

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