

Appendix 1

Luton Borough Council – Corporate Equality Scheme, Disability Equality Action Plan – Outcomes Progress Report as at 21st January 2008

Customer and Corporate Services 1 (CCS1)

Action Undertake a review of procurement and existing contracts to ensure that appropriate action is taken so enabling the Authority to meet its duties					
Expected outcome Procurement and contracts reviewed, actions identified and incorporated into an action plan for inclusion in revised DES					
Month outcome to be completed in or by end of.	Expected Outcome	Responsible Officer	✓ = met X not met	Comments	Is it expected that the action be met, if not already met, and if so when? If not why not?
March 2008	All existing corporate contracts reviewed. Report on progress	Corporate Procurement Manager	✓	Major contracts reviewed	

April 2008	Ongoing review of procurement documentation in conjunction with other authorities and Commission for Racial Equality (CRE – Now Equalities and Human Rights Commission EHRC). Internal corporate documentation is up to date and meets required standards. Easily accessible via Procurement area of inter and intranet 1.4.2008.	Corporate Procurement Manager	✓	Procurement portal live on internet with relevant links to policies etc Also links to Central Buying Consortium review	
May 2008	All new contracts or contract renewals assessed and fit for purpose Report on major	Corporate Procurement Manager	X	As per contract renewal timetable and information	As per contract renewal timetable and information obtained from Departments

	contracts and findings or implications.			obtained from Departments	
December 2008	Adopt recently published RCE documents including specifically the Contract Review Equality Check Sheet. Check Sheet circulated and in use	Corporate Procurement Manager	✓	Regional Centres of Excellence now subsumed into Regional Improvement and Efficiency Partnerships	
February 2009	All departmental contracts are compliant and reviewed on a regular basis Evidence sought from departments on a sample basis	Corporate Procurement Manager	X	Ongoing as part of work programme	Ongoing as part of work programme

Customer and Corporate Services 2 (CCS2)

<p>Action</p> <p>Investigation of the differences in outcomes in the latest recruitment statistics (covering period July- Dec 04 and subsequent statistics) to identify reasons, if any, for differential outcomes for disabled people.</p>					
<p>Expected outcome</p> <p>Report covering July – Dec 04 produced leading to actions to address differential outcomes. Further reporting to inform DES revisions</p>					
Month outcome to be completed in or by end of.	Expected Outcome	Responsible Officer	✓ = met X not met	Comments	Is it expected that the action be met, if not already met, and if so when? If not why not?
March 2008	Process August 2007 Recruitment Survey specifically for responses by disabled people	Head of HR	✓	Completed	Not applicable, action met
	Discuss recruitment process and outcome of	Head of HR	✓	Completed	Not applicable, action met

	survey with d4				
	Discuss recruitment process and outcome of survey with Disability Challenge Champions	Head of HR	X		
April 2008	Discuss recruitment process and outcome of survey with DAAF	Head of HR	✓	Taken to DAAF 5 th June	Not applicable, action met
	Seek discussions with successful applicants if they are now declaring a disability to discuss what has changed. Note: only if insufficient data from survey reports	Head of HR	X	.	Insufficient data to progress
May 2008	Produce action plan	Head of HR	X		

Customer and Corporate Services 3 (CCS3)

Action

Action taken to identify why there are differences between impairment types employed by the Authority leading to actions to achieve an appropriate balance.

Expected outcome (this is a revised outcome, the original outcome did not relate to the action, that will need to be agreed as part of the revised DEAP)

Report on employment of disabled people by the Authority by impairment type identifying any differences (e.g. lower proportion of one type of impairment when compared to figures for the working age population for that impairment), possible reasons for differences and actions to address differences where possible.

