

Equality Impact Assessment Website Summary
Step 7 – Complete the equality action plan

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Equality Action Plan

Service, function, policy or procedure Parent Partnership Service

Name of Lead Officer (service/business manager) completing the assessment Pip Wise

Job Title Manager, Parent Partnership Service **Ext. No.** 3627

Division/PA Planning, Information and Performance **Date** December 2005

List others involved in the assessment Ros Needham, Kerry Burry, Kath Horsfield and Gill Walker.....

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Problem/barriers identified	Aim/objective	Actions to achieve aim/objective	Resources required	Target date
<p>No gathering of data / monitoring of disability or ethnicity amongst service users.</p>	<p>Clear information regarding Service users and their needs</p> <p>Service information and publicity targeted appropriately and in appropriate format for Service users</p>	<p>Introduce monitoring of disability amongst parents accessing the service</p> <p>Articles aimed at dads, disabled and BME parents in every Service newsletter</p>	<p>2 hours per month admin time</p> <p>Equality Data Monitoring forms</p>	<p>Completed Aug '07</p>

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<p>Limited qualitative feedback from both parents who have and have not accessed the Service.</p>	<p>In depth feedback from parents re their experience, requirements and barriers to accessing the Service</p>	<p>Telephone interview sample of parents using/not using the Service</p>	<p>2x hours per month from Service Manager</p>	<p>Completed April 08</p>
<p>Limited service user involvement in shaping the PPS to their needs</p>	<p>Service users to be involved in shaping the PP Service and in identifying priorities for development</p>	<p>Involving parents in development of PPS through Monitoring Group</p>	<p>3 days per year from Service Manager 9 hours per year admin support</p>	<p>Completed March 06</p>
<p>Service practice of staff not acting as advocated for parents may be detrimental to the active involvement of parents with learning or mental health difficulties.</p>	<p>Development of reasonable adjustments to enable Service practices to be inclusive and accessible to parents with disabilities</p>	<p>Review Service practice in supporting parents who are disabled themselves</p>	<p>1 day from Service Manager, 3 hours from other service staff</p>	<p>Completed August 06</p>
<p>Service staff (paid and voluntary) not reflecting gender, BME, disability mix or community</p>	<p>Service staff more reflective of wider community</p>	<p>Advertising for IPS volunteers and staff amongst BME and disabled parent Groups</p> <p>Develop knowledge/ understanding of cultures amongst PPS staff</p>	<p>NA</p> <p>3 days from Service staff</p>	<p>Ongoing April 08</p>

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Ways to promote equality or good community relations identified	Aim/objective	Actions to achieve aim/objective	Resources required	Target date
Good practice in providing information in range of formats and translated information can be extended	Increase accessibility of information for parents who have additional needs in language or literacy	Incorporate sound into website Written and auditory translations of information available from home page Complete and circulate translations of Service leaflets.	10 days from Referral officer 2 days from webmaster	Completed Aug 07
Need to improve publicity regarding the formats of information available to parents	Increased awareness amongst parents and groups supporting parents of the Service, range of information and formats available	Publicise range of formats and translations available via web, displays and information flyers. Ensure examples available on all displays. Establish links with community groups to increase access e.g. REMA, Sure Start Dad's Group and worker	3 days from service staff	Ongoing April 08
Set out your arrangements for monitoring the policy				

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Equality Action Plan used to inform Jan 2006 Service Development Plan. This is reviewed 3 times per year at Service Development days.

Complete full Equality Impact Assessment in 3 years

**Completed
equality impact assessments**

Key findings

Future actions

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Completed equality impact assessments	Key findings	Future actions
<p>Programme Area: PIP/Parent Partnership Service (PPS)</p> <p>Function or policy name: Parent Partnership Service function as detailed in the Parent Partnership Service Handbook</p> <p>The aim of the function is to empower parents/carers to take an active and informed role in their child's education. Intended outcomes are :</p> <ul style="list-style-type: none"> • Identify barriers to accessing the Service to make it inclusive to all parents • Raise pupil attainment • Staff will think about how they empower parents and pick up new opportunities to empower them • To move away from dependency model <p>Function or policy status: Existing</p> <p>Name of lead officer completing the assessment: Pip Wise</p> <p>Date of assessment: December 2005</p>	<p>Analysis of last census returns shows the number of parents from BME backgrounds accessing the Service are representative of Rotherham's population. Recent changes to the population may challenge this.</p> <p>PPS offered Parent Information Sharing Workshops and training to community groups via Mosque Liaison Group. There are links with staff involved with traveller groups as a way of ensuring PPS information available is accessible to them</p> <p>Information on homophobic bullying is addressed in Parents Information Sharing Workshop on Bullying. Info available and contacts distributed in workshop packs and available through Service website.</p> <p>There are Items in Service Newsletters for carers, links with Carers Group Resource Library information on benefits etc available through Service website</p> <p>No gathering of data / monitoring of disability or ethnicity amongst service users. Data re ethnicity of child available, gender of parent available through monitoring of initial contact.</p> <p>Limited qualitative feedback from parents, Service evaluation provides quantitative data</p>	<p>Introduce monitoring of disability amongst parents accessing the service Achieved</p> <p>Involving parents in development of PPS through Monitoring Group . Achieved</p>

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Completed equality impact assessments	Key findings	Future actions
	<p>and some qualitative data but is restricted to Service users, not those who have not accessed the Service. Data indicates it is predominately women who contact the Service</p> <p>Good practice in providing information in range of formats and translated information can be extended to increase accessibility for parents</p> <p>Service practice of staff not acting as advocates for parents may be detrimental to the active involvement of parents with learning or mental health difficulties.</p> <p>Need to improve publicity regarding the formats of information available to parents</p> <p>Service staff (paid and voluntary) not reflecting gender, BME, disability mix or community</p>	<p>Telephone interview sample of parents using/not using the Service. Achieved</p> <p>Articles aimed at dads, disabled and BME parents in every Service newsletter. Achieved</p> <p>Contact with Sure Start Dad's Group and worker</p> <p>Incorporate sound into website. Achieved</p> <p>Written and auditory translations of information available from home page. Achieved</p> <p>Complete and circulate translations of Service leaflets. Achieved</p> <p>Review Service practice in supporting parents who are disabled themselves. Achieved</p> <p>Publicise range of formats and translations available via web, displays and information flyers. Ensure examples available on all displays. Explore links with REMA. Achieved</p> <p>Advertising for IPS volunteers and staff amongst BME and disabled parent Groups. Ongoing</p> <p>Monitoring will take place through:</p> <ul style="list-style-type: none"> - Equality Action Plan used to inform Jan 2006 Service Development Plan. This is reviewed 3 times per year at Service Development days. - Equality data monitoring

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Completed equality impact assessments	Key findings	Future actions
		- Full Equality Impact Assessment in 3 years