

## Draft Gender Equality Scheme Action Plan

### Theme 1

### Eliminate Unlawful Discrimination

#### Adult Care

Code	Action	Outcome
MH4, OP6, CDP2, CDP3, SI5	Ensure that services meet the different needs of men and women.	<ul style="list-style-type: none"><li>▪ Service meets the different public transport needs of men and women.</li><li>▪ Service can support needs despite increased social mobility of those who would have traditionally taken on a caring role.</li><li>▪ Increased flexibility of service meets different needs of men and women.</li></ul>

<b>Child Care</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Improve access to services for minority groups including gender related groups (achieve targets in Service Equality and Diversity Plan 2007/08).	No gender based discrimination regarding service delivery.
	Ensure that services meet the different needs of men and women	<ul style="list-style-type: none"> <li>▪ Service can assess and support the needs of families. Particularly recognising the changing family circumstances of those who would have traditionally had a primary caring role.</li> <li>▪ Increased flexibility of service meets different needs of mother s and fathers.</li> </ul>
<b>Financial Services</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	<p>Review the Finance Service's Communication Strategy to reflect gender equality issues, for example: -</p> <ul style="list-style-type: none"> <li>▪ Ensure staff newsletters are sent to women on maternity leave.</li> <li>▪ Ensure minutes of team meetings are sent to women on maternity leave.</li> </ul>	<p>The reported level of discrimination experienced by pregnant staff and staff returning from maternity leave is significantly reduced and eventually eliminated.</p> <p>Embed good practice to encourage women to return to work after maternity leave.</p>

	Review the Service/Team Planning Guidance Notes to include specific references to the Gender Equality Duty and how they should be included in Service/Team Plans.	Increase awareness of the Gender Equality Duty amongst staff.  Promote equal opportunity for men and women.
	Review Financial Service's Performance Review Scheme to extend the competencies relating to Equality & Diversity to specifically include knowledge/implementation of the Gender Equality Duty.	Increase awareness of the Gender Equality Duty amongst staff.  Promote equal opportunity for men and women.  Training requirements can easily be identified and training arranged for staff as necessary.
<b>Impact Partnership</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Review our policies and procedures (recruitment, maternity, paternity, flexible working).	Ensure policies up to date with regard to current legislation.
	Provide training (induction, e-learning, tool kits).	Ensure policies and procedures are embedded throughout the organisation.

### Information and Libraries Service

Code	Action	Outcome
	Enhance employment opportunities by developing the use of the Job Shop, facilitate the Website, explore potential for Work Life Balance and Review and reconfigure the duties of vacant posts in Information & Libraries to facilitate the employment of people with disabilities.	(Specific Gender related) Explore potential to increase opportunity for Work Life Balance.

### Learners and Young People's Services

Code	Action	Outcome
	To carry out gender impact assessments on new and revisions of policies and procedures.	Staff and service users able to access jobs/services without discrimination.
	Review Staff Induction and Training.	No incidences of gender related harassment.

### Legal & Democratic Services

Code	Action	Outcome
	To ensure that staff are aware of their responsibilities in relation to gender issues, and specifically the Gender Action Plan. To ensure that staff understand specific actions taken by the service. To listen to issues and concerns raised by staff and consider taking action as appropriate.	<ul style="list-style-type: none"> <li>▪ Staff aware of responsibilities.</li> <li>▪ Enhanced service delivery.</li> <li>▪ Fewer complaints.</li> </ul>

<b>Leisure Trust</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
CTGD1	Trust Board to adopt a fair recruitment & selection policy & procedures which promotes equality of access to employment within the Trust.	Workforce reflects Borough gender profiles.
CTGD2	Ensure flexible working arrangements wherever possible within constraint of service needs to prevent discrimination against employees.	Balanced workforce in terms of gender. Improve retention of staff.
<b>People Management Service</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Job evaluation exercise completed for implementation 1 April 2008, and development of pay structures to address issues of pay inequality.	Meet the requirements of the Equal Pay act commenced from April 2007.
<b>Performance &amp; Development Service</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Ensure working practices including management and supervisory practices adopted throughout the service do not discriminate against staff by gender.	Staff work in an environment free of discrimination.

	In developing policies and strategies, and improving services ensure people are not discriminated against because of their gender.	Services are developed that do not discriminate against stakeholders (service users, members, staff, etc) because of their gender.
	Promote flexible working including working from home.	Staff are better able to balance work and home life.
	Listen to issues and concerns of staff and take appropriate action.	Speedy resolution of gender related issues.

