

ASSEMBLY PARLIAMENTARY SERVICE: RACE EQUALITY ACTION PLAN 2005-2008

1. Background

The Assembly Parliamentary Service (APS) exists to serve the Members of the National Assembly for Wales and ensure its successful functioning as a democratic elected body. It operates without regard to the political affiliations of individual Members under the direction of the House Committee and the guidance of the Presiding Officer.

The Assembly Parliamentary Service is committed to achieving the actions in the Assembly's Race Equality Scheme which are relevant to its functions and staff. This Action Plan should be read in conjunction with the Scheme which can be found here www.wales.gov.uk/themes/raceequality/index.htm

The APS has six functions. This plan sets out the specific actions that APS will undertake to promote race equality in each of its functions.

In August 2004, the APS assessed the relevance of all of its functions to the general duty of the Race Relations (Amendment) Act 2000. Each function was then classified using the system contained in Appendix D of the Race Equality Scheme. The full set of classifications is contained in Appendix B of the Assembly Race Equality Scheme. Below is a summary of the ratings for APS.

Function:	Classification:
Strategic Management	High
Formal Proceedings Support	Medium
Information and Advice	Medium
Facilities and Services	Medium
Public Information and Education	Medium
Human Resources	High

Timetable for further action

As part of the assessment process, the APS has identified further action that it needs to take to promote race equality. These specific actions are set out on pages 3-21.

Accountability

The Clerk to the Assembly is accountable for the implementation of this Action Plan which has been endorsed by the House Committee. A range of teams and individual staff within the APS are responsible for implementation of specific actions.

Reporting Progress, Monitoring and Reviewing the Action Plan

An APS Race Equality Steering Group (chaired by the Clerk) is to be set up to monitor and review the implementation of the Action Plan. The Group will meet every six months.

The APS Race Equality Champion will be responsible for monitoring the Race Equality Action Plan on a "day-to-day basis" and reporting progress to the Steering Group.

The Steering Group will update the House Committee annually on the implementation of the Plan.

Objectives

The objectives of the Plan are to:

provide and promote good quality services for all ethnic groups;

increase awareness of the Assembly among minority ethnic people;

foster the promotion of race equality in the work of the National Assembly; and

ensure full compliance with:

section 48 (The Assembly shall make appropriate arrangements with a view to securing that its business is conducted with due regard to the principle that there should be equality of opportunity for all people); and

section 120 (The Assembly shall make appropriate arrangements with a view to securing that its functions are exercised with due regard to the principle that there should be equality of opportunity for all people)

of the Government of Wales Act 1998.

Function: Strategic Management	Classification: High
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Objectives:

- to ensure implementation of the APS Action Plan as a whole;
- to demonstrate clear leadership and ownership of the Plan by the Clerk and the APS Senior Management Team (SMT);
- to give due consideration to minority ethnic issues in senior management team meetings;
- to give due consideration to minority ethnic issues in planning and reporting Assembly activities; and
- to encourage consideration of the needs of minority ethnic people in all relevant Assembly activities.

Actions	Date	Lead	Performance Measures
<p>Set up an APS Race Equality Steering Group (chaired by the Clerk) to monitor and review the implementation of the Action Plan. The Group will meet every six months and submit a report to SMT.</p>	<p>To be established by May 2005</p>	<p>Clerk</p>	<p>The APS Race Equality Steering Group met for the first time in October 2005. The terms of reference for the group have been extended so that the APS Equality Steering Group will:</p> <p>1) Monitor and evaluate progress in the implementation of:</p> <ul style="list-style-type: none"> • The APS Race Equality Action Plan; • The APS section of the Annual Equality Report; • All other APS statutory equality plans and reports; • The recommendations in the Report on Mainstreaming Equality Policy as agreed by the Committee on Equality of Opportunity. <p>2) Act as a catalyst and discussion forum for equal opportunities issues in APS.</p> <p>3) Providing regular reports and updates on</p>

