

REPORT TO: POLICY AND RESOURCES COMMITTEE - 11 JUNE 2007
REPORT ON: GENDER EQUALITY AND DIVERSITY SCHEME 2007-2010
REPORT BY: DIRECTOR OF LEISURE AND COMMUNITIES AND ASSISTANT CHIEF EXECUTIVE (MANAGEMENT)
REPORT NO: 339-2007

1.0 PURPOSE OF REPORT

1.1 To seek approval for the Gender Equality Scheme 2007-2010.

2.0 RECOMMENDATIONS

It is recommended that the Policy and Resources Committee approve:

2.1 The Gender Equality Scheme 2007-2010 and its plain English executive summary which set out how we plan to meet our duties under Equality Bill 2006 and fulfil our commitment to gender equality and diversity as a Council and as a partner in Dundee Equality and Diversity Partnership.

3.0 FINANCIAL IMPLICATIONS

The financial implications associated with the scheme are as follows:

- 3.1 Consultation events regarding the development and review of the scheme
- 3.2 Publication of the scheme
- 3.3 Training for gender equality
- 3.4 Development of equality and diversity service monitoring databases

These costs will require to be met within existing resources

4.0 SUSTAINABLE POLICY IMPLICATIONS

4.1 **Sustainable Policy Implications:**
None

4.2 **Strategic Environmental Assessment**
This policy falls outwith the scope of Strategic Environmental Assessment.

4.3 **Anti-Poverty**
The Gender Equality and Diversity Scheme addresses the follow anti poverty and social inclusion themes:

- Meeting needs
- Improving Economic Position
- Social Inclusion

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 The Gender Equality Scheme sets out how we will:
- prevent discrimination and harassment on grounds of gender
 - promote gender equality

- 5.2 An Equality Impact Assessment Screening has been completed and has been assessed as having a low adverse impact on equality groups.

6.0 BACKGROUND

- 6.1 The Dundee Partnership Community Plan 2005-2010 sets out a vision that through the Partnership real choice and opportunity will be offered in a city to tackle the root causes of social and economic exclusion and create a community which is healthy, safe, confident and empowered. It also states that Dundee will ensure that regardless of social or economic background, everyone has the chance to play a full part in the life of the city.

- 6.2 **The Equality Act 2006** created the Gender Equality Duty (GED) which amended the Sex Discrimination Act 1975. The GED sets out new general and specific duties for all public authorities.

- 6.3 The GED places the general duty on Dundee City Council from April 2007 to have due regard to the need to:

- eliminate unlawful discrimination and harassment; and
- promote equality of opportunity between men and women.

- 6.4 The specific duties of the GED require the Council to:

- Gather information on how our work affects women and men, boys and girls
- Consult employees, service users, trade unions and other stakeholders such as parent's groups and the local community
- Assess the different impact of policies and practices on both sexes and use this information to inform our work
- Identify priorities and set gender equality objectives
- Plan and take action to achieve those objectives
- Publish a gender equality scheme, report annually and review progress every three years. This must be published by the 29 June 2007.
- Publish an equal pay policy statement and report on progress every three years. This must be published by the 28 September 2007.

- 6.5 The GED requires that our gender equality and diversity scheme sets out:

- our gender equality objectives, and what evidence has been used to develop these objectives
- how we will gather information to monitor change, in terms of employment (if the organisation is responsible for employing staff) and service delivery
- how we have consulted staff and service users in setting objectives
- how we will assess the impact of the organisation's policies and practices on gender equality
- what action we will take to meet your objectives over the next three years.

- 6.6 Education authorities are required to produce a distinct gender equality scheme and equal pay statement.

In addition to this, education authorities in Scotland have a responsibility to ensure that the schools they manage:

- gather information on the effects of their policies and practices on gender equality
- assess the impact of those policies and practices on gender equality, carry out steps to meet the duty in line with the education authority scheme
- and report on these activities.

The Education Department Gender Equality and Diversity Scheme is to be considered at the Education Committee on Monday 25th June.

