

Objective (what we want to achieve)	Activity/Action (what we intend to do, key actions from across the council)	Lead Unit	Nov '12 update /information	Apr '13 update /information
Promoting equality and inclusion through improving the quality and breadth of information held and used by the council				
D1	We will encourage and support use across the council of a standard equalities monitoring template which covers all Equality Act 2010 'protected characteristics'.	Communities and Equality Team	The equalities monitoring form has been updated in response to feedback and guidance on it has been developed with the council's Performance and Analysis Team. Further background information will be added this year when the Census 2011 data is released. The form has been agreed as the standard equalities monitoring template in the council.	The Census 2011 data is now becoming available and we are using this to produce reports on the areas covered by the questions. We have already revised the questions about ethnicity to reflect what the census has told us about people in the city. Information at ward level and information looking at two or more characteristics (eg: age and gender) will be available later in the year. We will use all this information to update the form and guidance.
D1	We will use new Neighbourhood Governance approaches to support our knowledge and understanding of both people and place.	Communities and Equality Team	We are will be using information from the Neighbourhood Governance pilots to support our knowledge and understanding of both people and place & taking this to the Project Board to ensure we use this in a strategic manner to influence policy and practice.	The two pilot areas have identified their local priorities. We are in the process of setting up specific task and finish groups, with both staff and residents to look at resolving the issue or bringing a change in practice or service. We are sharing a range of data with the pilots to inform their decision making. All monitoring and evaluation learning with regards to people and place will be fed into our end of project reports.

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104 D1	<p>We will fill data gaps, where appropriate: Planning and completing a consultation on need in Black and Minority Ethnic (BME) Communities, with other statutory and community and voluntary sector partners. Using the findings of Count ability (barriers encountered by disabled people), a partnership project with The Fed Centre for Independent Living, University of Sussex, Sussex Police, and East Sussex Fire and Rescue. Undertake a city wide Trans Equality Scrutiny looking into the issues affecting those individuals who identify as 'Trans' in Brighton and Hove.</p>	Communities and Equality Team	<p>Secured analyst time to prepare a 'State of the City' report focussed on BME communities (quantative document). Proposals for community consultation phase still being developed.</p>	<p>A community led steering group is being created which will lead on the community engagement and consultation element of the BME needs assessment process. It is hoped that the first meeting will take place in early summer The 'snap shot' report is due in July. The Trans Equality Scrutiny has now completed and the final report and its recommendations were accepted in Feb 2013. Responses are being collected on how each recommendation is being taken forward by the responsible organisation or team and action will be monitored.</p>
D1	<p>Our Children and Families (C&F) Unit will develop Quality Assurance and audit processes to include specific question about meeting needs and improve the collection and analysis of their population and service user data.</p>	Children and Families	<p>EIAs have been completed for the ACAS service and for additional funding for disadvantaged two year olds. The Children's Centre service is buying a new IT performance management system which improve cohort analysis of the use of services for disadvantaged groups. EIA is on target for completion for Youth Service end of Nov.</p>	<p>The Social Work Advice Contact and Assessment Service (ACAS) has developed a status report which enables the team to monitor the people it serves with protected characteristics. This has been compared the average distribution in the population of the city so that areas for improvement can be identified. The work has been shared with the whole ACAS team as part of the EIA Action Plan. The Youth Service EIA was completed in November. Focus groups took place with protected groups. Staff also spent time in staff meetings looking at service culture and equalities. The Children's Centre IT system has been procured and is being implemented. This will allow better analysis of service user data.</p>

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D2	We will use the City-wide Data Group to co-ordinate data collection and use across the city, linking in with Needs Assessments.	City-wide Data Group	No update received	The group has members from council departments, statutory sector bodies, the universities and the CVS. It meets regularly to produce and monitor an annual work programme of needs assessments informed by the priorities of the City. It quality-checks needs assessments to ensure they meet locally agreed quality standards (e.g. engagement) and identifies the training needs of commissioners and other partners involved in producing needs assessments. It also supports communication of findings to decision makers, relevant professionals, and the general public.
D2	Our Adult Social Care Provider Delivery Unit will improve service user feedback mechanisms to inform service improvement.	Adult Social Care Provider Delivery Unit	Service user questionnaires for 2012/13 have been rolled out within residential services, day services and are planned within Independence at Home (homecare) and Carelink Plus. The outcomes will be presented to the Provider Management Team and will form part of a performance report in April 2013.	Service user feedback questionnaires for residential services, day services and are planned within Independence at Home (homecare) and Carelink Plus have been launched using on-line portal. Reported via quarterly ASC performance meetings.
D2	Our Housing and Social Inclusion Unit will improve the quality and quantity of electronically held profiling data in respect of service users	Housing & Social Inclusion Delivery Unit	Profiling data is collected for council tenants at the first visit after a tenant has moved in. If there are any gaps in our records this is followed up through further tenancy visits. Our statistics are reviewed monthly to ensure we are capturing information and to allow us to identify any trends.	We have continued to monitor our profiling data on a monthly basis. As at the end of March 2013 we are continuing to collect information on our tenants through visits.
D2	Our Housing and Social Inclusion Unit will undertake a survey (STAR) of service users to determine satisfaction and allow benchmarking with other providers	Housing & Social Inclusion Delivery Unit	Next STAR survey is Nov 13	Rather than carry out this survey in winter and close to Christmas, we are likely to defer this to spring 2014

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106 D2	Our Housing and Social Inclusion Unit will maintain a resident involvement database	Housing & Social Inclusion Delivery Unit	The team has been in place since July and this is a new process. Our Housing and Social Inclusion Unit will maintain a resident involvement database setting out details of residents and how they wish to be engaged. Resident Involvement Forms have been sent with STAR and Asset research forms to a cross section of tenants, a form is included on our website, and also used by the neighbourhoods team on eighth month tenancy visits. Feedback provides us with the mechanisms to update our databases. The resident involvement database has been established on OHMs and the resident involvement team is now developing and monitoring it; the team has been in place since July.	The resident involvement team are also using the form during door-knocking and at events. The database was used for a mail out promoting the new Tenant Scrutiny Panel; twelve people attended the first meeting in Apr 2013, nine of them new to citywide housing involvement. The database will be used for a mail out then some targeted phone calls to promote the five new housing management service groups. These are being promoted in July, 40% of members will be recruited and the aim is particularly increase the numbers of BME people, people under sixty and families as these have been identified as being under-represented in our existing resident involvement structure. IT are improving the data base reporting so we can get equalities information about actively involved residents more easily.
D3	In compliance with our legal duties we have published workforce diversity data on our website and will do so annually. Workforce diversity data will also inform the development of the council's People Strategy and actions to implement this.	Human Resources	We are in the process of compiling the workforce information which will be published on the council's website in January 2013.	Workforce information as at 31 Dec 2012 has been published on the council's website. We are in the process of reviewing how we can expand the scope of the information we publish and are looking to improve the sophistication of the analysis of that data. This will enable us to better understand our workforce issues and help us implement strategies to address these.
D4	We will develop a wide-ranging campaign to advertise the Equality and Inclusion Policy and its related issues internally and externally, using a range of different media and formats.	Communities and Equality Team and Communications	Communications: due to capacity issues in the Communications Team work on this has been delayed. However, short guidance to the council's Equality and Inclusion Policy, EIAs, Equality Monitoring and the Equality Act 2010 have been produced and are now available to staff.	A new strategy is being developed and equalities principles (including how to communicate effectively with diverse audiences) will be applied throughout it. The corporate Equality Steering Group continues to consider ways in which to explain equalities work and to share information.