Month outcome to be completed in or by end of.	Expected Outcome	Responsible Officer	✓ = met X not met	Comments	Is it expected that the action be met, if not already met, and if so when? If not why not?
July 2008	Research & Development final report	Head of HR	X	Data included in Workforce Statistics report to be considered by DAAF December 2008	
October 2008	Final report to HRF/People Strategy group/Scrutiny	Head of HR	X		Final report to be developed after input from DAAF Re-

	Committee/DAAF				schedule for March 2009
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Chief Executives Department 1 (CE1)

Action: DRC Guidance on Gathering and Analysing Evidence to Inform Action for monitoring service delivery implemented					
Expected outcome: Annual report covering all recommended areas showing comparisons between disabled and non-disabled service users and customers.					
Month outcome to be completed in or by end of.	Expected Outcome	Responsible Officer	✓ = met X not met	Comments	Is it expected that the action be met, if not already met, and if so when? If not why not?
March 2008	Council wide Equality Coordinators group to look at guidance on Gathering and	Head of Equalities	✓	Meeting took place 30 th Jan.	Not applicable, action met

	Analysing Evidence to Inform Action for monitoring service delivery and it's implications.				
June 2008	Report on existing service information and comparisons where available. Identification of gaps in knowledge and action plan to address priorities	Head of Equalities	✓	Report taken to August DAAF meeting. Action Plan due at the October DAAF meeting.	Not applicable, action met
October 2008	Disabled people consulted to identify priorities	Head of Equalities	X		Report on general monitoring information to be taken to DAAF in December 2008. Further work will be then be required to identify priorities.
December 2008	Report to Members/Chief	Head of Equalities	X		Will not be met until early to mid 2009.

	Exec on further action needed and Corporate decision on areas to be acted on.				
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Children and Learning 1 (CL1)

Action

Every Disabled Child Matters Data Project

form group to improve monitoring of disabled children and young people in Luton. Including:
Ensuring consistent use of disability categories and recording on MIS systems, updating of software as required.

Recording and monitoring of SEN and Social Care Transition Plans on MIS systems

Implement long term procedures to ensure data is robust and informs better service planning.

Phase 1 of the project relates to Children & Learning department services, after which Phase 2 will be implemented across all children's services in Luton. (Scoping report available on request)

Expected outcome

To improve monitoring of disabled groups, ensure better knowledge of groups and their needs, ultimately improving service provision, and enabling better planning of future services.

Month outcome to be completed in or by end of.	Expected Outcome	Responsible Officer	✓ = met X not met	Comments	Is it expected that the action be met, if not already met, and if so when? If not why not?
March 2008	Produce monitoring reports on children with	Jo Fisher, Service Manager for	✓	Data collection completed	Not applicable, action met

	disabilities and services they are accessing	children with disabilities		and systems being updated. Monitoring on disabled children to be implemented from April 1 st 08	
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Children & Learning 2 (CL2)

Action Review Being Young In Luton and Tellus2 findings for differential outcomes and identify actions to address inequalities.					
Expected outcome Inform service delivery and improve services for disabled children and young people.					
Month outcome to be completed in or by end of.	Expected Outcome	Responsible Officer	✓ = met X not met	Comments	Is it expected that the action be met, if not already met, and if so when? If not why not?

March 2008	Review Being Young In Luton and Tellus2 findings for differential outcomes and identify actions to address inequalities. Report on disabled responses. Send findings to key partners	Change for Children Commissioning Unit – Steph Cash	✓	Report taken to June 08 DAAF.	Not applicable, action met
July 2008	Collate feedback from key partners. Develop Action Plan with partners to improve service delivery August 2008 onwards.	Change for Children Commissioning Unit – Steph Cash	✓		Actions from BYiL survey incorporated into the 'Services for Disabled Children' multi agency action plan. See action CL7 below.

Children & Learning 3 (CL3)

Action

The Joint 14 – 19 Strategy for Vulnerable Young People in Luton (April 2007 – March 2010), written following the recommendations of Luton's Area wide 14-19 inspection (2006), which stated that 'the Local Authority, the local Learning & Skills Authority, Connexions Service and their partners should agree and implement a joint overarching strategy for provision for vulnerable groups, including young people with learning difficulties and disabilities (LDD)' with a focus on implementing 'effective actions to improve post-16 participation by young people with learning difficulties and other vulnerable young groups'.

