

Private Office

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Action	Timescales	Intended Outcome	Progress
We will issue new guidance on ministerial submissions to ensure that the principles of the Department's equality schemes are considered before any policy proposals are made	December 2006	Embedding of diversity equality principles into all policies	Guidance is due to be reissued for the Department's new Ministerial team in the autumn
We will ensure that Ministers are always aware of the impact of policies on race, gender and disability issues	December 2006 onwards	Embedding of diversity equality principles into all policies	Ongoing
We will ensure that Ministers visit and engage with a representative sample of customers in terms of race, disability and gender	December 2006 onwards	Embedding of diversity equality principles into all policies	Ministerial visits: <ul style="list-style-type: none"> • John Hutton – Secretary of State: Ethnic Minority Employment event in East London • Lord McKenzie – <ul style="list-style-type: none"> 26/01/07 – Pathways visit to Aberdeen 07/02/07 – Pathways visit to Basildon 09/03/07 – Pathways visit to Cardiff 18/05/07 – Moving Towards Full Employment in the North West – Chester 13/07/07 – Helping people out of poverty and into employment in Jobcentre Plus – Rochdale • Lord Hunt – 01/12/06 – Quinzone Visit on Diversity – Birmingham

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<p>Changes being made to the shape of our business, for example our scheduled relocation, will take account of disability, race and gender issues in order that equality is promoted</p>	<p>December – January 2006</p>	<p>Promoting equality amongst our staff, prospective staff, visitors and customers</p>	<p>Relocated in January to new accommodation, mainstreaming accessibility so that people with mobility impairments no longer have to use a different route through the building</p>
<p>We will ensure that all Private Office staff are fully briefed about the equality schemes and that they have the opportunity to comment regularly on how well we are fulfilling our commitments via a named contact</p>	<p>December 2006 onwards</p>	<p>Promoting equality amongst our staff, prospective staff and customers</p>	<p>Diversity equality workshops for staff held in June as part of the unit's learning-at-work day</p>
<p>We will ensure that we work with the rest of the Department to be an exemplar for the enforcement of the Disability Equality Duty. We will encourage and initiate inter-Departmental communications at Ministerial and Permanent Secretary level on this issue</p>	<p>December 2006 onwards</p>	<p>Acting as an exemplar for good practice in the promotion of equality</p>	<p>Ongoing</p>

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We will continue to initiate high level, inter-Departmental communications about the forthcoming changes to Access to Work funding	December 2006 onwards	Acting as an exemplar for good practice in the promotion of equality	The Department's monitoring of the impact on Government departments of the funding changes is ongoing, no departments have as yet asked us to provide any extra funding. If there are any areas of concern we will address them immediately
We will ensure that policies and communications, such as correspondence, are communicated in ways that meet the needs of customers; for example, in accessible formats and different languages	December 2006 onwards	Embedding of diversity equality principles into all policies	Ongoing. Ministerial correspondence has been issued both in Braille and large font sizes on request
We will continue to hold open days, using them to encourage staff from ethnic minorities and disabled staff to apply for posts in Private Office	December 2006 onwards	Promoting equality amongst our staff and prospective staff	The last open days for staff were held in November last year; the next ones are scheduled for this autumn