

# Corporate Management Team



Report of Head of HR IT and Technical services

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**AGENDA ITEM or  
REPORT NO**

## Annual equality update and equality objectives review 2016/17

### Purpose of Report

1. This report provides the annual review of progress on the councils' equality and diversity work. It outlines the progress the councils' have made in delivering the actions in the Corporate Equality Action Plan (CEAP) and in delivering their equality objectives during 2016/17. It demonstrates how we are providing accessible services and employment opportunities in line with current legislation and the national Equality Framework for Local Government (EFLG).
2. This is reported to CMT and councillors via In Focus who are responsible for scrutinising our progress against the CEAP and equality objectives, in accordance with the EFLG. The framework requires us to demonstrate leadership and scrutiny of our equalities work, which we do by reporting to senior managers and publication to councillors in 'In Focus'. CMT and councillors are asked to comment on progress made.

### Background

3. The councils' set a number of measurable equality objectives published in their corporate plans, in line with requirements of the Equality Act 2010. Our CEAP sets out the actions we have taken and will take to achieve these objectives. It is an ongoing improvement plan that is reviewed and updated every year to take account of the changing needs of our residents, staff, councillors and partners.

### OVERALL PERFORMANCE IN DELIVERING THE 2016/17 CEAP AND EQUALITY OBJECTIVES

4. During the year 29 of the 34 actions in the CEAP at appendix one were achieved or part achieved, two actions were no longer required and three were not achieved at the end of the year. All actions part achieved or not achieved have been rolled forward to the 17/18 action plan.

## **Equality objectives and measures**

5. We monitor a number of equality measures through the biennial residents' survey to help demonstrate how we are meeting the general duties of the Equality Act. The next survey is due in Autumn 2017, results will be included in next year's report.
6. This is the first report against the councils revised equality objectives following consultation in 15/16. Good progress has been made across the councils' in supporting the delivery of our objectives. Key achievements during the year from the CEAP and from teams other work are outlined below.

### **EQUALITY OBJECTIVE 1:**

#### **Continue to improve physical access to council owned or leased buildings or land**

7. We have made a number of access improvements to council owned or leased buildings or land including:
  - Refurbished and extended the accessible changing facility at the White Horse Tennis and Leisure Centre (WHTLC) to include a changing bench and hoist.
  - Installed PIR lighting and additional grabrails in the disabled toilets at Didcot Wave leisure centre. Slip resistant and colour contrasting flooring throughout the centre. Upgraded one male and female toilet for ambulant disabled users. Improved lighting and colour contrasting in the dry and wet side toilets.
  - Installed visual smoke alarm beacons in public areas across South and Vale leisure centres to assist hearing impaired users.
  - Installed PIR controlled LED lighting in the disabled toilets at Abbey Sports Centre, Berinsfield.
  - Upgraded the lift at Didcot Leisure centre to include good colour contrasting, handrails, a mirror, LED lighting and floor level indicators to help people with visual impairments
  - Renovated Wantage Recreation ground accessible public toilet.
  - Agreed the design for Abbey Meadows play park and toilets. The design incorporates a number of accessible features to help improve access for people with disabilities to both the park, riverside and toilets.
  - Agreed the design for Abingdon Charter Car Park public conveniences which include improvements for people with disabilities, works are due to start in 2017/18.
  - Carried out an access audit to inform the refurbishment of Abingdon Charter Car Park.

## **OBJECTIVE 2:**

### **Ensure new projects, policies or strategies, changes to services, and communication take account of the needs of all users**

#### **ASSESSING THE IMPACT OF SERVICES AND POLICIES**

8. During 2016/17 we have continued to focus on ensuring the councils' take account of our public sector equality duties whilst a project or piece of work is being developed.
9. The equalities officer has reviewed 37 individual cabinet member decisions, seven cabinet and two scrutiny reports, and supported teams to carry out 18 equality impact assessments (EIAs) on new policies or guidance including: South and Vale Local Plans, South Design Guide, Housing Development Strategy, Communications Strategy, Revenue Grants policy and budget reduction proposals for 17/18. A number of recommendations were made to strengthen the policies to better meet the needs of different groups of people and advance equality of opportunity. She also reviewed the Better Oxfordshire EIA. Subject to approval of the Unitary proposal we will work with Oxfordshire County Council and the other district councils to assess the impact of detailed service changes.