### Planning & Regulation Service

<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	All recruitment is undertaken in strict accordance with the Council's fair recruitment policy.	No discrimination on race, disability, gender, or age.
	Equality and Diversity training will be provided for all staff.	Staff will be aware and understand unlawful discrimination.
	The service has undertaken the pay and grading review for all posts.	Equal pay will be established irrespective of race, disability, gender or age.

### Revenues & Benefits Service

Code	Action	Outcome
	Increase the number of female staff who make up the top 5% of earners. Provide mentoring / coaching programmes for women moving / or wanting to move up in the organisation. Ensure fair promotion and development opportunities.	Ensure gender equality and create a workforce that better reflects the community it serves.
	Ensure that gender equality is included in the Service Induction Programme and equality and diversity training.	Staff have a good awareness and understanding of gender equality issues, and know what their responsibilities are.

### Schools Service

Code	Action	Outcome
	Progress and review Impact Assessments of service functions in relation to gender.	Service functions and policies which do not discriminate.
	Provide equality training for school governors.	No unlawful discrimination in schools.

### Sport, Leisure & Cultural Services

Code	Action	Outcome
CTGD1	Trust Board to adopt a fair recruitment & selection policy & procedures which promotes equality of access to employment within the Trust.	Workforce reflects Borough gender profiles.
CTGD2	Ensure flexible working arrangements wherever possible within constraint of service needs to prevent discrimination against employees.	Balanced workforce in terms of gender. Improve retention of staff.

<b>Theme 2</b>	<b>Promote Equal Opportunities</b>	
<b>Adult Care</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
MH2, MH5, OP10, MH5, OP8, OP9, OP11, OP13, CDP1, CDP4, SI5	Ensure that services are accessible to the different needs of men and women.	<ul style="list-style-type: none"> <li>▪ Provision of appropriate web based information.</li> <li>▪ Carers assessments are accessed appropriately.</li> <li>▪ Financial disincentive/charging issues are addressed.</li> <li>▪ Care work perceived as a valued career by men and women.</li> <li>▪ Support services provided to male and female carers.</li> </ul>
<b>Business Partnerships</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
<b>Child Care</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Ensure that services are accessible to the different needs of men and women	Provision of appropriate web-based information  Care work perceived as a valued career by men and women  Support services provided to both mothers and fathers

	Increase representation of all minority groups within the children's social care workforce, including gender related groups.	Equal opportunity of employment for men and women in the service.
<b>Environmental Management</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Introduce Work Life Balance across all services where possible to ensure gender equality.	Ensure the scheme benefits both men and women equally.
	<p>Advertise and promote job opportunities and work experience in a way that positively encourages women.</p> <p>Ensure workplace accommodation promotes inclusiveness and is inviting.</p> <p>Consider older apprenticeships for women who may not have considered opportunities in craft and front-line services.</p>	<p>Encourage women to work in the service – provide equal employment opportunities for all gender groups.</p> <p>Ensure a representative workforce is employed in terms of women in senior and craft roles.</p>

<b>Financial Services</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Annually review the Work Life Balance Scheme and its application within Finance Services.	Ensure the scheme benefits both men and women with caring responsibilities.
	Consider gender equality issues when drafting service plans.	Gender equality issues, and their budgetary implications are considered as an integral part of service/action planning.
	Consider gender equality issues when carrying out impact assessments.	Gender equality issues, and their budgetary implications are considered at the beginning of policy-making.
<b>Impact Partnership</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Lead diversity from the top – make sure we model our values through the right mix of attitudes, attributes and behaviours – providing challenge to each other.	Ensure equality issues followed.
	Review our traditional sources for recruits and monitor our selection process, also monitor leavers and reasons for leaving.	Improve recruitment and retention from under-represented groups.
	Set-up a Steering Group with business stream champions to take ideas forward throughout the business.	Deliver continuous improvement on gender equality issues.

	Gather data to understand our current profile on gender and use this to monitor and measure progress.	Understand where we are now, and consider where we want to be.
<b>Information and Libraries Service</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Develop a Social Inclusion strategy within libraries, to promote access for all to reading, learning and IT.	Strategy in place to address issues identified.
	Investigate possibility of library provision in Children's Centres/promote children's library services in CCs.	Investigations underway to see if feasible.
<b>Learners &amp; Young People's Service</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	To target provision at women/men, where there is under representation.	A more equal gender balance of service users.
	Girls only Youth Groups, particularly Asian young women.	Raised confidence, assertiveness and ability to access opportunities.

