughout three years of Scheme)	Equality & Diversity Officer, Chief Executive's Office	No. of equality sessions carried out as part of new manager induction
Continue to provide corporate support for the Staff Networks (including the Black and Minority Ethnic Staff Network).	2011 (throughout three years of Scheme)	Equality & Diversity Officer, Chief Executive's Office Business Support Team, Chief Executive's Office	12 meetings per year for each Staff Network, plus annual event
<b>Procurement</b>			
Review current procurement and commissioning strategies to ensure that they promote equality of opportunity, in line with best practice and legislation.	Mar-09	Equality & Diversity Officer, Chief Executive's Office Senior Category Manager, Purchasing	

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Design and deliver an equalities toolkit for staff involved in procurement to enable them to identify equalities considerations when designing contracts and enable them to score pre-qualification questionnaires.	Mar-09	Equality & Diversity Officer, Chief Executive's Office Senior Category Manager, Purchasing	Production and communication of toolkit
<b>Communication</b>			
Ensure the widest possible distribution for all corporate communications (for example, the 'Your Staffordshire' residents magazine), and extend the distribution list to include community organisations.	Jun-08	Head of Communications, Chief Executive's Office	
<b>Customer Service</b>			
Develop a Customer Services Strategy which provides the corporate framework for the development of accessible and inclusive customer service and which aims to address the diverse needs of Staffordshire communities	Apr-09	Head of Customer Services, Chief Executive's Office	Production and communication of Customer Services Strategy