7.0 CONSULTATION

All members of the Management Team have been consulted in the preparation of this report. In addition, the corporate Gender Equality and Diversity Action Group and Dundee Equalities Forum have been involved in drawing up the scheme. Full public consultation took place through the Equality and Diversity Partnership on Tuesday 29 May at the Marryat Hall.

Consultation with the Trade Unions and employees has taken place through the agreed trade union structures and by an all staff e mail.

8.0 BACKGROUND PAPERS

This report has been informed by the following publications from the Equal Opportunities Commission:

***Gender Equality Duty: Code of Practice Scotland
GED Scottish Guidance for Local Government***

Stewart Murdoch
Director of Leisure and Communities

Jim Petrie
Assistant Chief Executive(Management)

Date: 04/07/2007

DRAFT

Discover Gender Equality and Diversity
in Dundee

Images of Gender Equality and Diversity Strands

1.0 Introduction

- 1.1 This Gender Equality and Diversity Scheme sets out what the Council will do to achieve its vision relating to gender equality and diversity in Dundee. It reviews our achievement of equality and diversity objectives from our Generic Equality and Diversity Scheme, which can be viewed in full on the Dundee City Council website www.dundeeccity.gov.uk/equanddiv/genegudivscheme.pdf.

2.0 Background

- 2.1 Since its inception in 1996, Dundee City Council has demonstrated consistent commitment to the principles and practice of gender equality and diversity.
- 2.2 Equal opportunities policies have been reviewed in line with our commitment to social inclusion and our legislative responsibilities, culminating in the production of our Gender Equality Scheme 2002-2005.
- 2.3 This scheme will review progress since the last scheme and identify priorities for action for 2007-2010.

3.0 Gender Equality and Diversity Statement and Objectives

Dundee City Council believes that we can only achieve our vision of a socially inclusive Dundee by recognising that equality of opportunity and freedom from discrimination across all equality groups is a fundamental right.

We also believe that diversity in our population and workforce should be celebrated and regarded as a strength.

We know that the needs of men and women are different. They do different things in their daily lives, have different responsibilities and jobs and do not have access to the same resources such as money and transport. We also understand that the way we plan our services and the systems we use as an employer can discriminate against them unless those differences are taken into account. We also recognise that the needs and experiences of transsexual people need to be taken into account as an employer and when we plan our services.

As a Council, we commit to leading the agenda and adopting a mainstreaming approach in promoting gender equality, freedom from discrimination on grounds of gender, developing positive relationships between and across communities and the celebration of gender diversity as a/an:

- employer
- service provider
- partner
- community leader

Gender Equality and Diversity Objectives

3.1 Objectives as an Employer

To be an employer that welcomes and encourages gender diversity, prevents unlawful discrimination on the grounds of gender and promotes gender equality by:

- 3.1.1 seeking to employ a workforce, which is representative of the city's economically active population.

- 3.1.2 monitoring recruitment and selection procedures, which are non-discriminatory and encourage applications in cases of gender under-representation.
- 3.1.3 ensuring fair access to learning and development opportunities.
- 3.1.4 creating an accessible working environment free from discrimination, harassment and violence on grounds of gender.
- 3.1.5 promoting a culture, which values and respects the identity and culture of men, women and transsexual people.
- 3.1.6 evaluating jobs with the aim of ensuring equal pay for equal work developing a council equal pay statement.
- 3.1.7 work with our employees and trade union representatives to promote positive action for gender equality.

3.2 **Objectives as a Service Provider**

To ensure that inclusive services are provided across gender by:

- 3.2.1 consulting and involving men, women and transsexual people when assessing their needs.
- 3.2.2 working together with communities of interest to ensure their needs are considered.
- 3.2.3 providing accessible services and making gender specific arrangements as appropriate.
- 3.2.4 monitoring take up of our services and taking appropriate action to increase access for men and women.
- 3.2.5 providing gender equality and diversity training to employees.
- 3.2.6 ensuring that contractors or organisations providing services procured by the Council comply with their responsibilities under Gender legislation.