#### **INCREASING ACCESS TO SERVICES**

10. During the year the equalities officer has provided advice or input into a number of projects such as: reasonable adjustments for a member of staff and a member of public, input into Abbey Meadows play park and toilets specification, consultation and tender evaluation, Didcot Leisure facility project management specification, job descriptions / specifications, WH TLC accessible changing room, Science Vale website design, Charter Car Park and public toilets, customer complaints, housing benefits verification standards. She has also reviewed relevant South capital and revenue grant applications and Vale community grants, making suggestions to increase access to projects where appropriate.
11. Procurement is another area where we need to take account of our duties as these still apply where we have contracted out services. Quarterly monitoring of our equality duties takes place with contractors. During the year the equalities officer has worked with the equality leads from the Five Council's Partnership and contractors, to agree how the councils will continue to meet their equality duties. This included monitoring templates, HR equality indicators and gender pay gap monitoring.

#### **MEETING THE PUBLIC SECTOR DUTIES IN DAY TO DAY WORK**

12. The following provides examples of how service teams meet their public sector equality duties in their day to day work.
13. We continue to improve access to service information for ethnic minority groups through the production of the key messages sheet and for older people through direct mail out to Age UK service users in South and Vale. We attended Age UK Community Information Network meetings to try and identify opportunities for partnership working in order to deliver better outcomes for older people. We also support annual electric blanket testing across both districts.
14. Cornerstone, our arts development team supported by the young people's coordinator where relevant, have delivered, funded or supported projects to reach a variety of audiences, including:

- ‘Access all Areas’ - a day of activities and events for adults with learning disabilities; workshops included music and dance special, singing, drama, dance with the Anjali dance group, art with Shadowlight artists.
- One-off carnival themed arts workshops at Henley Youth Festival for children at primary schools and Bishopswood special school.
- Regular arts courses for vulnerable people in acrylics and digital media, in collaboration with Turning Point and Soha, to support transition into employment.
- Three regular arts courses for people with learning disabilities to support and develop their skills in communication and time management, and to explore healthy relationships, through music, drama, and film-making skills.
- STEAM local line, a parkour performance project engaging young people in dance performance alongside a professional parkour dance company.
- ‘Creative Bridges’ Shadowlight artist’s collective exhibition of work by local professional artists with learning disabilities.

15. During the year the leisure team has delivered:

- Projects for inactive people: women, young people, older people, people in rural areas and people with disabilities.
- Sportivate projects for over 365 young people aged 11-25 years in sport and activity across South and Vale, including girls fitness projects, Tchoukball, Triathlon, football, yoga at a special educational needs school, self-defence, archery and multisports.
- Continued to deliver the Active Women projects to women, including those with children under 16. Over 870 women from across South and Vale joined sessions such as cardio badminton, zumba, aqua aerobics, mother and baby yoga, boxfit, cardio tennis, powerhoop, soccercise and boucefit.
- Go Active Gold has completed its first year’s delivery for people aged 60 and over, providing sport and activity in their villages. In Year 1 over 1,000 participants attended 5,565 sessions; many of these are continuing in more rural areas.

16. We continued to provide disability awareness and Safeguarding training for taxi drivers. Applicants for driver badges who have medically diagnosed disabilities are provided with bespoke support for knowledge tests e.g. verbal test.

## **OBJECTIVE THREE**

**Increase our understanding of the communities we serve, through consultation, engagement and using existing evidence (e.g. census data) to inform the decisions we make**

### **USING DATA TO INFORM DECISIONS**

17. Councils in partnership with the other Oxfordshire district councils fund a data analyst two days per week, hosted by Oxford City Council. During the year we requested data to inform our Communications Strategy. Our electoral services examined if there were any

particular areas with significant numbers of any nationality. We used data to inform our Joint Home Energy Conservation Act (HECA) Report for 2015-17 which summarises the progress made in improving the energy efficiency of the districts' housing stock. The data analyst also mapped a range of housing, energy and demographic data to measure progress, analyse trends, identify priority areas in the districts to improve energy efficiency for 2017-19.

