

Appendix 1: EQUALITY OBJECTIVES DETAILED PROGRESS UPDATE - January 2017 to June 2017

Ref	Activity Description	Milestones	Milestone Completion date/Review	Milestone Status	Performance Target	Target date	Target Status
COMMUNITY RELATIONS - ensure that the people of the district get on well together.							
Encouraging and Celebrating Good Relations - - Encouraging and celebrating good community relations and active citizenship – promoting campaigns and opportunities to participate, raising awareness of ‘cultural’ events.							
1.1	People Can Campaign	Deliver range of activities throughout 2017 - including communication and re-launch of programme	End 2017	Mar 2017 peer review highlighted need and value of People Can. Draft project plan developed. Business case submitted to Transformation Board, for additional funding to develop this work.	~ 2500 new volunteers to be recruited through a VCS infrastructure contract ~ 1000 likes on Facebook	end March 2018	745 assisted online and 92 volunteers interviewed = 837 volunteers
		Review and start planning for 2018 including promotion across all council services - including ICT/web solutions	Oct-17			end Dec 2017	1051 likes on facebook
1.2	Ease opportunities for people to participate in decision making	The completeness and accuracy of the Electoral Register will be improved, providing opportunity for engagement especially in areas of deprivation.	Dec-17	Preparing for the snap UK Parliamentary General election, held 8 June 2017 and publicising/registering people to vote has been the main objective throughout the April - June 2017 period. Over this period, registration levels rose significantly, with increases to the register of 2419.	Each year maintain 1st December annual registration levels within a range of 335,000 to 340,000 (taking into account fluctuations within the register and the levels of registration at publication date).	Jul-17	The annual registration process is currently underway and will continue over the next 4 months. It is expected to meet the target range as at 1 December 2017.
		The voice and influence of under represented groups are reflected	Jul-17	Community of interest plans updated and published on web site (April 2017) - https://www.bradford.gov.uk/your-community/your-neighbourhood/district-and-ward-plans . VCS infrastructure commission contracted including support for the Assembly and forums. It is intended that the diversity of representation in all the Forums will be increased as far as possible.		8 community of interest groups connected with	Mar-17
Hate and Street Crime - education programmes in schools, increasing reporting, reducing street based sexual harassment.							
1.3	Education programme in schools	Stand Up Speak Out Make a Difference - (political/social/identity/diversity) includes programmes on Migrate, Anne Frank history for today, Anne Frank and you, Speakers Corner.	Jun-17	84 ambassadors trained to deliver Peer Education Training in 7 secondary schools on Hate Crime and Anne Frank History for Today. Ambassadors trained to guide at Anne Frank and You exhibition. 39 sessions delivered to pupils Yr 5 - Yr 7. SUSOMAD 2016 -- 2017 complete. Evaluation to be carried out and new programme to be publicised Sept 2017.			
		Holding difficult conversations - prevention education resources	May-17	Holding Difficult Conversations training delivered by Peace Foundation to approximately 20 teachers. Training delivered. New programmes to be circulated to schools sept 2017 including 'Real Conversations' pilot promoting dialogue and understanding between Muslim and Jewish communities.			
		Interfaith education - faith tutor visits to schools and hosting visits to places of worship. Programmes include Religions in Bradford, Sharing Stories/Values, Interfaith week.	Annual (July 2017)	Faith tutors have led 502 visits to places of worship / schools. 17 115 children and young people and 316 adults have benefitted from these visits which have contributed to the development of religious literacy, understanding of religious and cultural diversity and challenged prejudice and stereotyping in line with the Ofsted requirements to promote spiritual, moral and social development and British values as part of the curriculum.			
1.4	Raise awareness	4 new reporting centres across the district established with staff training provided, that reflects the protected characteristic groups thus enabling people to report crimes in places where they feel most able to report (currently 28 centres - end 2016).	End 2018	Increasing the reporting of hate crime. Work continues to make it easier for those affected to report incidents of hate crime including through third party reporting centres. To give victims the confidence that their complaints will be taken seriously work continues with the police and Crown Prosecution Service to publicise successes in prosecuting hate crime. Now have 32 reporting centres across the district that reflect the protected characteristic grouping. Training for reporting centres is undertaken annually in addition to any other training. In the last financial year 30 training sessions have taken place reflecting high levels of staff turnover and the new centres that have been established. Under reporting is still a key concern as many people still choose not to report a hate incident or a hate crime. The hate crime action plan targeted under reporting as a key area. Work has been undertaken to encourage specific groups to increase levels of hate crime reporting. Targeted work has been undertaken with people with learning disabilities and people from the Trans community. However significant work is still required if we are to address hate crimes against people from new and emerging communities as well as our gypsy and traveller communities, confidence and trust is very low amongst these groups and there is still a lot of work to be done if we are to build confidence - as such a new action has been set.	TARGET hate crimes reported: 2016/17: 877 2017/18: being set in September 2017 2018/19: tbc 2019/20: tbc (targets to be set on an annual basis) Note: figures are likely to go up as reporting increases, ahead of hopefully reducing as crimes actually reduce.		ACTUAL hate crimes recorded: 2016/17 : 1,350 2017/18: tbc 2018/19: tbc 2019/20: tbc
		New Action: Establish 5 specific hate crime reporting centres that can support new emerging communities and their needs in terms of language and confidence to report.	End 2019				