			<p>future legislation and best practice in relation to Equality of Opportunity to SMT.</p> <p>The group will meet once a term and has already met twice since October 2005.</p> <p>The group has addressed a range of issues including the disjointed and overly process focused nature of current reporting on the promotion of race equality and equality in general. As a result, work is now being taken forward to streamline current processes with annual divisional planning and to focus more on equality outcomes.</p>
<p>Appoint an APS Race Equality Champion to be responsible for monitoring the Race Equality Action Plan on a "day-to-day basis" and reporting progress to the Steering Group.</p>	<p>To be appointed by May 2005</p>	<p>Clerk to appoint</p>	<p>Denise Rogers has been appointed as APS equality champion. She will be working full time on an equality capacity building project between November 2005 and November 2006. She is a Member of the Equality Steering Group and reports to the Clerk and to SMT at regular intervals.</p>
<p>Ensure that race equality is a quarterly standing item on SMT agendas</p>	<p>From May 2005</p>	<p>Clerk</p>	<p>Equality issues are a standing item on every SMT agenda. Several presentations have been made to SMT by members of the APS Equality Steering Group including a summary of the key issues raised by Members and standing invitees (one of whom is the Director of the CRE in Wales) during the meeting of the Equality of Opportunity Committee on 24 November 2005, which included a review of the Assembly's race equality scheme and annual equality report.</p>

<p>Ensure that information about progress with the Race Equality Action Plan is reported to the House Committee and included in relevant House Committee and APS reports</p>	<p>From May 2005</p>	<p>Clerk</p>	<p>The Draft APS Race Equality Scheme Action Plan was considered by House Committee on 21 April 2005. The House Committee commitment to the Plan was recorded in their annual report for 2004-05.</p> <p>The next House Committee report for 2005-06 will be prepared in April 2006.</p> <p>APS equality champion to review the scope for keeping the Committee informed on a more regular basis in 2006-07.</p> <p>The Clerk produced an annual report of arrangements to promote equality of opportunity in the financial year 2004-05 which was presented at the Equality of Opportunity Committee on 24 November 2005. This incorporated race equality elements.</p>
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<p>Function: Formal Proceedings Support</p>	<p>Classification: Medium</p>
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Objectives:

- greater awareness of minority ethnic issues amongst Members; and
- improved scrutiny of Assembly Departmental Race Equality Plans

<p>Actions</p>	<p>Date</p>	<p>Lead</p>	<p>Performance Measures</p>
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<p>The Equality of Opportunity Committee Clerk will draw up a checklist, in consultation with Equality of Opportunity Committee standing invitees, for committees to use to assess their handling of equality issues (in line with recommendation 27 of Equality of Opportunity Committee report on Mainstreaming Equality)</p>	<p>By April 2005</p>	<p>Clerk to the Equality of Opportunity Committee</p>	<p>Prior to the production of the checklist, a seminar was held on 10 Feb 2005 with Clerks and Equality of Opportunity Committee standing invitees (including the CRE) to identify ways of assisting Committee Chairs to mainstream equality considerations into Forward Work Programmes and Agendas. A checklist was produced and distributed to Committee Clerks and Chairs on 11 July 2005, after consultation with Standing Invitees (including the Commission for Racial Equality). The checklist draws attention to the requirements of the Race Equality Scheme.</p>
			<p>The checklist was produced as agreed and disseminated. The APS Equality Development Officer and Head of MRCS have identified the need to focus on implementation and evaluation in 2006-07. This is an area that the Equality Development Officer will focus on in particular during the first half of 2006-07.</p>

<p>Committee Clerks will use this checklist, in their discussions with Chairs on Forward Work Programmes and Agendas, to draw attention to the requirements of the Race Equality Scheme.</p>	<p>From April 2005</p>	<p>Clerks to Subject Committees</p>	<p>All Committee Strategic Forward Work Programmes were forwarded to the Equality of Opportunity secretariat and the issue was discussed during the Equality of Opportunity Committee meeting on 22 September 2005.</p>
<p>Committee Service will ensure that Subject Committees submit their strategic forward work programmes to the Equality of Opportunity Committee to assess whether they pay due regard to equality issues including race equality (in line with recommendation 26 of the Mainstreaming Equality report)</p>	<p>November 2005 and on-going annually</p>	<p>Clerks to Subject Committees and Equality of Opportunity Committee Clerk</p>	<p>Whilst Equality of Opportunity Committee standing invitees welcomed the agenda item and accompanying report, they expressed concerns that it was difficult to assess any equality outcomes. The attention to equality issues was variable across Committees. The Director of the CRE expressed a particular concern about a lack of mechanisms to ensure that the WAG's RES is scrutinised.</p> <p>In taking this into consideration, the APS Equality Steering Group has discussed ways in which Committee Members might be further supported in their scrutiny function. All Committee Clerks have been offered support from the Equality Development Officer to help them support equality scrutiny within Committees. So far, 1 equality focused meeting has been held (LGPS), 1</p>

