

## Step 7 – Complete the equality action plan

# 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.....

<b>Problem/barriers identified</b>	<b>Aim/objective</b>	<b>Actions to achieve aim/objective</b>	<b>Resources required</b>	<b>Target date</b>
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<p><b>No gathering of data / monitoring of disability or ethnicity amongst service users.</b></p>	<p><b>Clear information regarding Service users and their needs</b></p> <p><b>Service information and publicity targeted appropriately and in appropriate format for for Service users</b></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>Jan 06</p>
<p><b>Limited qualitative feedback from both parents who have and have not accessed the Service.</b></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>Sep 06</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>March 06</p>
<p><b>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.</b></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>May 06</p>

<b>Service staff (paid and voluntary) not reflecting gender, BME, disability mix or community</b>	<b>Service staff more reflective of wider community</b>	Advertising for IPS volunteers and staff amongst BME and disabled parent Groups  Develop knowledge/ understanding of cultures amongst PPS staff	NA  3 days from Service staff	June 06

<b>Ways to promote equality or good community relations identified</b>	<b>Aim/objective</b>	<b>Actions to achieve aim/objective</b>	<b>Resources required</b>	<b>Target date</b>
<b>Good practice in providing information in range of formats and translated information can be extended</b>	<b>Increase accessibility of information for parents who have additional needs in language or literacy</b>	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	Sep 06

<p><b>Need to improve publicity regarding the formats of information available to parents</b></p>	<p>Increased awareness amongst parents and groups supporting parents of the Service, range of information and formats available</p>	<p>Publicise range of formats and translations available via web, displays and information flyers. Ensure examples available on all displays.</p> <p>Establish links with community groups to increase access e.g. REMA, Sure Start Dad's Group and worker</p>	<p>3 days from service staff</p>	<p>Sep 06</p>

**Set out your arrangements for monitoring the policy**

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