		<p>Hate crime information publicised to raise awareness in communities, focusing on the 5 protected characteristics of hate crime.</p> <p>A minimum of 6 events to be run/supported annually - Black History Month (October); Trans Day of Remembrance (November); Pride (May); Disability Awareness Month (November/December); Gypsy Travellers Awareness month (June); International Woman's day (March); LGBT history month (February); Hate Crime Week (October); Safeguarding week (October)</p> <p>Publicity in health centres in the 5 key languages of new emerging communities</p>	End 2018	<p>Bradford Council has supported the running of three events: LGBT history month (February) - more than a 100 events held across the district in what was the biggest LGBT history month to date.</p> <p>International Womens Day (March) - over 40 events were held across the district in a display of unity, celebration, reflection, advocacy and action.</p> <p>Pride (May) - the 12th Pride celebration held at Odsal Stadium included local bands, tribute acts, artists and drag queens performing on stage.</p>			
1.5	Reduce sexual harassment	<p>Extent of problem to be identified - with supporting data to benchmark against and an action plan put in place in co-ordination with partners.</p> <p>Reporting mechanisms and information sharing - create and support joint reporting</p> <p>Communications - undertake education and campaigns to increase awareness and understanding of the crime of sexual harassment.</p>	<p>Apr-17</p> <p>Sep-17</p> <p>Dec-17</p>	<p>Project Officer appointed Feb 2017 and project group established. Action Plan prepared.</p> <p>Dedicated mobile phone line now operational and email facility available.</p> <p>Visual poster campaign of this crime and reporting centre produced and distributed. More work to follow with DVD, direct work with young people, and link in with other events.</p>	Note: formal reporting is currently minimal, so the target is to generally increase reporting to enable a meaningful figure to be set in the future.		
EMPLOYMENT & SKILLS - promote inclusive growth through ensuring those most disadvantaged in the labour market are able to get the skills they need and access good jobs.							
Poverty and Ethnicity Employment and Skills Programme - addressing barriers and blockages to employment and career progression for disadvantaged groups.							
2.1	Working with business and public sector partners to address barriers and blockages to employment and career progression for disadvantage groups.	<p>Complete Textile Academy project (Asian women into employment)</p> <p>Complete Bradford Council Low Paid Employees project (low income staff skill development)</p> <p>Complete Keighley Engineering Employment Challenge project (BME people into employment)</p> <p>Projects evaluated and findings reported.</p>	<p>Jan-18</p> <p>Oct-17</p> <p>Oct-17</p> <p>Mar-18</p>	<p>Textile Skills Academy has been established at Keighley College</p> <p>The intensive course has begun, the official course start date was the 26th of April 2017, the course has been titled as the Facilities Management Colleague Development Programme.</p> <p>This element of the project has not progressed in agreement with Joseph Rowntree Foundation (JRF) to enable us to concentrate on delivering the Textile Academy and Public Sector low paid workers projects (as above).</p> <p>Interim Evaluation produced in partnership with University of Bradford in March 2017</p>	<p>• 50 BME women engaged and employment and skills support provided to 20 women.</p> <p>• 5 women progressed into skilled well paid jobs</p> <p>• At least 5 out of 20 selected participants on the project progressed into more senior and higher paid employment</p> <p>• 10 people from BME groups progressed into employment/apprenticeships. (note potential cross over with apprenticeship programme objective)</p> <p>Final Report and Evaluation to be produced by March 2018</p>	<p>Oct-17</p> <p>Oct-17</p> <p>Oct-17</p> <p>Mar-18</p>	<p>53 women interviewed through Keighley Association Women's and Children Centre. 24 people have taken part in Textile Academy courses of which 10 are BME women and of these five have gained employment.</p> <p>In total 19 participants will take part in this programme, 18 are females and 1 male. The ethnicity of the group is made up of 17 Pakistani and 2 Indian employees. The training is being delivered in partnership between Bradford Council and it's training arm Skills House and Shipley College. Two staff have successfully progressed into more senior roles to date.</p> <p>Not Applicable</p> <p>Monitoring and Evaluation Plan agreed. Baseline data has been collated and analysed</p>
Apprenticeship Programme - ensuring that the Council's new apprentices are representative of the district with a focus on Looked After Children and people with disabilities.							
2.2	Ensuring engagement of Looked After Children (LAC) and disabled people	Detailed delivery plan in place July 2017	Jul-17	New Learning and Development Team has been put in place from 1 April 2017. Detailed delivery plan in place. Commitment made to include dedicated programme for those that don't qualify for standard apprenticeships - 'traineeship as a pre apprenticeship pathway' - which will include LAC and disabled people.	Council to: Employ up to 500 apprentices; offer 100 Trainee places; and 50 x 8 week work experience places for 18-24 year olds unemployed. Of which 10% targeted for LAC; and 10% targeted for SEND.	By September 2020	in progress