			is planned for April (EPC), and 2 Committees have made plans to increase the extent to which equality is considered in future (CWLS and ELL). This work will continue and be evaluated in 2006-07.
In discussions with Members on committee business, Committee Clerks will draw attention to the requirements of the Race Equality Scheme as appropriate	Ongoing - to be reviewed on an annual basis.	Clerks of Subject committees	Since not all WAG papers address the requirements of the RES, action will focus on implementation and evaluation in the first part of 2006-07
Relevant race equality bodies will be included on a generic list of organisations to be consulted by Clerking teams for every policy review. The list will be reviewed annually with the Equality of Opportunity Committee Standing Invitees. Other relevant race equality bodies will also be included on the list of organisations to be consulted by Clerking teams for specific policy reviews.	April 2005 and annually thereafter	Equality of Opportunity Committee Clerk	Full list of consultees agreed by the Equality of Opportunity Committee during the Summer term 2005 and forwarded to Committee Service teams. A comprehensive single database has been developed jointly in the Committee Service. This will be evaluated in 2006-07.
The Members' Research Service will ensure that minority ethnic representative bodies and communities are specifically targeted when gathering evidence to underpin committee policy reviews. The good practice guidance for policy reviews will be amended accordingly.	April 2005	Equality of Opportunity Committee Clerk and MRS Team Leader for Social Justice	New guidance issued to Committee Clerks. Committee Clerks to submit 6 monthly reports for Head of Division.

<p>Committee Service will ensure that minority ethnic representative bodies and communities are specifically targeted when formulating agendas, venues and speakers for regional committee meetings. Guidance for regional committees (section 4.4) will be amended accordingly as part of the review of the Handbook of Committee Procedure.</p>	<p>August 2005</p>	<p>MRCS Central Co-ordination Unit. Regional Committee Clerks.</p>	<p>The APS Equality Development Officer will work with Clerks to evaluate the guide in relation to this point and to identify and put into practice ways of achieving this objective in 2006-07.</p>
<p>Committee Service will provide the secretariat to the Equality of Opportunity Committee and, in so doing, ensure that it is provided with the support it requires to fulfil its role of monitoring implementation of the Race Equality Scheme</p>	<p>Ongoing.</p>	<p>Head of MRCS</p>	<p>Clerking team will work with the lead MRS researcher and Equality Development Officer to explore ways of streamlining and making more effective, arrangements for the Equality of Opportunity Committee to scrutinise the Assembly's statutory equality reports</p>

<p>Function: Information and Advice</p>	<p>Classification: Medium</p>
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Objective: Greater awareness of minority ethnic issues amongst Assembly Members

<p>Actions</p>	<p>Date</p>	<p>Lead</p>	<p>Performance Measures</p>
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<p>The Members' Research Service will provide briefing to the Equality of Opportunity Committee to enable it to fulfil its role of monitoring implementation of the Race Equality Scheme by Ministers and other Committees. General guidance already provided to Members and specific briefing to be provided as appropriate for agenda items.</p>	<p>April 2005 and ongoing thereafter.</p>	<p>Equality of Opportunity Committee Clerk and Team Leader - Equality.</p>	<p>Briefing is provided to the Equality of Opportunity Committee for this purpose and has been offered to all subject Committees. Briefings include background information and suggested questions.</p> <p>The number of equality specific briefings produced for subject Committees is beginning to increase, as is the inclusion of equality focused suggested questions into non-specific briefings. The equality development officer, MRS researchers, Clerking teams and Members will evaluate the impact of this in 2005-06.</p>
<p>The Members' Research Service will invite the Chair of the Equality of Opportunity Committee to attend the Panel of Chairs at least once each year to discuss the handling of equality issues by subject committees.</p>	<p>By September 2005 and annually thereafter.</p>	<p>Head of MRCS</p>	<p>The Chair of the Equality of Opportunity Committee attends PoC as an "Observer". Equality of Opportunity has been included as an agenda item at Panel on a termly basis. On 29 November 2005, the Panel agreed to the suggestion of the Chair of the Equality of Opportunity Committee that subject Committees should each look at the relevant sections of WAG equality reports to ensure better scrutiny.</p>

