

**EQUALITY IMPACT ASSESSMENT ACTION PLAN**

Form I.A.5

**Consultation arrangements (Citizens' Panel, LYTE, Luton Senior People's Forum,  
Area Committees)****March 2004****Department: CE**

<b>Action point</b>	<b>Officer Responsible</b>	<b>Date for completion</b>	<b>Evidence of Action</b>	<b>Outcome</b>
Where appropriate collect equalities monitoring data in respect of LYTE, LSPF and A/Cs	Nicola Reeve, Gary Roberts, Aysha Ali	March 2005	Data collected	Better understanding of participants needs, and gaps in provision / coverage
Undertake annual evaluation of groups / mechanisms	Nicola Reeve, Gary Roberts, Aysha Ali	March 2005	Evaluation undertaken (including satisfaction survey)	Continuous improvement of groups / mechanisms in terms of capacity, increased membership etc
Carry out risk assessments for LSPF, area committees and other relevant public meetings	Nicola Reeve Gary Roberts John Harper	From June 2004	Risk assessment carried out on groups / venues, and appropriate paperwork completed and retained	Take actions to reduce risks where applicable.
Improve access to consultation events and public meetings	Nicola Reeve Gary Roberts Aysha Ali John Harper	From July 2004	Steps undertaken to make the Town Hall more accessible – e.g. induction loops installed in committee room and council chamber, allow drop off point for	Increased public attendance and participation.

			<p>disabled / elderly participants on Town Hall forecourt, disabled toilets / lifts to be improved.</p> <p>Purchase portal induction loop system / amplification equipment for community based meetings.</p> <p>Ensure materials are available in a range of formats. Use alternative venues – publicise if venues are not accessible.</p>	
<p>Improve publicity about council consultation activities / local democracy and undertake targeted publicity to attract certain groups (e.g. young people BMEs)</p>	<p>Nicola Reeve Aysha Ali Gary Roberts</p>	<p>March 2005</p>	<p>More and better publicity distributed in public places and particular venues across Luton – ie produce consultation leaflet in appropriate formats</p> <p>Use of ICT to connect with the community e.g. experiment with texting for LYTE, undertake more on-line consultations, LYTE to produce a video to be used in conjunction with schools</p>	<p>New people and groups participating in council consultation activities through a variety of channels.</p>
<p>Also see Action Plan for Corporate Consultation Strategy, CCL Advice.</p>				