

ASSESSOR & ELECTORAL REGISTRATION OFFICER			
Service		Action	Status
Policy and Performance			
	<ul style="list-style-type: none"> <li>• Best value</li> <li>• Service planning</li> </ul>	<ul style="list-style-type: none"> <li>• Provide on envelopes containing forms a translation in five major local ethnic languages advising translation available.</li> <li>• Review local ethnic languages used to ensure that we use the five most common to our area.</li> <li>• Ensure all employees are aware of the Valuation Joint Board's arrangements for translation and interpreting.</li> <li>• Promote equal opportunities and good race relations through the service planning process.</li> <li>• With local authorities assistance continue to try and engage representatives from minority ethnic communities in our business processes.</li> <li>• As part of a customer survey consult representatives from minority ethnic community backgrounds.</li> <li>• Review Job application form.</li> </ul>	<p>Completed</p> <p>To be done 2008-09</p> <p>To be completed 2008-09</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p>

ASSESSOR & ELECTORAL REGISTRATION OFFICER			
Service		Action	Status
Policy and Performance			
		<ul style="list-style-type: none"> <li>Review recruitment and selection guidelines.</li> <li>Evaluate impact of changes.</li> <li>Appoint Equality Champion.</li> <li>Investigate use of local ethnic media for publicity.</li> <li>Provide annual review of progress.</li> <li>Impact assess for existing Policies.</li> </ul>	<p>To be done 2008 - 2011</p> <p>On going</p> <p>Completed</p> <p>To be done 2008 - 10</p> <p>To be done 2009 onwards.</p> <p>To be done 2008 – 2011</p>

ASSESSOR & ELECTORAL REGISTRATION OFFICER			
Service		Action	Status
Human Resources			
	<ul style="list-style-type: none"> <li>• Personnel</li> <li>• Health &amp; Safety</li> <li>• Equality</li> <li>• Training and Development</li> <li>• Organisational Development</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor the ethnic origin of all job applicants</li> <li>• Ensure that the Valuation Joint Board complies with all aspects of race equality legislation.</li> <li>• Deliver race relations training to all staff.</li> <li>• Provide briefing sessions on the Race Equality Scheme.</li> <li>• Provide briefing sessions on the Board's arrangements for translation and interpreting.</li> <li>• Monitor for ethnic origin in all cases of grievance, discipline, harassment and at all exit or leaving interviews.</li> </ul>	<p>Completed</p> <p>Ongoing</p> <p>Part complete – to be completed by 2009</p> <p>To be done during 08-09</p> <p>Part complete to be completed by 2009</p> <p>Complete</p>

# ACTION PLANS

# APPENDIX 2

ASSESSOR & ELECTORAL REGISTRATION OFFICER			
Service	Function	Action	Status
Human Resources			
		<ul style="list-style-type: none"> <li>Review policies and procedures.</li> </ul>	To be done 2008 - 2011
		<ul style="list-style-type: none"> <li>Review the following policies for impact on race relations: Managing Leave; Special Leave; Health and Safety Training.</li> </ul>	To be done 2008 – 2011
		<ul style="list-style-type: none"> <li>Evaluate use of interpreting and translation services.</li> </ul>	Ongoing
		<ul style="list-style-type: none"> <li>Ensure Equality Training forms part of Training Reviews.</li> </ul>	To be done 2009
		<ul style="list-style-type: none"> <li>Ensure Equality Training forms part of structured induction process.</li> </ul>	To be done 2009
		<ul style="list-style-type: none"> <li>Review Job Advertising Strategies to ensure people from ethnic backgrounds are aware of job opportunities with CSVJB.</li> </ul>	To be done 2008 – 2011
		<ul style="list-style-type: none"> <li>New Anti-Harassment Policy to be introduced.</li> </ul>	Completed
		<ul style="list-style-type: none"> <li>Identify Responsible Officers for items on Action Plan.</li> </ul>	To be done 2008 – 2009
		<ul style="list-style-type: none"> <li>Investigate roll specific training.</li> </ul>	To be done 2008 – 2011