			<p>Most Committees have discussed the WAG 6th Equality Report or made plans as to how they will undertake scrutiny in the future. The impact of this will be evaluated during 2006-07 so that the EOC Committee can consider developments and areas which still need further work when they next consider the Assembly's 7th Annual Equality Report and RES for 2005-06 in the Autumn 2006.</p>
<p>The Members' Research Service will, as part of its internal quality assurance process, assess the written briefing that it provides to individual Members and Committees for balance and appropriate consideration of equality issues.</p>	<p>Ongoing</p>	<p>Head of MRS</p>	<p>The MRS quality assessment tool which is used to check MRS outputs, includes questions which focus on the degree to which written outputs address issues of equality and discrimination.</p> <p>The number of equality specific briefings produced for subject Committees is beginning to increase, as is the inclusion of equality focused suggested questions into non-specific briefings. The impact of this will be evaluated in 2005-06 by the equality development officer, MRS researchers, Clerking teams and Members.</p>

The Members' Research Service will ensure that one of its programme of awareness sessions for Members and their staff, is targeted at the implications of the Race Equality Scheme.	By April 2005.	Head of MRCS	Difficulties around session attendance has slowed down the programme. A RES session has not been held. Work has been undertaken by a group to better establish the needs of Members and Staff. A RES session will be held in 2006-07.
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Function: Facilities and Services	Classification: Medium
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Objectives:

- greater awareness of minority ethnic issues;
- provide a welcoming environment for visitors from minority ethnic communities;
- increase awareness of the work of the Assembly amongst minority ethnic groups;
- encourage all ethnic groups to participate in the work of the Assembly;
- encourage participation in the electoral system by all ethnic groups.

Actions	Date	Lead	Performance Measures
Research contacts and readership of ethnic minority publications in Wales.	By March 2006.	Head of Media Relations	Having obtained a current media directory, work will continue through 2006 and a database produced by December 2006.

In consultation with the Communications Directorate, build a database of national press/media aimed at minority ethnic groups in order to target with appropriate press releases.	By March 2006	Head of Media Relations	As above
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Function: Public information and Education	Classification: Medium
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Objectives:

- to promote good race relations;
- increase knowledge, participation and interest in the work of the National Assembly for Wales amongst people from minority ethnic communities;
- improve and increase voter participation among people from minority ethnic communities;
- improve the services provided to the public and increase awareness of those services to people from minority ethnic communities;
- work in partnership with community members from minority ethnic groups to increase participation, knowledge and interest in the work of the National Assembly for Wales; and
- improve interest in the work of the Assembly via live broadcasting amongst people from minority ethnic communities.

Actions	Date	Lead	Performance Measures
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<p>Carry out an equality and social inclusion review of the Exhibition and Visitor Centres to ascertain if the diverse culture of Wales is fully represented.</p>	<p>By March 2006</p>	<p>Marketing Manager</p>	<p>The Marketing Manager in consultation with the Access Co-ordinator carried out an equality and social inclusion review of the exhibition and Visitor Centres.</p> <p>Exhibition Panels are changed in line with alteration to the Ministerial Portfolios and changes to Assembly services and political landscape.</p> <p>The panels will take note of recommendations made by the Access Co-ordinator to ensure that the cultural diversity of Wales is represented as far as possible.</p> <p>A full review will be included in an over-arching equality report to the Head of Division.</p>
<p>Prepare tender documents for the refurbishment of the Assembly Exhibition centre to ensure that all exhibition panels are inclusive of all main ethnic groups in Wales.</p>	<p>By July 2007</p>	<p>Marketing Manager, in consultation with Purchasing Unit</p>	<p>Exhibition panels are changed in line with alteration to the Ministerial Portfolios and changes to Assembly services and political landscape.</p> <p>The panels will take note of recommendations made by the Access Co-ordinator to ensure that the cultural diversity of Wales is represented as far as possible. Subject to a decision to proceed, a tender exercise will be conducted.</p>