Expected outcome

Increased participation of 14-19 year olds with learning difficulties and disabilities.

Month outcome to be completed in or by end of.	Expected Outcome	Responsible Officer	✓ = met X not met	Comments	Is it expected that the action be met, if not already met, and if so when? If not why not?
March 2008	Appoint two Transition Workers to support LDD young people make effective transitions	Anne Futchner, Head of Access Service	✓	Officers in place from July 2008	Not applicable, action met

	from pre to post 16 local provision				
September 2008	Further develop alternative local provision for LDD learners as identified through the Improving Choice Pathfinder.	Anne Futcher, Head of Access Service	✓		LBC has recently heard that it has been successful in its tender to provide a brokerage service for 'Improving Choice' to build packages of provision and support for young people with LDD who would not otherwise be able to remain in Luton to access education and training. We are now drawing up a job description and recruiting to the post of broker, working closely with the LSC and Bedfordshire County Council. In the meantime the post is covered by an existing member of staff to ensure that the service is available to young people who need it

					(January 2009)
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Children & Learning 4 (CL4)

Action					
Publication and implementation of Multi Agency Anti Bullying Strategy					
Expected outcome					
Multi-agency bullying strategy published and distributed to stakeholders and partners					
Month outcome to be completed in or by end of.	Expected Outcome	Responsible Officer	✓ = met X not met	Comments	Is it expected that the action be met, if not already met, and if so when? If not why not?
September 2008	Multi-agency bullying strategy published and distributed to	Anne Fatcher, Head of	✓		The Strategy was approved by Scrutiny and Executive. It was

	stakeholders and partners	Access Service			published and launched during Anti-Bullying Week 17 th –21 st November 2008.
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Children & Learning 5 (CL5)

Action Develop 3 coterminous fully integrated area educational provisions on High School sites for students with social and communication difficulties					
Expected outcome Improved outcomes for pupils with communication and interaction needs. Mainstream teachers increasingly confident in working with young people with communication interaction difficulties. .					
Month outcome to be completed in or by end of.	Expected Outcome	Responsible Officer	✓ = met X not met	Comments	Is it expected that the action be met, if not already met, and if so when? If not why not?
May 2008	Develop 3 coterminous fully integrated area educational provisions on High School sites for students with social and communication difficulties. By May 2008 identify school	Anne Futcher, Head of Access	✓		Not applicable, action met High schools identified - Stopsley opened Sept 07, Lea Manor opening Sept 09, one will be through Building Schools for the Future (2011). Primary schools - five

	and develop Primary provision				schools asked to be considered for the provision, during May in the process of identifying final school to open latest Sept 09
July 2008	Monitor progress of Stopsley provision. Parents and pupils are satisfied with support offered to young people	Anne Futcher, Head of Access	✓		<p>Not applicable, action met.</p> <p>Stopsley provision established since September 2007. Teacher in post and from September 2008 4 teaching assistants. The provision will have 8 young people attending from September 2008. 3 in year 7; 1 in year 8; 2 in year 9; 2 in year 11.</p> <p>Annual reviews of pupils provided positive feedback from pupils and</p>

					their parents.
October 2008	Consultation with high schools in North and Central area and west and central area. 2 further SCD provisions open in Luton high schools	Anne Futcher, Head of Access	✓		Lea Manor High School in the North area has been identified as the school for the 2 nd SCD provision. Building plans are underway along with planning with school for opening in September 2009.
January 2009	Establish Primary provision	Anne Futcher, Head of Access	✓		Wigmore Primary School has been identified as the site of the primary provision for September 2009. Funding has been identified for the new building and planning the development with school is taking place.