## Legal & Democratic Services

<b>Legal &amp; Democratic Services</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	To produce a gender equality scheme that sets out tangible actions to promote equality for all regardless of gender.	<ul style="list-style-type: none"> <li>▪ Equality of opportunity for men and women is achieved.</li> </ul>
	To ensure that the composition of Legal and Democratic Service more accurately reflects the gender balance within the Borough, thereby enhancing service delivery.	<ul style="list-style-type: none"> <li>▪ Access to a wider pool of talent.</li> <li>▪ Recruitment of the best possible staff.</li> <li>▪ Greater ability to engage with other services and with the wider public.</li> <li>▪ Enhanced service delivery.</li> </ul>
<b>Leisure Trust</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
CTGD3	Carry out annual customer profile / representativeness surveys to assess customer access to service in terms of gender.	Implement appropriate actions with targets to improve any identified under-representation within Trust operational plans.
CTGD4	Consult with service users and non-users to identify possible barriers to participation in terms of gender related issues.	Implement pro-active measures to address identified barriers to participation & improve access to services.

## Partnership & Regeneration Service

Code	Action	Outcome
	A Work Life Balance Scheme is available to all staff to offer flexibility of working hours.	Working hours can be adjusted to cater for family commitments.
	Training opportunities offered on day release.	Evening family commitments are unaffected.
	<p>The Community Safety Service Action Plan item CSS 72 sets a target of improving drug and alcohol services for women. We:</p> <ul style="list-style-type: none"> <li>▪ Ensure 30% of active clients are female.</li> <li>▪ Provide services for the sex workers in the Borough (currently writing a prostitution strategy for the borough.</li> <li>▪ Provide services to female drug users who are pregnant.</li> <li>▪ Ensure that all people with alcohol related problems have access to appropriate treatment services but a Women's group has been set up via Alcohol and Drug Services (ADS) and links are provided to this group from satellite services.</li> </ul>	Women are specifically targeted for services relating to drug and alcohol abuse.

	U-Nite, the service is the lead member for the Borough youth community cohesion group, which is actively targeting young Asian females as they are underrepresented in its activities.	Asian females and have greater inclusion in Community Cohesion activities.
	<b>Personnel</b> – all recruitment and staffing issues are dealt with in accordance with the Council's Equality Plan.	All staff are aware of their rights and responsibilities regarding equal opportunities.
<b>People Management Service</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Work life balance, to continue to support carers and staff with family responsibilities through the extension of work life balance schemes and flexible working, the Child Care voucher scheme, the Job Share Scheme and generous maternity / paternity and adoption/fostering schemes.	People of all genders are more attracted to employment with the Council and more able to sustain their employment.
	To revise and update the Council's Maternity/Paternity Schemes.	To be in line with the 2007 regulations.
	Recruitment and selection, to increase the % of top 5% earners that are women to 54.25% by March 2008.	To remain in the Top Quarter of all England Authorities for this BV indicator.

### Performance & Development Service

Code	Action	Outcome
	<p>Promote Work Life Balance across the service.</p> <p>Annually review the Work Life Balance scheme and its application.</p>	Working hours can be adjusted to cater for family / caring commitments.
	Implement actions to achieve corporate targets regarding the percentage of female staff in the top 5% of earners.	Female employees are encouraged to be high earners / have equal standing with male colleagues.
	In developing policies and strategies, and improving services ensure people of all genders have equal opportunities.	Services are developed that provide equal opportunities for stakeholders (service users, members, staff, etc) regardless of gender.

### Revenues & Benefits Service

Code	Action	Outcome
	Maintain current work life balance scheme.	Support flexible working to help maintain a good gender balance in the workforce and remove / reduce barriers for carers.
	Increase the range of flexible ways of working opportunities. Support and increase the number of staff involved in home working.	Promote and ensure gender equality and improve staff retention. Have working arrangements that are flexible and provide for an improved work life balance.

	Review letters, leaflets and forms for gender neutral language and revise where necessary.	Equality in service delivery.
<b>Schools Service</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Analyse data and set targets for groups by gender as well as ethnicity.	Narrowed gender attainment gap where it occurs.
	Focus on particular groups such as Pakistani and Bangladeshi boys and subject areas such as Science and Maths identified through data by gender as well as ethnicity.	Narrowed gender attainment gaps within minority ethnic groups.
	Provide equality training for teachers and non-teaching school staff.	Equity of provision in relation to teaching and learning.
	Continue to implement work-life balance schemes.	Reduced sickness absence, easier recruitment and accommodation of employees with families.
	Analyse data and set targets for groups by gender as well as ethnicity.	Narrowed gender attainment gap where it occurs.
	Focus on particular groups such as Pakistani and Bangladeshi boys and subject areas such as Science and Maths identified through data by gender as well as ethnicity.	Narrowed gender attainment gaps within minority ethnic groups.