<p>Ensure that Assembly publications and information provided by the service have due regard for equality of opportunity for people from minority ethnic communities.</p>	<p>February 2006 (and annually thereafter)</p>	<p>Marketing Manager</p>	<p>Each publication is amended as required and images and language is scrutinised to ensure social inclusion.</p> <p>In addition, 'Your Guide to the Assembly' is currently produced in eighteen languages and is available on the Internet.</p>
<p>Monitor the distribution of publications and web-site take up of leaflets in minority ethnic languages.</p>	<p>Publish report by March 2006. Statistics will be collated quarterly.</p>	<p>Marketing Manager</p>	<p>The statistics for downloads of leaflets in minority ethnic languages are available but has proven to be problematic. It has not been possible to collate accurate figures to date but a solution is being sought from the IT provider.</p>
<p>Provide, in partnership with Human Resources branch, specific training for all new and existing front-line staff on the duties and responsibilities contained within the Race Relations Act. In addition, cultural, race and religious awareness training will be delivered.</p>	<p>Some front-line staff will have received this training by August 2005. An annual evaluation report will be presented to Head of Division by March 2006.</p>	<p>Access Co-ordinator</p>	<p>Access and Equality Training has been devised and is being delivered by the Access Co-ordinator in partnership with Human Resources.</p> <p>The training includes all aspects of equality including cultural, race and religious awareness issues.</p> <p>The training has been independently evaluated. Continuous evaluation at each session has been very positive. The training is mandatory for all new staff as part of the induction programme.</p>

			Existing staff are encouraged to attend. The take up has been very high and will continue to be rolled out during 2006-07.
Obtain customer feedback from under- represented groups on the front line services provided by APS.	By December 2005	Access Co-ordinator	Efforts are made to obtain customer feedback and the Access co-ordinator has attended events, hosted in the Assembly and external events that are organised by under-represented groups. There have been no complaints or negative feedback received from under-represented groups and positive verbal feedback on the services the Assembly is directly responsible for have been good.
Conduct or commission a feasibility study for an audio tour facility at the visitor and exhibition centres which would promote inclusivity and which would provide equal access for all. This would include an audio tour in minority languages used within Wales in addition to Welsh and English.	By October 2006	Access Co-ordinator	A feasibility study for an audio tour has been conducted and a list of suppliers and possible solutions are now being sought.
Identify schools and colleges in Wales with high numbers of minority ethnic pupils.	By July 2005	Education Service Manager, in consultation with the Department for Training and Education,	The education team have identified and compiled a database of schools that have not visited the Assembly. Schools with a high minority ethnic mix have been identified.

<p>Promote the education visits programme to schools/ colleges that have currently not visited the Assembly and that have a high number of minority ethnic pupils as identified from the research above.</p>	<p>By March 2007</p>	<p>Education Team Manager</p>	<p>The education team has increased their weekly visits capacity in Cardiff. This means there are even more opportunities for schools to visit. Schools in areas that contain a higher proportion of the population from minority ethnic backgrounds will receive an additional courtesy call to reinforce the information leaflet to aid these schools to book early.</p>
<p>Review all education visit-booking forms to ensure that cultural and religious requirements of visiting schools are considered as part of the planning process.</p>	<p>By March 2006</p>	<p>Education Service Manager</p>	<p>Schools and colleges provide information on cultural or religious requirements during visits to the Assembly.</p> <p>To date no schools have made any special requirements on the booking forms. This will be monitored.</p>
<p>Identify and contact minority ethnic groups in Wales inviting them to have guided tours of the Assembly.</p>	<p>By March 2006 and annually thereafter</p>	<p>Visits Team Manager</p>	<p>Letters were sent inviting groups to visit the Assembly in June 2005. The take up has been limited but there has been a small increase.</p>
<p>Develop and maintain a data base of minority ethnic community groups and contacts within Wales in order to further promote the work of the Assembly.</p>	<p>By December 2005 and annually thereafter.</p>	<p>Visits Team Manager</p>	<p>Database of contacts established and maintained. This is reviewed on a quarterly basis and letters of invitation inviting groups to visit are sent out annually.</p>