Children & Learning 6 (CL6)

Action Close current Key Stage 1 and 2 provision at Beechwood Primary School (BILD) and develop two new integrated provisions.					
Expected outcome New intergrated provision to replace BILD					
Month outcome to be completed in or by end of.	Expected Outcome	Responsible Officer	✓ = met X not met	Comments	Is it expected that the action be met, if not already met, and if so when? If not why not?
December 2007	Close current Key Stage 1 and 2 provision at Beechwood Primary School (BILD) and develop two new integrated provisions.	Anne Futcher, Head of Access Service	✓		Action met, Beechwood provision closed

Children and Learning 7 (CL7)

Action

New National Indicator 'Services for Disabled Children'

The Aiming High for Disabled Children report (DCSF & HM Treasury May 07) made a commitment to introduce an indicator on the provision of services for disabled children as part of the comprehensive spending review, which is now in place.

The indicator will be based on the results of a survey of parents and guardians of disabled children (aged 0-19, using DDA definition) with regards to the extent to which services for disabled children are delivered with:

- Good provision of information
- Transparency in how the available levels of support are determined
- Participation of disabled children and their families in service planning, commission and delivery
- Integrated assessment provided by different services in a coherent, coordinated way
- A clear and published complaints procedure allowing feedback on services

In Luton, proposals have been made to include this indicator as part of the 35 statutory targets in the Local Area Agreement as well as local monitoring

Expected outcome

Improved local data on disabled children population and improved services for disabled children.

Month outcome to be	Expected Outcome	Responsible Officer	✓ = met X not met	Comments	Is it expected that the action be met, if not already met, and if so
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completed in or by end of.					when? If not why not?
December 2009	Annual local level robust survey of Parents/guardians of disabled children (0- 19, DDA definition) results analysed.	Carole Brooks, Performance Review Manager			<p>Consultation around the final definition for this indicator has now closed (deadline for responses to 'Communities & Local Government' was 31st Oct). Final definition will be available in March 2009.</p> <p>The Multi agency action plan around indicator was drawn up at the beginning of the year and being reviewed by a multi-agency disability group on 23rd Sept. It now includes actions to improve services based on consultation with young people with disabilities from the</p>

					Being Young in Luton survey results
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Environment & Regeneration 1 (ER1)

Action: Full consideration and consultation on the position and availability of disabled parking in all parts of the Borough (not just the Town Centre) and how that supports or hinders take up of activities by disabled people. Activities to be interpreted in its widest sense.					
Expected outcome: Report and action plan to deal with issues (if any) produced.					
Month outcome to be completed in or by end of.	Expected Outcome	Responsible Officer	✓ = met X not met	Comments	Is it expected that the action be met, if not already met, and if so when? If not why not?
June 2008	Report to DAAF detailing the outcome of the Authority's consultation exercise on the position and	Engineering Services Manager	✓		Action Met

	availability of disabled parking throughout the town and an action plan				
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Environment & Regeneration 2 (ER2)

Action: Investigation into the appropriateness and flexibility of the transport provided (whether direct or via contract) to and for disabled people.					
Expected outcome: Report and action plan to deal with issues (if any) produced.					
Month outcome to be completed in or by end of.	Expected Outcome	Responsible Officer	✓ = met X not met	Comments	Is it expected that the action be met, if not already met, and if so when? If not why not?
June 2008	Investigation into the appropriateness and flexibility of the transport provided (whether direct or via contract) to and	Passenger Transport Unit Manager	X		An action plan to meet the action has been produced and a report will be presented to DAAF in February 09.

	for disabled people report produced.				
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Environment & Regeneration 3 (ER3)

Action: A group of officers, disabled people and relevant organisations formed to examine Disability Rights Commission Guidance for planning, buildings, streets and disability equality. This group to produce a report and recommendations for further action to be included in the DES in December 2007.					
Expected outcome: Report and agreed action plan included in the review of the first year of the DES.					
Month outcome to be complete d in or by end of.	Expected Outcome	Responsible Officer	✓ = met X not met	Comments	Is it expected that the action be met, if not already met, and if so when? If not why not?
June 2008	Training provider contacted to produce a training plan and liaise with E&R Training Co-ordinator to obtain dates, costs, etc.	Equalities Support Officer	✓	Training resources of £1500 plus travel and expenses for one day's training	

				identified. Dates of training being finalized.	
June 2008	Report to DMT to identify and agree funding/resources for training and how much time each officer will need to allocate to schemes and projects once they have been trained.	Equalities Support Officer	✓	Reported to DMT in June 2008. Funding has been agreed and dates to be identified for training to be undertaken	Action met. 10 officers received training on 9 December from external trainers, Centre for Accessible Environments

