

Legal and Democratic Services

Equalities Assessment Action Plan 2007 - 2008

Action	officer	priority level	timescale	Outcome/ further action needed	Date complete
Complete an Equalities Assessment Flow Chart	NEM	high	August 07	To enable further development of the equalities assessment action plan	
Ensure all team members receive equalities training	NEM	high	Dec 07	Improved awareness of equalities issues	
Follow best HR practice in putting succession plans in place	NEM	medium	Ongoing in '07	Adopt standard procedures in HR matters	
Review written communications for plain English	NEM	medium	August 07	Highlight plain English guidance	
Review complaints record to determine any equalities issues	NEM	medium	August 07	To ensure evidence available to review this initial assessment	
Review the availability of alternative formats and languages	NEM	medium	Ongoing	Improved accessibility	
Ensure all graphics are produced in the most suitable format	NEM	medium	Ongoing	Improved accessibility	
Review and develop this Action Plan	NEM	medium	Dec 07	Revised Action Plan produced	