3.3 **Objectives as a Partner**

To participate in, support and develop partnership working across the gender equality and diversity agenda by:

- 3.3.1 contributing to the strategic objectives of community planning and the achievement of gender equality.
- 3.3.2 promoting good practice in partnership working to achieve gender equality and diversity objectives.
- 3.3.3 assisting in the identification of member organisation and Partnership gender equality training needs.
- 3.3.4 taking a leading role in developing and promoting inter-agency training programmes.
- 3.3.5 encouraging, developing and participating in joint working groups to address gender specific needs.
- 3.3.6 seeking and promoting access to funding sources for gender specific services.

3.4 Objectives as Community Leader

To promote the gender equality and diversity agenda in the community by:

- 3.4.1 encouraging positive action to address gender under-representation in community life.
- 3.4.2 providing opportunities to celebrate the achievements of gender specific projects.
- 3.4.3 promoting good practice within the voluntary sector through the Dundee Equalities Forum.
- 3.4.4 involving gender specific organisations in the Community Planning process.

4.0 Facts about Women and Men¹

4.1 Men and women have different income:

- out of 10 people getting income support or pension credit in Dundee are women.
- Women are three times more likely to be working part time.

4.2 Women and men have different responsibilities:

- 9 out of ten lone parent households in Dundee are headed by women.
- Women in Dundee are more likely to have significant caring responsibilities for older or disabled people.

4.3 Men and women have different jobs:

- Four out of the twenty nine councillors in Dundee are women.
- One in three people taking part in the modern apprenticeship In Tayside are young women.
- Most women that take part in the adult modern apprenticeship in Tayside do admin, child or caring programmes.
- Most men that participate in the adult modern apprenticeship in Tayside do skills or management programmes.
- out of 10 studying Education at Higher Education level in Scotland are women.
- 9 out of 10 studying Engineering or Technology at Higher Education level in Scotland are men.

¹ Statistics were obtained from the following sources:

- Census analysis 2001
- *Facts about Men and Women in Scotland 2006* (Equal opportunities Commission)
- *Adult Modern Apprenticeship in Training*(March 2006) and *Modern Apprenticeship Statistics* (December 2006) - Scottish Enterprise
- *Scottish Schools Adolescent Lifestyle and Substance Abuse Survey 2004*
- *National Statistics Quarterly*- Autumn 2006

4.4 Women and men have different experiences at school and work:

- Men in Scotland are less likely to apply for flexible working.
- Boys leave school with less qualifications than girls.
- Over half of women in Scotland have complained about discrimination because they were pregnant.
- Boys in Dundee are three times more likely to be excluded from school.

4.5 Men and women have different needs:

- Girls in Scotland are more likely to start smoking than boys.
- Boys in Scotland are more likely to drink or take drugs than girls.
- Men in Scotland are three times more likely to commit suicide.
- Nine out of ten people who suffer from domestic abuse in Scotland are women.

5.0 Gender Legislation -

5.1 The Equality Act 2006

This created the Gender Equality Duty(GED) which amended the Sex Discrimination Act 1975. The GED sets out new general and specific duties for all public authorities.

5.2 What is the general duty of the GED:

The GED places the general duty on Dundee City Council from April 2007 to have due regard to the need to:

- eliminate unlawful discrimination and harassment; and
- promote equality of opportunity between men and women.

5.3 What do we mean by unlawful discrimination and harassment:

- direct and indirect discrimination against women and men, in employment and education, in goods, facilities and services and in the exercise of public functions.
- harassment, sexual harassment and discrimination on the grounds of pregnancy and maternity leave.
- discrimination on the grounds of gender reassignment in employment and vocational training.
- direct and indirect discrimination in the employment field on the grounds that a person is married or a civil partner.
- victimisation as a result of raising, intending to raise a complaint or acting as a witness or give evidence in support of someone raising a complaint.