	Provide equality training for teachers and non-teaching school staff.	Equity of provision in relation to teaching and learning.
	Continue to implement work-life balance schemes.	Reduced sickness absence, easier recruitment and accommodation of employees with families.
<b>Sport, Leisure &amp; Cultural Services</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
CTGD3	Carry out annual customer profile / representativeness surveys to assess customer access to service in terms of gender.	Implement appropriate actions with targets to improve any identified under-representation within Trust operational plans
CTGD4	Consult with service users and non-users to identify possible barriers to participation in terms of gender related issues.	Implement pro-active measures to address identified barriers to participation & improve access to services.
<b>Strategic Housing Service</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	To establish a monitoring system to record gender of all service users receiving supporting people accommodation.	Enable targeting of potential users for services by gender classification.
	Commission a wide-range of accommodation providers particularly specialised providers to provide gender specific accommodation and floating support services.	Support women and children and those suffering domestic violence.

	Carry out survey/consultation with user groups to obtain views of women on service delivery.	Obtain the views of women regarding the Strategic Housing Service – address needs of females.
	Identify employment barriers for women in the Strategic Housing Service.	Identify and remove barriers to employment for women employed in the Strategic Housing Service.

<b>Theme 3</b>	<b>Eliminate Gender Related Harassment</b>	
<b>Adult Care</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
ACEAP	Ensure that services and employment practices are sensitive to the different needs of men and women.	Gender imbalance in the workforce of some elements of the service does not lead to harassment or feelings of isolation.
<b>Child Care</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Ensure that services and employment practices are sensitive to the different needs of men and women.	Gender imbalance in the workforce of some elements of the service does not lead to harassment or feelings of isolation.  Increase the number of males in the workforce.
<b>Environmental Management</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Improve the perception of safety within public spaces, creating open and inviting landscapes by: <ul style="list-style-type: none"> <li>• Achieving Green Flag Status</li> <li>• Increasing public satisfaction</li> <li>• Providing a site-based staff presence</li> <li>• Introducing a voluntary ranger scheme that targets women.</li> </ul>	Increased perception of safety of all sexes in parks and open spaces.

<b>Financial Services</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Staff to attend corporate Gender Equality Duty training sessions.	Staff are aware of the Gender Equality Duty, understand how it will affect their work, and have the skills to implement the duty in their work.  Create positive attitudes towards the transgender workforce and community.
<b>Impact Partnership</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Create a Guide to Diversity and Equality and a communication plan, generate case studies which celebrate diversity.	Ensure best practice is shared across the organisation.
<b>Information and Libraries Service</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Introduce Zero Tolerance procedure to Customer Services to eliminate possible harassment of staff and customers.	Ensure customers and staff are aware that abusive words or actions are not tolerated in the Centres.
	Promote positive images of under represented groups in publications and job adverts.	Positive images of disabled people are used in all publications to remove stereotypes and increase willingness to apply for Council jobs.
	Further develop the surgeries with the Rochdale Interagency Domestic Violence Forum in Customer Service Centres.	More women who are subjected to Domestic Violence know what support is available and where they can access it.

### Learners & Young People's Service

Code	Action	Outcome
	Specific training for Youth Workers to deliver sessions to young people.	Less gender related harassment amongst young people and increased ability to deal with any incidents.
	Review Staff Induction and Training.	No incidences of gender related harassment.

### Legal & Democratic Services

Code	Action	Outcome
	<p>To review processes to retain staff, ensuring that suitable support mechanisms are in place. To consider the requirements of female and male staff and take actions as appropriate.</p> <p>To ensure that staff are aware of the importance attached to fair practice in the workplace, and confident that inappropriate conduct will be addressed.</p>	<ul style="list-style-type: none"> <li>▪ Retention of female and male staff.</li> <li>▪ Enhanced awareness of equal opportunities and fair practice.</li> <li>▪ Promotion of confidence in management.</li> <li>▪ Reduced sickness absence.</li> </ul>