18. Wessex Economics provided data to inform the joint housing strategy and Local Plan policies relating to accessible housing.
19. With other Oxfordshire districts we have procured the Local Insight package which gives all staff access to over 700 social, demographic and economic datasets to increase understanding of the communities we serve and inform decision-making.
20. The equalities officer and teams are in the process of analysing outcomes from customer surveys, usage data and results of enforcement action to identify any barriers to service uptake, opportunities to improve the service provided and reassure ourselves that we are not discriminating. In line with our specific duties, analysis of data collected will be published on the website.
21. We continued to work with the Didcot Access Group, seeking feedback on the Didcot Garden Town, the Statement of Community Involvement and the Local Plan. Where appropriate members of the Mobility Issues Group Wallingford and Mobility Issues Group for Goring and Streatley have also joined these consultations.
22. We consulted the Vale Disability Access Group on the Local Plan, Charter Car Park and Public Toilets and supported them to feed into the draft plans for the Guildhall in Abingdon as the group had concerns about the accessibility of the building.

## **OBJECTIVE 4**

### **Continue to monitor the impact of our employment policies and practices to ensure all groups have access to employment opportunities**

#### ADVANCING EQUALITY OF OPPORTUNITY IN EMPLOYMENT

23. We delivered mandatory equality and diversity training for staff to increase understanding of the barriers people may face in accessing our services and help meet the needs of all our customer's. All new starters received Safeguarding and Prevent training. Specific staff also received Human Rights Act and dementia awareness training.
24. During the year we:
  - published our annual equality in employment report<sup>1</sup>
  - retained the disability confidence scheme accreditation (previously known as two ticks' disability symbol accreditation) and our Investors in People status
  - developed guidance for staff relating to different disabilities to help increase understanding specifically relating to mental health, understanding Dyspraxia and Asperger's syndrome

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<sup>1</sup> 15/16 employment data, 16/17 data analysis in progress

- continued to pay excess travel to staff and additional fees for childcare related to the move to Milton Park.

25. We provided work experience to 20 students from schools, colleges and universities including one student with autism who came once a week over a four week period. We provided three people with eight week work placements through the job centre. One person had a disability and one person has gained employment at the Beacon following their placement.

## **OBJECTIVE 5**

### **Support communities to deliver better outcomes for disadvantaged groups and encourage community cohesion**

#### **FUNDING TO IMPROVE QUALITY OF LIFE AND SUPPORT DISADVANTAGED GROUPS**

26. The councils' fund Home Repairs Assistance Grants for residents living in their own home that require urgent repairs. The grant is awarded only in the most serious cases. Grants are means tested and are available to residents that are not eligible for Flexible Home Improvement Loans.
27. During 2016/17 South approved 127 Disabled Facilities Grants (DFG's), totalling over £728,000 and completed 111 to the value of £740,098. Vale approved 161 DFG's totalling over £1.1 million and completed 147 to a value of £1,238,310.
28. The councils' provide Home Improvement Flexible loans to homeowners aged 60 or over, to help them make improvements to enable them to stay in their own home. In the Vale we issued eight loans to the value of £131,141. South didn't issue any loans but have four where completion is imminent.
29. The South and Vale Community Safety Partnership (CSP) funded young people's projects such as: Didcot Train Youth Project, Sports for Streets, DAMASCUS and Nomad to provide youth outreach work and diversionary projects to young people in Didcot, Wantage, Grove and South Abingdon who are known to be at risk of anti-social behaviour, substance misuse and negative behaviours. The CSP has provided funding to A2 Dominion to deliver domestic abuse outreach in South and Vale and to Mears a small repairs service who help vulnerable people feel safe within their homes, through providing additional security such as locks, bolts and security lighting.
30. South paid out over £391,000 in revenue grants to organisations, many of which support vulnerable people such as: Age UK, LIFE housing, Oxford Sexual Abuse and Rape Crisis Centre, Oxford Association for the Blind, The Chiltern Centre for Disabled Children, Thomley Activity Centre, TRAIN (Didcot youth work), CAB and South and Vale Carers. Vale paid over £210,000 out in partnership (revenue) grants to organisations, some of which support vulnerable people e.g. CAB and Wantage Independent Advice Centre.
31. South awarded over £998,000 in capital grants; Vale awarded over £192,000 in Capital and New Homes Bonus grants. Many of these support projects that improve access for users. Projects funded include: accessible play equipment, community defibrillators, a new youth café, toilet improvements, spectator area improvements and accessible toilet, servery and flexible seating space at a local church.
32. Through the Oxfordshire Affordable Warmth Network the councils continue to help residents at risk of fuel poverty and more recently residents whose health is affected by living in cold, damp and energy inefficient homes. In conjunction with six other local

authorities, the councils secured £650,000 from the former Department of Energy and Climate Change (DECC) to provide energy saving home improvement grants to fuel poor households. South and Vale secured the largest share of the funding amongst the eight participating local authorities and during 2016/17 the project delivered £79,005 worth of energy saving improvements to 28 South households and £82,091 worth of energy saving improvements to 30 Vale households.