5.4 What are the specific duties of the GED?

We must set out how we will meet the general duty and:

- Gather information on how our work affects women and men, boys and girls.
- Consult employees, service users, trade unions and other stakeholders such as parent's groups and the local community.
- Assess the different impact of policies and practices on both sexes and use this information to inform our work.
- Identify priorities and set gender equality objectives.
- Plan and take action to achieve those objectives.
- Publish a gender equality scheme, report annually and review progress every three years. This must be published by the 29 June 2007.
- Publish an equal pay policy statement and report on progress every three years. This must be published by the 28 September 2007.

5.5 What is a gender equality scheme?

A gender equality scheme must set out:

- our gender equality objectives, and what evidence has been used to develop these objectives.
- how we will gather information to monitor change, in terms of employment (if the organisation is responsible for employing staff) and service delivery.
- how we have consulted staff and service users in setting objectives.
- how we will assess the impact of the organisation's policies and practices on gender equality.
- what action we will take to meet your objectives over the next three years.

5.6 Education Department gender equality scheme

Education authorities are required to produce their own gender equality scheme and equal pay statement.

In addition to this, education authorities in Scotland have a responsibility to ensure that the schools they manage:

- gather information on the effects of their policies and practices on gender equality.
- assess the impact of those policies and practices on gender equality, carry out steps to meet the duty in line with the education authority scheme.
- and report on these activities.

Dundee City Council's Education Department Gender Equality Scheme is available on the equality and diversity pages of our website.

6.0 Mainstreaming approach to equality and diversity and Equality Impact Assessment

The Council Generic Equality and Diversity Scheme outlines the processes involved in mainstreaming and how we intend to achieve them.

6.1 Equality Impact Assessment (EQIA)

Since the publication of our last Gender Equality Scheme, the Council has developed an EQIA toolkit and trained over one hundred officers in its use. In addition, all of its policies have been screened for adverse impact on gender. This can be viewed on www.dundee.gov.uk.

6.2 This screening process has contributed to the aims of mainstreaming as it:

- Is a long term strategy that aims to make sure that policy making is fully sensitive to needs and experience of men, women, girls and boys in Dundee.
- Tackles structures that contribute to sustain inequality and discrimination on the grounds of gender.
- Avoids policy and programmes being adopted that continue existing inequalities based on gender or makes them worse.
- Has created a policy review process, which specifically generates gender equality and diversity outcomes.

6.3 The EQIA process is now part of committee report structure and corporate Service Planning Guidelines.

6.4 All gender equality action and EQIA items are placed can be viewed in Appendix 1 and are placed on the corporate monitoring database with regular updates required by lead officers. Regular reports are provided to the Council Management Team.

7.0 The Gender and Sexuality Equality and Diversity Action Group

7.1 The Gender and Sexuality Equality and Diversity Action Group (GEDAG) is a corporate review body comprising of representatives from all departments which is responsible for:

- Analysing data produced by the Personnel Department to identify areas of gender under-representation in the Council workforce.
- Providing feedback and recommendations to departments regarding areas of positive action that could be taken to increase the numbers of men and women working in gender segregated services.
- Monitoring and providing feedback to departments in relation to the full impact assessments and gender equality action plans identified in Appendices 1 and 2.
- Analysing of monitoring data produced across all departments and identification of any potential barriers to accessibility relating to gender.
- Providing departmental training reports.
- Providing input to the Council's consultation response to new policy/legislation relating to gender.

- Collecting good practice case studies on gender equality and diversity.
 - Assisting in the preparation of gender equality and diversity schemes and in the development of generic equality and diversity policy.
- 7.2 GEDAG receives annual gender employment monitoring and gender equality and diversity action reports from departments in May of each year and provides feedback by September. In addition, the group provides a quarterly progress report to the full Council Management Team.

