

# Corporate Assessment Improvement Plan - 2008-10

## Appendix B

Key actions:	By when:	Performance measure/ National Indicator:	Director/ Lead officer:
<b>1 To achieve higher levels of the Equalities Standard for Local Government</b> (cf para. 15 of Corporate Assessment Report)			
(a) Achieve level 3 of the Equality Standard:	Summer 2010	Equality Standard Level 3 achieved and confirmed by external agency NI 140 – Fair treatment by local services	Director of Corporate Services (DCS)
<ul style="list-style-type: none"> <li>Planning actions to reach Level 3 of the ESLG to be implemented by the Equalities Sub Group.</li> </ul>	Jan 2008	All actions complete.	DCS/Equalities Sub Group
<ul style="list-style-type: none"> <li>Equalities Impact Assessments (EIA) – Refresh guidance, establish new priorities and complete outstanding EIAs.</li> </ul>	Sept 2008	Guidance refreshed. Priorities established. All EIAs completed.	DCS
<ul style="list-style-type: none"> <li>Reviewing arrangements for procurement</li> </ul>	Dec 2008	Arrangements reviewed and amended.	DCS
N.B. The completion of the actions above will enable the Council to fulfil its aim of achieving level 4 in 2011/12 and level 5 in 2013/14 to be assessed in Summer 2014. This timeline is subject to change if any of the current guidance on the Equalities Standard is revised.			
<b>2 Continue to improve the understanding of the needs of BME communities</b> (cf para. 15 of Corporate Assessment Report)			
(a) Complete ethnicity community mapping	February 2008	Profile complete by Experian	DCS
(b) Publicise ethnicity community mapping data to departments and key partners	March 2008	Experian report circulated  Monitoring of use made by departments/partners by the Corporate Community Cohesion & Engagement Working Group	DCS
(c) Develop a strategy for updates to ethnic community mapping	July 2008	Arrangement in place for updates Coordinated by Corporate Community Cohesion &	DCS

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		Engagement Working Group	
(d) Ensure that every major plan/strategy produced by the Council can demonstrate that ethnic community mapping has been taken into account in order to improve targeting of services	April 2008 onwards	<ul style="list-style-type: none"> <li>Practical guidance issued to departments.</li> <li>Monitoring by Corporate Community Cohesion &amp; Engagement Working Group</li> </ul>	DCS/all Directors
		NI 4 % of people in the area who feel they can influence decisions in their locality (baseline and target to be determined through the new Place Survey, Autumn 2008)	
<b>3 Strengthen workforce planning, including improved BME and disabled representation</b> (cf paras. 15 and 17 of Corporate Assessment Report)			
(a) Research and identify methods of instituting medium/ long term workforce planning needs through service planning process.	Commence April 2008, Jan 2009	Recommendations included in all finalised Service Plans – approved by CMT and Executive Portfolio Holder	All Directors/Chief Human Resources Manager
(b) Using that Workforce Plan, construct Action Plan to increase BME & disabled staff in the Council's workforce. This will include:	2008/10	Increased representation of BME staff from December 2007 baseline (2.96%) to 3.25% by March 2010	Chief Human Resources Manager
<ul style="list-style-type: none"> <li>Review advertising methods</li> </ul>	Sept 2008		DCS/Chief Human Resources Manager
<ul style="list-style-type: none"> <li>Review current information on internet/BORIS on diversity and equality.</li> </ul>	Sept 2008		DCS/Chief Human Resources Manager
<ul style="list-style-type: none"> <li>Review portfolio of training courses in relation to diversity and equality</li> </ul>	Dec 2008		DCS/Chief Human Resources Manager

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<ul style="list-style-type: none"> <li>Promotion articles in Council publications as the "Employer of Choice".</li> </ul>	Dec 2008		DCS/Chief Human Resources Manager/Head of Communications and Marketing
(c) Use plans/ mechanisms instituted as a result of (a) to continue to co-ordinate workforce development with relevant key partners.	Jan 2009	Report to Bracknell Forest Partnership Board	DCS/ Chief Human Resources Manager
(d) Share with working partners the Pay & Workforce Strategy and Workforce Development Matrices as secondary documents to LAA/ Sustainable Community Strategy as part of a wider discussion on workforce planning.	September 2008	Report to Bracknell Forest Partnership Board	DCS/ Chief Human Resources Manager
<b>4 Reduce people's fear of crime in Bracknell Borough.</b> (cf para 16 of Corporate Assessment Report)			
(a) Include work to tackle fear of crime in the new CDRP Partnership Plan 2008-11	July 2008	<ul style="list-style-type: none"> <li>NI 21 dealing with local concerns about anti-social behaviour and crime</li> <li>NI 27 Understanding of local concerns about anti-social behaviour and crime by Police and local authority (Baseline and target to be established following the new Place Survey, Autumn 2008)</li> </ul>	Assistant Chief Executive(ACE)/Community Safety Manager
(b) Use PCSOs to target areas experiencing disproportionately high levels of fear of crime as identified through the 2007 Fear of Crime Survey	Autumn 2008 & 2010		ACE/Community Safety Manager
<b>5 Ensure that work to tackle climate change becomes embedded in Council activity</b> (cf para. 18 of the Corporate Assessment Report)			
(a) Publish a Climate Change Strategy (one of the Council's Nottingham Declaration commitments)	February 2009	Nottingham Declaration Action Plan completed and approved	Director of Environment, Culture & Communities (DECC)

Key actions:	By when:	Performance measure/ National Indicator:	Director/ Lead officer:
		NI 185 CO2 reductions from local authority operations (Baseline and target to be determined through new NI Handbook)	
<b>(b)</b> Develop the Council's leadership role with partners on issues of climate change by:	Ongoing		DECC
<ul style="list-style-type: none"> <li>Reviewing the role of the Environment Partnership in dealing with climate change</li> </ul>	June 2008	Environment Partnership Terms of Reference modified	DECC
<ul style="list-style-type: none"> <li>Implementing the Council's Green Travel Plan</li> </ul>	March 2010	Reduce the number of car journeys to work from 90% to 85%	DECC
	March 2012	Reduce the number of single occupant car journeys to work from 90% to 80%	
<ul style="list-style-type: none"> <li>Encouraging and assisting all LEA schools have a Travel Plan by 2010</li> </ul>	March 2010	Percentage of schools with approved school travel plans (target 100%)	DSCL
<ul style="list-style-type: none"> <li>Adopting a corporate strategy for recycling and waste minimisation in council offices.</li> </ul>	2009	Strategy in place by January 2009	DECC
<ul style="list-style-type: none"> <li>Continuing to improve internal energy management, by:</li> </ul>	Ongoing	NI 185 CO2 reduction from Local Authority operations (Baseline to be determined through new NI Handbook)	DECC
<ul style="list-style-type: none"> <li>- Creating Energy Champions in Council buildings and schools</li> </ul>	March 2010	80% of properties with named Champions	DECC
<ul style="list-style-type: none"> <li>- Participating in the Carbon Trust's Carbon Management Programme</li> </ul>	March 2009	Programme completed	DECC

Key actions:	By when:	Performance measure/ National Indicator:	Director/ Lead officer:
<ul style="list-style-type: none"> <li>- Establish Systemlink for all Council properties</li> <li>-</li> </ul>	January 2009	Systemlink (energy management system installed by Jan 2009)	DECC
<ul style="list-style-type: none"> <li>- Implementing invest to save schemes</li> </ul>	Ongoing	100% of schemes implemented by target date	DECC