<p>Consult key minority ethnic stakeholders about the opening ceremony for the new Assembly Chamber to identify opportunities for promoting good race relations within the day's events.</p>	<p>By March 2006</p>	<p>Manager of the Overseas and External Liaison Unit</p>	<p>The nature of the event did not afford opportunities for formal consultation to identify opportunities. However, diversity within Wales and within the local community was a factor that was actively considered in the planning process and reflected in the final guest list, and the communications strategy. The planning process of the event did provide opportunities to develop consultation with representatives of the Wales-Somali community.</p>
<p>Provide an annual report to the Head of Division of the overall service provided by the Public Information and Education Branch with specific emphasis on equality and social inclusion.</p>	<p>By April 2006 and annually thereafter</p>	<p>Access Co-ordinator</p>	<p>A full review of equality issues and service provision is being prepared and will be presented to the Head of Division by the end of April 2006.</p>
<p>Consider providing a direct link from the homepage to a new page, as part of the internet/intranet review project, which will bring together all available minority language material</p>	<p>By September 2007</p>	<p>Head of ICT</p>	<p>This is part of the specification for the new Assembly Internet site. The OJEU for the procurement of the new Assembly Internet was posted in March 2006.</p>

Investigate with the Members Research Service and Public Information and Education Branch, as part of the internet/intranet review project, an e-forum to collect information on the demand for minority language material on the website	By September 2007	Head of ICT	E-forum software has been piloted in APS and further investigation is scheduled for 2006.
Consider revising the Content Management System, as part of the internet/intranet review project, to include requirements for multi-language control and availability.	By September 2007	Head of ICT	This is part of the specification for the new Assembly Internet site. Improved Content Management should aid the publishing of multi-language information.
Consider providing the tools and procedures to allow publication in minority language to the website as html documents, as part of the internet/intranet review project.	By September 2007	Head of ICT	This will also be included in the specification for the new Assembly Internet site.
Set up a working group to consider the legal requirements of providing a language policy to take account of any responsibilities under the Race Relations (Amendment) Act.	By November 2005	Access Co-ordinator in consultation with stakeholders	A working group has met three times since November 2005. The group has investigated good practice in similar organisations and discussed possible solutions with the Commission for Race Equality. A draft policy will be prepared and presented to the House Committee for their consideration in 2006-07.
Ensure that call-off contract for written translation in minority ethnic languages is robust so as to provide professional service.	By Spring 2005	Public Information and Education Branch	A call off contract is in place with three companies.

Function: Human Resources

Classification: High

Objectives:

- promote good race relations;
- ensure fair treatment for people from all ethnic groups; and
- increase ethnic minority representation within the workforce.

Actions	Date	Lead	Performance Measures
Ensure that the training policy considers the Race Equality Scheme (RES) and provides opportunities for APS staff and Assembly Members to seek additional support where required.	Ongoing	Head of Learning and Development	Staff identifies training requirements in individual performance reviews (PMR's). Training Policy was reviewed in April 2005 and equality sections amended. Policy has been published on intranet.
Identify training and development needs of APS staff through PMR's, paying particular regard to the developmental needs of staff from a minority ethnic background	May 2005 - ongoing	Head of Learning and Development	This process is ongoing, utilising the annual Performance Management system
Record and monitor ethnic background of staff applying for and/or receiving training. To analyse statistics for any inequalities.	Ongoing	Head of Learning and Development	Monitoring is ongoing through out year and issues dealt with as they arise. No issues have arisen.

<p>Develop training for those members of staff who are responsible for the Race Equality Scheme and action planning process.</p>	<p>May 2005</p>	<p>Head of Learning and Development</p>	<p>Training has been included as part of a wider contract for equality training for staff. The programme will be delivered through the new Assembly training provider (Elisia Training) from April 2006 onwards</p>
<p>Provide all APS staff with refresher training consisting of a series of short 1-2 hour sessions on various equality (including race) issues. Staff will be expected to select at least one session, relevant to their work from a 'pick & mix menu'</p>	<p>September 2005</p>	<p>Head of Learning and Development</p>	<p>Refresher training has been delivered in October, initially for new starters and front line staff, but opened up to all staff later.</p> <p>Contract for equality training for staff has been won by Elisia Training</p>
<p>Monitor and review the new Induction training programme for all new staff and ensure that it raises awareness and enables staff to deliver elements of the Race Equality Scheme.</p>	<p>Late 2005</p>	<p>Head of Learning and Development</p>	<p>Post Course evaluations have highly scored induction courses (all above our target rate of 8/10).</p> <p>The equality module of the induction has been revised to take account of emerging legislation.</p>
<p>Develop a training course for HR staff to improve their ability to provide advice and guidance on equality (including race) issues.</p>	<p>2006</p>	<p>Head of Learning and Development</p>	<p>Training which was delivered in April 05 on discipline and grievance has included significant reference to race and other equality issues.</p> <p>Equality courses being run for all HR staff</p> <p>Partially completed. On target for completion by March Oct.2006.</p>