33. In addition to this the Oxfordshire and Buckinghamshire Affordable Warmth Networks secured £400,000 from British Gas to deliver the innovative Better Housing Better Health (BHBH) Project. BHBH aimed to demonstrate the link between poor housing and poor health and prove that investment in energy efficiency could bring about savings to the NHS. Health professionals referred their patients with long-term cardiovascular and respiratory conditions to the project for home improvement grants of up to £2,500. During 2016/17 the project delivered £28,386 worth of energy saving improvements to 12 South households and £28,629 worth of energy saving improvements to 15 Vale households.

### PARTNERSHIP WORKING

34. We provided support for Community Led and Neighbourhood Plans which helps to bring communities together to address community needs. In South we supported 24 CLP groups and in Vale we supported 15 groups.
35. During the year we provided support to Vale owned community centres to ensure they are running efficiently and effectively, are organisationally sound, fit for funding and in the best position to provide a service to the community. We also supported the Oxfordshire Learning Network, feeding into the development of training sessions aimed at providing community learning opportunities for people who are disadvantaged and least likely to participate, focusing on Berinsfield, Great Western Park and the newly formed Inspiring Minds group in South Abingdon.
36. We delivered the annual South and Vale voluntary and community sector forum in partnership with OCVA and brought together 56 local voluntary organisations for networking, funding advice and training workshops.

### COMMUNITY COHESION

37. The Community Safety Partnership supported the White Ribbon Campaign in by stencilling domestic abuse awareness raising messages in public spaces across South and Vale. For example, 'are you walking on egg shells at home?' and 'Is your friend being controlled?' All messages featured the Oxfordshire Domestic Abuse helpline number.
38. The Community Safety team took part in a modern day slavery poster campaign to raise awareness, the campaign encouraged people to contact the Home Office if they are a victim or are concerned about someone.
39. The South and Vale CSP continued to support the Hate Crime Network to raise awareness of how to identify and report hate crime. The Hate Crime Network has been de-commissioned so going forward the Community Safety Team are working with Registered Social Landlords to set up hate crime reporting centres in South and Vale.
40. Community Safety staff work with other agencies through Channel Panel to support those who may be vulnerable to radicalisation and comply with the Prevent duty outlined in the Counter Terrorism and Security Act April 2015.

41. The Equality Act places a duty on the council to foster good relations between people of different equality groups. Increasing understanding of cultures within the community can help to achieve this. We have continued to promote key religious festivals in the councils' reception, on the website and in the Embrace key messages. Vale we awarded 25 festival grants to support events that bring communities together, including music, science and food festivals, armed forces and play days and Dickensian evenings.

## **OBJECTIVE 6**

### **Seek to improve access to major new developments and town centres in South Oxfordshire and the Vale for people with disabilities, carers and older people**

42. Access to the built environment is important for these groups, and where possible the equality officer advises on relevant major and community use planning applications. During 2016/17 this was 16 applications and three neighbourhood plans including: Crabhill, Orchard Centre variations, Didcot North East, Wallingford Site B; and Winterbrook and Brightwell, Chinnor and Long Wittenham neighbourhood plans.
43. We carried out access audits of ten polling stations in South Oxfordshire. These stations were chosen as reports received from polling station inspectors at the PCC elections had highlighted these had access issues. Of the ten stations, only two had more significant issues; Clifton Hampden and Drayton St Leonard. The recommendations have been shared with the people responsible for the halls, and they have been encouraged to apply to the council's grants scheme to help fund improvements.
44. Our young people's coordinator consulted SOFEA and Didcot Train about priorities for Didcot Garden Town. Both groups work with vulnerable young people who have disabilities, or are struggling with personal issues.
45. The councils' housing development team negotiates housing requirements with developers and social housing landlords in our districts. We are continuing to develop Extra Care Housing schemes (ECH). All ECH schemes offer both rented accommodation and some units for sale as shared ownership which can help older people with insufficient equity to purchase an apartment in a private market scheme. One, at Kingston Bagpuize, and another in Hithercroft Wallingford was completed in 2016 and 2017 respectively. Wallingford 'site B' – strategic housing site will also contain a scheme of 75 units.
46. We also worked with developers and social housing landlords to provide accommodation that meets the specific needs of a family with a severely disabled child and a family with specific needs who were losing their home. These properties are due for completion in 2017.