Workforce diversity - recruitment options, commissioning requirements, career progression options.

3.5	Appropriate recruitment methods	Baseline established: equality data assessed and gaps identified in relation to vacancies, including the number of applications, those shortlisted and appointed.	Feb-17	<p>Equality data has been assessed based on the number of applications and the key headlines are as follows:</p> <p>(Race) During the 6th month period from July to December 2016, 60.74% of all applicants who applied for Bradford Council vacancies identified themselves as white whereas 39.26% of applicants identified themselves as being from another ethnic minority group. This is a steady increase of 2.5% of applicants applying, being shortlisted and appointed to Bradford Council posts from an ethnic minority group since the same period in 2015.</p> <p>(Gender) During the 6th month period from July to December 16, 52.62% of all applicants applying for Bradford Council vacancies identified themselves as Male whereas 44.59% of applicants identified themselves as Female. 0.03% of applicants identified themselves as Transgender with a further 2.75% preferring not to specify. The figures show a decrease in the number of Females within the same 6 month period of July to December 2015.</p> <p>(Disability) During the 6th month period July to December 16 there has been a steady increase of approximately 1% of applicants applying for vacancies who identify themselves as having a disability. In addition there has been an increase of around 1% of applicants actually declaring they have a disability when applying for posts. There has been approximately a 2% increase in the number of disabled applicants who have been appointed to posts.</p> <p>To establish a stronger baseline we have recently introduced several new categories for monitoring purposes to adhere to equalities legislation and good practice. We ask if your gender identity is the same as the gender you were originally assigned at birth and there is an additional option under the disability section which now asks if you have a mental condition rather than a mental illness, this option is for applicants who may for eg have autism.</p>	Increase the diversity where identified.		
		Recruitment options broadened and targeted: Following analysis of baseline data a broader and more appropriate range of recruitment methods considered and implemented to encourage engagement from identified equality groups—this might include online tools, social media etc.	Apr-18	<p>To increase attraction to Bradford Council vacancies we are increasing the use of Social Media including twitter. We have worked with colleagues at Job Centre plus to create a Virtual Jobs fair which allows us to promote our vacancies to a much wider audience.</p> <p>We are currently working with colleagues in ICT to create a dedicated careers website which will provide applicants with a lot more information about applying for posts and working within the Council. It will also provide potential applicants who do not live in the District with information about living in the Bradford District.</p> <p>In addition there will be dedicated section providing advice on Apprenticeships.</p> <p>Jargon free jobs (JFJ) – we are working alongside colleagues from JFJ as we want to make our job profiles easy to understand for applicants and to cut out all the jargon that is used within the Council. This will make our job profiles easier to understand particularly for younger people who have never had the experience of being in the workplace.</p> <p>We were approached by Horton Housing to see if the Council could offer work shadowing opportunities for refugees from Syria. We have secured the opportunities for several refugees so far.</p>			
		Management support strengthened: information, training and guidance agreed and in place to support recruiting managers to better consider equality and diversity in recruitment, including the concept of sub conscious bias and use of diverse recruitment panels.	Apr-19	<p>Equalities in Recruitment – We are promoting and providing a refresher to all managers when they are recruiting to posts within the Council. The refresher advice is available on Evolve, HR Careers Page and Engage (on line recruitment system)</p> <p>E-Learning on Job Profiles – On going work is continuing to provide an e-learning package for managers. The E Learning will provide managers with advice on how to write/produce a job profile that is fit for purpose, jargon free and incorporates equality considerations and factors.</p>			
3.6	Career development	Programme of secondments/ shadowing/mentoring/ apprenticeships/ graduate opportunities set up	end 2017	<p>Strategy set.</p> <p>Apprenticeship team in place since 1st April-17.</p> <p>Needs analysis done.</p> <p>Tender currently live, framework of qualification providers will be in place by end August 2017.</p> <p>Plans well underway to set policy/ procedure/ terms and conditions.</p> <p>3 apprentices have started so far (accessing qualifications that are available through Skills for Work)</p> <p>Work underway on setting comms plan</p>	Interim targets • December 2017 - 10% • December 2018 – 20% • December 2019 – 30% • December 2020 – 40%	end 2017	50%
		Minimum 40% taken up by disabled/younger/BME etc by 2020.	2020			2020	5%
3.7	Commissioning and procurement processes to challenge others to develop diverse workforces	Social value policy to include statement encouraging diverse workforces from commissioned organisations	2018	New Procurement Strategy (including approach to Equalities & Social Value) currently being drafted		tbc	