Write a regular article on issues relating to equality of opportunity (including racial equality) for APS newsletter	2006/7 - ongoing	HR Equality Champion	Electronic APS newsletter started in April 06 Articles referencing Race Equality to be included from July onwards
Monitor and review recruitment to APS for any possible discrimination and undertake further action if necessary	October 2005	HR Equality Champion	Equal Opportunities monitoring forms utilised
Review the way that posts are advertised and develop improved mechanisms for promoting employment opportunities.	October 2005	HR Equality Champion	Recruitment review commenced in April 06 CRE to be consulted on proposals
Develop an outreach programme for minority ethnic communities to raise awareness of APS recruitment procedures and competency framework.	June 2005	HR Equality Champion	The Outreach Programme was launched in summer of 2005 and is ongoing
Pilot an outreach programme to ensure that it is fit for purpose.	July 2005	HR Equality Champion	Completed. This objective has been met.
Deliver the outreach programme above to minority ethnic communities to raise awareness of APS recruitment procedures and competency framework.	May 2005	Head of Human Resources	Pilot outreach programme in partnership with Cardiff South Enterprise Centre (CSEC) to target groups and raise awareness of APS's recruitment practices. has been successful in recruiting two new members of staff from minority ethnic staff and team support level. An evaluation report was put before SMT on 17 October 2005.

<p>Network with community organisations and groups to raise APS profile (using the partnership developed with CSEC)</p>	<p>May 2005</p>	<p>Head of Human Resources</p>	<p>Network of contacts for future outreach programme partially established through council and job centre. Contacts to be extended (will also include other equality strands) by March 2006.</p> <p>This objective has been partially met and is on target for completion by May 2006.</p>
<p>Target schools with a high proportion of students from a minority ethnic background, offer work placements and opportunities to shadow senior members of staff and Assembly Members.</p>	<p>Early 2006</p>	<p>Head of Human Resources</p>	<p>Whilst specific schools have not been targeted APS has continued to offer work-placements to students this has included three from Minority Ethnic backgrounds.</p> <p>Participation in the Cabinet Office Development Placement Scheme for students from Minority Ethnic backgrounds - 1 student undertook a summer placement in 2005 and another in 2006.</p> <p>Our schools outreach programme will be developed in conjunction with the public information team in 2006.</p>

Evaluate the effectiveness of the outreach programme and make improvements where necessary	July 2006	Head of Human Resources	Review of this scheme is ongoing.
Expand existing outreach networks via additional community organisations to raise APS profile	Early 2007	HR Equality Champion	Will utilise visits by Public Information Team to promote our equality agenda
Evaluate contact list of community organisations to ensure that outreach programme is reaching the right audience	2007	HR Equality Champion	Scheduled for 2006-07
Assess the effectiveness of work experience programme	2007	HR Equality Champion	Ongoing monitoring.
Monitor all alleged race harassment incidents	Ongoing	Head of Human Resources	Monitoring is ongoing. One case has been raised and has been dealt with in line with Assembly policy.
Implement a new "dignity at work" policy, and ensure that staff are aware of the Policy	2006/7	Head of Human Resources	A revised APS policy is being produced in time for APS separation
Assess the effectiveness of the policy	2007/08	Head of Human Resources	Scheduled for 2006-07
Promote use of U-Access (package on HR IT system) to provide accurate information on ethnicity which can be cross referenced with personnel practices such as training, internal recruitment and performance management	Ongoing	Head of Human Resources	U-access is currently being revised and will be re-launched in April 2006. It will then include all equality strands such as sexual orientation and religion. In the meantime monitoring of recruitment and development continues. Staff have also been asked to refresh their equality monitoring information and this is

			<p>being manually added to snowdrop.</p> <p>This objective has been partially met and is on target for Aug 2006.</p>
<p>Prepare reports to SMT showing why staff are leaving, which can be broken down by ethnicity</p>	<p>2006/7</p>	<p>HR Equality Champion</p>	<p>Stats monitored – no leavers from BME backgrounds</p>