#### **WORKING WITH LOCAL ACCESS GROUPS**

47. We continued to support Didcot Access Group to improve access to the built environment, sharing identified access issues with the Didcot Garden Town Team for consideration. As a result of the groups work, improvements have been made to paved areas outside the shops at the top of the Broadway. The group worked with local PCSO's to try and crack down on the misuse of accessible parking bays along the Broadway. The PCSO's have agreed to carry out intensive ticketing and Oxfordshire County Council are repainting some of the accessible bays.

48. The same support is provide to the Vale Disability Access Group. The group completed mini access audits of Abingdon and Wantage town centres to identify access improvements required. Unfortunately Oxfordshire County Council are unable to take forward the recommendations for Abingdon at this time due to lack of funding. No significant issues were found in Wantage. The group also worked with PCSO's and the area steward for Vale to raise awareness of the misuse of accessible parking bays and other highway access issues.

## **CONCLUSIONS**

49. The councils' have made good progress during the year towards achieving their equality objectives and associated actions. These activities demonstrate our compliance with the Equality Act.

50. In line with the requirements of the Equality Framework for Local Government, CMT and councillors are asked to scrutinise the progress made.

### **Background documents:**

Corporate equality action plan and equality objectives

# Appendix 1

## CORPORATE EQUALITY ACTION PLAN 2016/17

Action no.	Equality Objective	Action	Quarter	Lead Officer	Progress made	Achieved?
1	1 and 6	Agree a plan with Vinci to carry out access audits of council car parks in South and Vale	Q1 - Q3	Equalities Officer		Achieved
2	1	Implement agreed access audit recommendations for South Oxfordshire leisure centres	Q1 – Q4 2016/17 to 2017/18	Leisure Facilities Project Officer in consultation with the Equalities Officer		Achieved
3	1	Implement agreed access audit recommendations for Faringdon, Wantage and White Horse Tennis and Leisure centre	Q1 – Q4 2016/17 to 2017/18	Leisure Facilities Project Officer in consultation with the Equalities Officer		Achieved
4	1	Refurbish and extend the accessible changing facility at WHTLC	Q2 – Q3	Leisure Projects Officer		Achieved
5	1 and 6	Renovate Greys Road Henley public conveniences	Q1 – Q4	Project Manager	Carry forward to 17/18.	Not Achieved
6	1 and 6	Renovate Wantage recreation ground public conveniences	Q1 – Q4	Project Manager		Achieved
7	1 and 6	Refurbish and redesign Abingdon Charter car park public conveniences	Q1 – Q4	Project Manager	Redesign agreed, works not started.	Part achieved
8	1 and 6	Major refurbishment to Charter car park Abingdon	Q1 – Q4 2016/17 to 2017/18	Project Manager	Completed access audit to inform design. Procurement process begun.	Part Achieved
9	2	Support service teams to complete equality impact assessments on service changes, new policies and strategies to ensure that the councils comply with their duties under the Equality Act	Q1 – Q4	Equalities Officer		Achieved
10	2	Assess the equality implications of any budget	Q3 – Q4	Equalities Officer		Achieved

Action no.	Equality Objective	Action	Quarter	Lead Officer	Progress made	Achieved?
		savings proposals under consideration and report to SMB, Scrutiny and Cabinet members so that these can be considered in decision on the 2017/18 budget.				
11	2	Equality considerations included in service team projects, procurement and committee reports, to advance equal opportunities / pay due regard to public sector equality duties.	Q1 – Q4	Equalities Officer		Achieved
12	2	Provide regular equality updates to ensure staff consider the needs of all users in new projects, policies, strategies, changes to services and communication.	Q1 and Q3	Equalities Officer		Achieved
13	2 and 3	Where possible consult residents, user groups and voluntary organisations on new projects, policies, strategies, and changes to services that may impact on them	Q1 – Q4	Corporate Consultation Officer/Project leads	Good examples include the low emissions strategy for South Oxfordshire and research informing the development of a volunteering strategy for both districts.	Part achieved
14	2 and 3	Support teams to obtain relevant local or national data to help inform decisions by representing the councils on the District Data Service steering group	Q1 – Q4	Equalities Officer		Achieved
15	4	Publish annual equality in employment indicator reports	Q3	HR advisor (Five Councils)		Achieved
16	4	Carry out an annual equal pay review	Q3	HR Manager	Carried forward to 2017/18 – this will now be gender pay gap information	Not achieved due to outsourcing
17	4	Equality impact assess any changes to HR policies and practices or other changes as a consequence of the Five Councils Partnership	Q1 – Q4	HR Manager	Carry forward to 2017/18	Not required this year
18	5	Vale – support community groups and events through the following grant schemes: Capital, New Homes Bonus, and festival and partnership grants	Q1 – Q4	Grants team		Achieved
19	5	South – support community groups through the following grant schemes: Capital and revenue	Q1 – Q4	Grants team		Achieved