Accessible Information - Accessible Information Standard implemented in Health and Social Care, and extended to customer access points primarily through our customer services.

3.8	Accessible Information Standard implemented in health and social care and good practice shared across the council	The Standard will be 50% implemented across adult social care, this includes commissioned social care services and Public Health	Jul-17	Staff at all points of contact have been trained in the standard. There are systems in place to flag an Accessible Information need on the system and to record what the need is and how to meet it. The services trained are Adult Services Access Point, Sensory Needs Services and the two hospital sites.	The standard will be fully implemented across the Council's customer access points	
		Integration of the Standard with customer services has been scoped and an implementation plan prepared	Jul-17	There is an implementation Plan, this is being reviewed in Sept following a national review by NHS England. Staff tools and guidance have been produced and issued. All the Adult Services letters have been identified and work is on-going to track which letters may need to be rewritten. All commissioned home care and care home providers have been given training on the standard with more of their staff able to complete on line training. Healthwatch have agreed to monitor how the standard is being applied when they complete their Enter and View visits. All their Enter and View staff have been trained. A training course has been commissioned to support all home support and residential and nursing home providers.		
		The standard will be 75% implemented across adult social care, this includes commissioned social care services.	Jul-18			
		Awareness event arranged for councillors and senior managers on the accessible information standard and its implementation and impact on the working practices of the Council.	Jul-18			

EQUALITY DATA - our data better provides us with the right insight, evidence and intelligence to make well informed decisions that impact on our communities.

4.1	Review and identify best practice	Action Plan created and agreed	Dec-16	Completed. 'As is' review undertaken and shared with Corporate Equality Group.	Depts consistently collecting equality information on customers as appropriate to their service better informing decision making/ equality assessments.	Dec-18	Complete
		Better practice rolled out across Council	Dec-17	New guidance on collection of equality data developed, and shared with CMT in July 2017. Meetings with DMTs to embed the good practice taking place over July/August 2017, with promotion on BradNet once DMT meetings have concluded.		In progress	
4.2	Use of equality data to inform decisions and activities	Equality data integrated into central intelligence collation processes	Dec-18	Collection of equality data through SNAP being promoted, as a means of better collating information centrally. Review of process to take place early 2018.	Equality data used as effectively as other data such as census information to inform decision making by all	Dec-19	In progress
		Availability of equality information promoted within the Council	Dec-19				