

Draft equality and personal data capture project plan

- Target completion date for collection of data to be 31 January 2015;
- Target completion date for conclusion / data input to be 28 February 2015;
- 924 responses from original exercise, aim is to achieve a response rate that more accurately reflects the number of employees (6,462 as at 31 March 2014);
- Employees to be actively encouraged to complete exercise even if questions are answered 'prefer not to say';
- V:Lookup to be used to identify employees previously completing to avoid duplication;
- Simultaneous electronic completion by service areas to be considered;
- PW to discuss at SMTs/DMTs if necessary;
- Hard copy forms to be delivered to depots, schools, establishments if required.

Date	Directorate	Lead / method
1 – 31 July 2014	Resources / Legal and Regulatory Services	<ul style="list-style-type: none"> • To be coordinated by Layton Skilton • Resources and LARS employees office based so will be targeted electronically.
1 – 31 July 2014	Elected members	<ul style="list-style-type: none"> • Deputy Leader has requested that all elected members complete exercise. • To be coordinated by Gary Jones
1 – 30 September 2014	Communities	<ul style="list-style-type: none"> • To be coordinated by Gary Ennis • Office based employees to be targeted electronically. • Gary to liaise with group managers re completion by employees without electronic access via team meetings, depot meetings etc.
1 – 31 October 2014	Wellbeing	<ul style="list-style-type: none"> • To be coordinated by Judith Brooks • Office based employees to be targeted electronically. • Judith to liaise with group managers re completion by employees without electronic access via team meetings, establishment meetings etc.
1 – 30 November 2015	Childrens	<ul style="list-style-type: none"> • To be coordinated by Robin Davies • Office based employees to be targeted electronically. • Robin to liaise with group managers re completion by employees without electronic access via team meetings, establishment meetings etc.
1 December 2014 - 31 January 2015	Schools	<ul style="list-style-type: none"> • Forms to be delivered to schools in batches • Schools employees with electronic access could be targeted via e mail
1 – 28 February	Data upload / input	<ul style="list-style-type: none"> • Trent team