Action no.	Equality Objective	Action	Quarter	Lead Officer	Progress made	Achieved?
		grants				
20	5	Provide Community Safety partnership funding to support vulnerable people through: DAMASCUS, Sports for Streets, Nomad, Didcot Train, A2 Dominion and Mears	Q1 – Q4	Community Safety Team Leader		Achieved
21	5	Coordinate multiagency building resilience project – to support vulnerable young people, those displaying risky behaviour and disadvantaged to help prevent child sexual exploitation, drug and alcohol abuse and promote healthy relationships.	Q1 – Q4	Community Safety Team Leader		Achieved
22	5	Attend Channel Panel meetings to support those who may be vulnerable to radicalisation and comply with the Prevent duty outlined in the Counter Terrorism and Security Act April 2015	Q1 – Q4	Legal, Licensing And Community Safety Manager		Achieved
23	5	Deliver the annual South and Vale voluntary and community sector forum in partnership with OCVA to bring together local voluntary organisations for networking, funding advice and training	Q4	Corporate Projects Officer (Policy & Partnerships)		Achieved
24	5	Support at least eight new communities in South Oxfordshire and the Vale (four in each) to develop a new community led plan each year, in order to take action to improve the area in which they live	Q1 – Q4	Corporate Projects Officer (Policy & Partnerships)		Achieved
25	5	Support OCC and OCVA to run a joint South and Vale Volunteer Recruitment Fair in Didcot to increase volunteers	Q1	Corporate Projects Officer (Policy & Partnerships)	OCC and OCVA did not hold the event.	Support not required
26	5	Work in partnership with OCC to encourage communities to establish plans to deal with emergencies in order to support vulnerable residents and be more resilient	Q1 – Q4	Emergency Planning Officer		Achieved
27	2, 3, 5 and 6	Support Didcot Access Group (DAG) and MIGWAL to improve access for people with disabilities living in Didcot & Wallingford by chairing and supporting projects carried out by DAG and consulting on relevant council projects/planning applications, and responding to requests from MIGWAL relating to	Q1 – Q4	Equalities Officer		Achieved

Action no.	Equality Objective	Action	Quarter	Lead Officer	Progress made	Achieved?
		increasing access to council services/Wallingford town centre				
28	2, 3, 5 and 6	Facilitate and support projects carried out by Vale disability access group to improve access to people with disabilities in the Vale and ensure council services meet their needs	Q1 – Q4	Equalities Officer		Achieved
29	5	Work with Age UK to increase access to information about council services through information fairs, Age UK newsletters, Community Information Network meetings and electric blanket testing events	Q1 – Q4	Equalities Officer		Achieved
30	6	Review major planning applications to encourage accessible development for all and seek to secure S106 or CIL funding for projects to improve access to the public realm	Q1 – Q4	Equalities Officer		Achieved
31	6	Work with the Abingdon bid executive to look at opportunities to encourage businesses to extend access to their public toilets, if successful extend to other areas	Q1 – Q4	Economic Development Manager	Not taken forward – businesses could not see the benefit	Achieved
32	6	Increase awareness of planning officers in order to improve access to developments for people with disabilities, parents and carers and older people	Q2 – Q4	Equalities Officer	Contacted access association members with a view to a member providing training to planning officers – agreed to take forward in 2017/18	Not Achieved
33	2	Produce two editions of the EMBRACE key messages sheet to ethnic minority residents/groups	Q2 – Q4	Equalities Officer		Achieved
34	1,2,3,4,5 and 6	Publish the annual equality and diversity update to SMB and councillors to comply with the specific duties relating to the PSED	Q1 – Q2	Equalities Officer		Achieved