Environment & Regeneration 4 (ER4)

Action: Research into the number of working age disabled people in the Borough undertaken.					
Expected outcome: An approximate figure produced (and reviewed) leading to appropriate targets in future DES.					
Month outcome to be completed in or by end of.	Expected Outcome	Responsible Officer	✓ = met X not met	Comments	Is it expected that the action be met, if not already met, and if so when? If not why not?
Feb 008	Production of report. Report taken to DAAF	Paul Barton	✓		Action met. Report taken to DAAF in October 2008

Housing and Community Living 1

Action: Group of Officers, disabled people and relevant organisations formed to examine Disability Rights Commission Guidance [Housing]. This group to produce a report and recommendations for further action to be included in the revised DES Action Plan for DAAF February 2008 and continuing life time of the present DES (2009)					
Expected outcome: Report and agreed action plan					
Month outcome to be completed in or by end of.	Expected Outcome	Responsible Officer	✓ = met X not met	Comments	Is it expected that the action be met, if not already met, and if so when? If not why not?
April 2008	Group formed, information and work plan agreed, action plan set out and agreed by Disability and Access Forum	Trevor Morrow/ Michael McMahon/Seona Gordon/Sandra Legate	X	Group met 24 th April. Plans not yet brought to DAAF.	Terms of Reference agreed group is an ongoing element of consultation and engagement process

	Undertake Equality Impact Assessment on the Housing Assistance Policy. EIA finalised and taken to forums including DAAF	Dave Stevenson/ Sandra Legate/Michelle Marvin	X	Brought to DAAF June 2008 and Department asked to undertake further work and resubmit to DAAF before DAAF agreement.	
June 2008	Group to present update report to DAAF for agreement	Chair of Group/ Sandra Legate	X		2 nd and final information taken to DAAF in June 08
	A study undertaken within the Housing Sub Region to look at monitoring to be cohesive across the sub regional borders, in regard to disability and ethnicity. Report written and taken to	Sarah Rowe	X		This will not happen, as Region have only agreed to undertake ethnicity regionally

	DAAF.				
August 2008	Report agreed by DAAF	Chair of Group/Sandra Legate	X		As above
	Consultation with users will be undertaken on the future of special needs housing. Strategy written and reported to DAAF.	Mike McMahon/ Alan Thompson/ Bernie Middlehurst	X		

Housing and Community Living 2

Action:

Analyse independent living needs and experiences of disabled people in the Borough. This to include take up of Direct Payments, access to Advocacy Services, access to employment, education, family life, appropriateness and effectiveness of transport provided by the Council etc (as per DRC guidance).To be linked to ongoing work on the performance on Social Care and Performance Management

Expected outcome:

Report on independent living needs and the effectiveness of current policies and practices in supporting disabled people to live independent lives, obtained including the satisfaction levels and current and likely future needs of those who do live independently, the identification of those who would like to live independently but aren't and the actions needed to enable that to happen.

Month outcome to be completed in or by end of.	Expected Outcome	Responsible Officer	✓ = met X not met	Comments	Is it expected that the action be met, if not already met, and if so when? If not why not?
March 2008	Commissioning Strategy for Adult Social Care services	Service Manager/s	✓	DAAF August for Consultation	

	taken to DAAF for comment				
	To undertake 2 EIA's earlier than predicted in regard to Disability services to ensure that by end 2009 all EIA's have been undertaken, and will be in line with aims stated in the Disability Equality Scheme. These will specifically look at employment issues	Wendy Toomey/ Sandra Legate	✓	EIAs on Vocational Training Unit and d4 submitted to DAAF in June 2008.	Action met
April 2008	Analysis of information re independent living needs gathered and taken to DAAF	Seona Gordon/ Service Manager/s	X		Final Commissioning Strategy to be brought to DAAF in Feb. 2009
	Performance Report on Direct Payments. Report taken to DAAF for comment.	Service Manager	✓		Action met