8 Progress report - Gender Equality and Diversity Objectives

8.1.1 Objectives as an Employer

To be an employer that welcomes and encourages gender diversity, prevents unlawful discrimination on the grounds of gender and promotes gender equality by:

- 8.1.2 employing a workforce, which is representative of the city's economically active population.

Progress

- equality monitoring information in relation to employees in post and applications for employment is published and is available on the equality and diversity pages of our website
- gender specific training initiatives such as "Women Leading" being used within some departments

Priorities for action:

- analyse equality monitoring data further to identify areas of potential concern e.g. gender balance in promoted posts, flexible working arrangements in promoted posts, occupational segregation etc, and where necessary develop plans to address issues.
- 8.1.3 monitoring recruitment and selection procedures to ensure they are non-discriminatory and encourage applications in cases of gender under-representation.

Progress Report

- the Council runs a two-day course on Recruitment and Selection, which is delivered by the Personnel Department and covers the Council's procedure and relevant equalities legislation. An officer must be deemed competent by the trainer at the end of the course before being involved in recruitment procedures.
- Council representatives regularly take part in jobs fairs, organised by the Job Centre, which target specific groups of job seekers e.g. lone parents, job seekers on incapacity benefits etc.
- Providing gender specific training initiatives to encourage women to participate in non traditional sectors e.g. HGV for women courses.

Priorities for Action

- analyse information gathered on applications for employment and employees in post in order to identify areas of gender imbalance and develop plans to address issues.

8.1.4 ensuring fair access to learning and development opportunities.

Progress Report

- on-line training courses are being developed which will allow easier access for those employees on flexible working contracts:
- use of Cardinus on-line display screen equipment training package which facilitates self assessment and awareness raising on Health and Safety issues, already in use.
- Stress and the Risk Management Process on-line training package currently being developed.
- CETIS computer based training package with some modules already available and the potential to add further modules as required.

Priorities for Action

- monitor information on uptake of learning and development opportunities to identify any gender imbalance and develop plans to address issues if required.
- pilot single gender courses where gender-related issues or under-representation is identified e.g. Coping with Stress for Men; Assertiveness for Women; Handling Aggression and Violence for Women.

8.1.5 creating an accessible working environment free from discrimination, harassment and violence on grounds of gender.

Progress Report

- the Council has a Policy on Personal Harassment which is annually publicised to employees via payslips, posters, leaflets and intranet
- Harassment Support Officers are available to provide informal, confidential assistance and support to employees who feel they may be victims of harassment. There are 16 Harassment Support Officers, 11 women and 5 men, who work across the range of Council departments.

Priorities for Action

- analyse the monitoring information kept by Harassment Support Officers to identify any gender-related issues and develop plans to address any issues identified.
- monitor information on violence and aggression forms to identify any gender-related issues and develop plans to address any issues identified.
- ensure employees are aware of their duties and responsibilities to ensure the working environment is free from discrimination, harassment and violence by including information in the Employee Handbook.

- 8.1.6 promoting a culture, which values and respects the identity and culture of each person.

Progress Report

- an online diversity training programme was provided for relevant staff in all departments in 2004/2005. 1412 employees completed the whole programme. 161 employees partially completed the programme, and of these 88 completed the section on gender equality.
- the Council operates an enhanced flexible working policy open to all employees.
- the Council operates enhanced maternity leave and adoption leave schemes.
- the Council operates enhanced Health and Safety policies on Pregnancy and Breastfeeding.
- the Council has a policy on Carer's Leave.
- Availability of gender specific occupational health advisers, where requested.

Priorities for Action

- monitor and analyse information on requests to undertake flexible working, carer's leave etc to identify any gender-related issues and develop plans to address any issues identified.
- develop a Workplace Policy on Domestic Abuse, with the aim of assisting and supporting employees to address problems arising from domestic abuse.
- identify suitable Diversity Training programmes/courses for future use by Council departments.
- identify means of raising awareness of trans-gender issues.

- 8.1.7 evaluating jobs with the aim of ensuring equal pay for equal work.