<b>Leisure Trust</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
CTGD5	Trust Board to adopt robust procedures to deal with reported gender related harassment.	Guidance documents & procedures in place & disseminated to all staff.
CTGD6	Trust to adopt policy to protect employees from harassment at work.	Personnel trained to support employees.
<b>Partnership &amp; Regeneration Service</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Awareness raising campaigns via the RSCP and promoting the reporting of incidents and problem issues in conjunction with our partner agencies, tackling issues and taking enforcement and remedial action.	Improved partnership working to tackle harassment.
	<b>Forced Marriage</b> , investigate the frequency of, consult with communities and agencies, contribution to Borough-wide protocol and assist with agency training to support victims. This is carried out in conjunction with the Child Protection Service, Domestic Violence Co-ordinator, RCD and GMP to develop and monitor this facility and to tackle the wide range of crimes associated with it.	Reduce the incidence of forced marriages. Support victims of forced marriages.

	<p><b>Inter Agency Domestic Violence</b></p> <ul style="list-style-type: none"> <li>▪ Development and implementation of action plans to tackle this crime through an inter agency forum.</li> <li>▪ Coordination of RSCP joint commissioning group allocating funding to tackle this issue.</li> <li>▪ Support to the Domestic Violence Forum outreach service to young Asian women and to train community volunteers to address the needs of women from the South Asian community.</li> <li>▪ Development and coordination of the borough-wide Domestic Violence Strategy.</li> <li>▪ Development and coordination of the Council's Corporate Domestic Violence Strategy.</li> <li>▪ Invitation to the Rochdale's Women's Refuge to attend the RSCP.</li> <li>▪ Promotion and awareness raising of domestic violence issues and procedures among men.</li> <li>▪ The service is currently developing</li> </ul>	<p>Reduce domestic violence by partnership working activities including awareness raising.</p>
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	plans for a Multi Agency Domestic Violence Unit. The agencies will be located in the same building to act as a 'One-stop Shop' to tackle a wide range of issues under one roof.	
	<b>Bogus Callers / Distraction Burglary</b> – Working as a lead member with Trading Standards and GMP to tackle Doorstep Crime in all its formats via the borough-wide doorstep crime action plan. A particular focus is targeted at older single women as statistics show that they are the most frequent victims.	Reduce doorstep crime, particularly against older women.
	<b>Dealing with Anti Social Behaviour</b> - ASB drop-in sessions to raise awareness in regard to reporting and provision of contact details - 24 drop-in sessions annually, 12 of which are for women only.	Raise awareness of ASB and how it may be reduced, particularly amongst women.
	<b>Multi Agency Race and Hate Forum (MARHF)</b> – the service plays a lead role in tackling the 5 offences classified as Hate Crime, two of these are 'Gender and Sexual Orientation'.	Reduce hate crime of a gender and sexual nature.

	<b>Self Defence Training</b> – the service carries out this training in areas where there have been attacks of a sexual nature to provide reassurance to females within those communities.	Target self-defence training at vulnerable females.
	<b>Internet</b> – the service provides information to parents to help them understand the dangers relating to child sex. Although this is targeted at all young people the most likely victims are young girls.	Make parents more aware and able to combat child sex crime, particularly against girls.
<b>Performance &amp; Development Service</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Promote a working environment that excludes gender-based staff harassment.	A working environment free of gender-based harassment.
	Ensure all communications, e.g. Council Website, Intranet, 'Local Matters' are free of gender based stereotyping.	Communications are free of negative gender stereotypes and promote positive images across all genders.
<b>Planning &amp; Regulation Service</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Harassment reports are fully investigated and action taken if proven.	Zero tolerance for gender harassment.

<b>Revenues &amp; Benefits Service</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Promote the existence of the Council's Harassment Policy.	Staff are aware of their rights and the actions they can take if they are experiencing harassment.
<b>Schools Service</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
	Introduce Sentinel System - electronic recording of bullying incidents.	Better monitoring and reduced incidence of gender related harassment.
<b>Sport, Leisure &amp; Cultural Services</b>		
<b>Code</b>	<b>Action</b>	<b>Outcome</b>
CTGD5	Trust Board to adopt robust procedures to deal with reported gender related harassment.	Guidance documents & procedures in place & disseminated to all staff.
CTGD6	Trust to adopt policy to protect employees from harassment at work.	Personnel trained to support employees.

### Strategic Housing Service

Code	Action	Outcome
	Prevent homelessness by providing support on a range of accommodation related issues to women at risk of losing their home.	Help homeless women fleeing domestic violence.
	Continue to raise awareness of Domestic Violence and the help/support available to Asian women via community groups.	Increased awareness by women in the community regarding help and support to combat domestic violence.