June 2008	Strategy for increased diversity of day care opportunities. Initial report completed. DAAF updated on progress.	Seona Gordon/ Service Manager/s	X	This action is contained in the Adult Social Care Commissioning Strategies	Final Commissioning Strategy to be brought to DAAF in Feb. 2009
December 2008	Report on needs of disabled people to enjoy family life and how Housing and Community living can support that including; Arts/Museums/Libraries/Sport/ Community Centre's - to include any future actions where required	Head of Culture Trust/Trust Managers	x	These organisations have now transferred into a Charitable Trust. However, we will be monitoring how services are provided through the commissioning process and should be able to bring an overview report	

				to DAAF early in the new Year.	
October 2009	Review all existing service information for people with disabilities	Andy Bianchi Communications Manager Housing and Community Living			Report to DAAF – April 09

Housing and Community Living 3

Action: Analysis of the current and future Luton needs for social care services, to include whether these are different to the groups nationally identified as in need and what action is needed to meet local needs.

Expected outcome:. Report on the current and future social care needs based on involvement of disabled people; carers; organisations of and for disabled people and action plans to meet needs.

Month outcome to be completed in or by end of.	Expected Outcome	Responsible Officer	✓ = met X not met	Comments	Is it expected that the action be met, if not already met, and if so when? If not why not?
June 2008	Analysis of the current and future Luton needs for social care services, to include whether these are different to the groups nationally identified as	Wendy Toomey	X		Final Commissioning Strategy to be brought to DAAF in Feb. 2009.

	in need and what action is needed to meet local needs. Report written and taken to DAAF.				
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Housing and Community Living 4

Action: Monitoring and Performance					
Expected outcome: Housing and Community Living ensures the proactive use of monitoring to ensure accessibility of services to all within the community of Luton.					
Month outcome to be completed in or by end of.	Expected Outcome	Responsible Officer	✓ = met X not met	Comments	Is it expected that the action be met, if not already met, and if so when? If not why not?
April 2008	To set up a group of people who use Housing and Community Living	Heads of Service/Sandra Legate	Partially met	In Planning Stage for Adult Social Care/begun	The group have been written to, requesting attendance at a

	services to assist in the monitoring and outcomes. To assist in the on going commissioning of services and service provision.			for Housing	meeting on 2 nd December 2008 a.m. and also invited to attend the overall housing event in the p.m. of the 2 nd December.
September 2008	Complaints and Representation to be monitored to see types of representation made to LBC by people with disabilities. Complaints manager to visit LBC services to ensure people are aware of the right to complaint and how to complain.	Kam Bhangal/ Sandra Legate	✓		Report taken to December 2008 DAAF meeting.

	Reports taken on 6 monthly basis to DAAF including any action plans; 3 visits per year by Complaints Manage				
	Monitor the take up of sign language interpreting service, how it used and why. Report to DAAF	Service Manager for Services for people with disabilities	X		Report to DAAF April 2009
December 2008	Monitoring the usage of services by people with disabilities within Housing and Community Living first progress report to go to DAAF. Reports taken on 6 monthly basis to all forums including	Maria Silver/ Sandra Legate	X		

	any action plans				
March 2009	Monitor the usage of services by people with disabilities within Housing and Community Living and to break this down further by race, age, gender, sexuality faith and religion. To look to see if there are any explicit disadvantages within service provision, and if so to take further action.	Maria Silver/Sandra Legate			
	Complaints and Representation to be monitored to see types of representation	Kam Bhangal/Sandra Legate			Update report to DAAF April 2009

	made to LBC by people with disabilities. Complaints manager to visit LBC services to ensure people are aware of the right to complaint and how to complain.				
	Monitor the take up of sign language interpreting service, how it used and why	Service Manager for Services for people with disabilities			Report to April DAAF meeting