Progress Report

Evaluation of posts under the Single Status Job Evaluation project is in its final phase. All job types have been evaluated and data confirmed with departments. Formal meetings with trade union representatives are taking place to discuss evaluation results, new terms and conditions proposals and the creation of a new pay structure for the Council.

Priorities for Action

- implementation of new pay structure following SSJE exercise.
- monitor the implementation of SSJE to identify any gender-related issues and develop plans to address any issues identified.
- analyse information on pay, identify any gender-related issues and develop plans to address any issues identified.

- ensure that those officers who will be involved in job evaluation receive appropriate training.

8.1.8 developing a Council equal pay statement.

Priorities for Action

The Council will publish an Equal Pay Statement by 28 September 2007 setting objectives for identifying and addressing any gender-related issues.

8.1.9 work with our employees and trade union representatives to promote positive action for gender equality.

Progress Report

The Council operates a Gender Equality and Diversity Action Group, with a remit to ensure that opportunities to introduce equality and diversity objectives are identified and progressed within departments.

Priorities for Action

- arrange employee consultation events
- encourage joint working with trade unions
- make use of employee survey information to identify gender-related issues and develop plans to address these, as required

8.1.10 All policies referred to in this section are available on the equality and diversity pages of our website.

8.2. **The Council as a service provider**

8.2.1 Consultation and Involvement.

Progress Report

Consultation and involvement of men and women in policy development is a key element of the Equality Impact Assessment(EQIA) process adopted by the Council. This has involved:

- Formulation of a toolkit to assist council officers in the EQIA process
- Training of over one hundred key council officers involved in policy development and quality insurance in the EQIA screening process as it relates to our general duties under the GED
- Formation of screening teams across all council departments
- Identifying areas for action and need for full equality impact assessments to address any areas of potential or existing adverse impact (Appendices One and Two)

The development of these processes has lead to a need for a corporate communication and consultation policy which addresses equality needs. This would provide clear guidance to departments regarding principles and practice as well as access to corporate resources for implementation.

In addition, the need to develop consultative frameworks for equality groups through the Dundee Partnership has been identified as a priority by the Equality and Diversity Partnership

Priorities for further action:

- To ensure that gender equality guidance is included in the development of the corporate communication and consultation strategy.
- To ensure that gender equality guidance is included in the development of community involvement initiatives through the Dundee Partnership.
- To work with the Dundee Partnership to develop appropriate consultative frameworks.

8.2.2 Service Monitoring

Progress Report

The corporate equality and diversity monitoring strategy which can be viewed on our website allows accurate collation of service users by gender.

There are some examples of departments using the data they collect to influence services.

For example, the adult literacies initiative identified the fact that men traditionally were not taking advantage of literacy programmes. Provision of work based literacy programmes has significantly increased take up of services.

We recognise, however, that this is an area which requires development. Data collection is a problematic area as departments often do not have sufficient resources. The inclusion of equality data in the citizen account will allow departments to access reports on users by equality group.

There are, however, still areas of monitoring which will not be met by this method.

All service departments have now participated in corporate training to equip them in the preparation of equality monitoring action plans which will outline their priorities for collection, analysis of gender data and identification of positive action plans as appropriate.

Priorities for Action:

- The inclusion of equality fields in development of the Citizens Account.
- Guidance for departments will be developed as an appendix of our current service monitoring policy.
- Departmental equality monitoring action plan which will set out their strategy for:
 - i. data collection
 - ii. data analysis
 - iii. integration of findings and proposed action into service planning

8.2.3 Gender Specific Services

Progress Report

There are many examples across the Council where gender specific services are provided to increase opportunities and accessibility of services to men and women in areas where they are traditionally under represented. These include:

- Provision of leisure and educational opportunities catering for the needs of minority ethnic women.
- Provision of sports coaching to girls in areas traditionally reserved for boys.
- Fostering course for men to encourage the recruitment of men as foster carers.
- Provision of single sex health initiatives provided through the Healthy Living Initiative.

Priorities for action:

- To identify further areas for positive action from EQIA, consultation and equality service monitoring.

8.2.4 Training and Development

Progress Report

We are committed to training our staff in their responsibilities under the GED:

- Specific training regarding gender equality has been included in our Recruitment and Selection, Harassment Procedures and Customer Care training.
- Over eighteen hundred employees have completed an online gender equality and diversity module.

More information regarding training initiatives can be found in the employment section of this report.

8.2.5 Procurement of Services

Progress Report

It is important to ensure that not only the council but those whose services we contract are committed to the principles of gender equality.

Priorities For action

As part of its procurement strategy for 2007-2011, the Council is committed to the development of:

- Equality question sets for contractors
- Equality Criteria for selection of contractors
- Monitoring of contractor selection
- Equality requirements insertion into contracts as appropriate

8.3 The Council as a partner

The Council has a strong tradition of working with partners to promote gender equality and diversity.

8.3.1 The Equality and Diversity Partnership has worked together in the preparation of their gender equality and diversity schemes and participated in a joint consultation event on gender issues. A copy of the consultation report can be viewed on the equality and diversity pages of our website. The Partnership have identified the following as priorities for action:

- Development of a Partnership training for trainers programme.
- Development of consultative structures for gender equality.
- Development of mainstreaming equality processes across all areas of partnership working.

8.3.2 Dundee Domestic Abuse Forum is a partnership project with funding from the Scottish Executive and hosted within Dundee City Council's Housing Department. While this is not a gender specific project, we recognise that victims of domestic violence are predominantly women and that gender specific services are often an appropriate response to their needs. A copy of the domestic abuse forum's action plan is available in Appendix B.

8.3.3 The Oxfam UK Poverty Project "Making Regeneration Better" has been working in Partnership with Dundee City Council incorporating a gender analysis into existing Community Regeneration Fund frameworks and programmes. This will assist in the future mainstreaming of service provision in this area. A full report will be available on the Council website from July.

8.4 The Council as a Community Leader

8.4.1 The Equalities Forum has been established with funding from the Council. This forum allows us to engage with the voluntary sector and promote good practice regarding gender equality and diversity.

The Forum have been actively engaged in the process of responding to EOC consultations regarding the GED and plan to provide training for voluntary organisations providing public services in their new responsibilities.

Priority For Action:

- Provide support to the Equalities Forum in the provision of training on the GED.

8.4.2 The gender impact assessment identified for re-generation and community planning with the recommendations from the Oxfam Poverty Project will provide the basis of an action plan to address under-representation in community life and poverty issues by gender.

Priority for Action:

- To complete a gender impact assessment and prepare a gender equality action plan across community planning and re-generation.

9.0 Consultation in the preparation of the scheme

We have involved and consulted men and women in Dundee in the preparation of the scheme in the following ways:

- Trade Unions have been asked for their comments on the scheme.
- An all staff e mail has been inviting our employees to comment.
- Dundee Equalities Forum submitted proposals for inclusion in the scheme.
- An expert working group consultation was conducted to get ideas from equality groups in Dundee.
- A full public consultation was hosted by Dundee Equality and Diversity Partnership in the Marryat Hall on the 29 May (report available on our website).
- The draft scheme was published on our website with the opportunity to comment.

As a council, we recognise that this consultation has not been inclusive and view these activities as only the start of an extended process of dialogue with our employees and service users.

10.0 Publication and Access

This scheme has been published on the equality and diversity pages of our website and is available as a published document. An executive summary is available in plain English. Community languages, BSL, braille, tape and large print formats of the executive summary are available on request.

To obtain a copy of the executive summary in an alternative format contact Susan Gunn 01382 431513 or by e mail at susan.gunn@dundeecity.gov.uk.

Dundee City Council Gender Equality Scheme Action Plan 2007-2010

Appendix 1

Corporate Planning					
Objective	Action	Outcome	Performance Measure	Responsibility	Target Date
3.2	To incorporate gender impact assessment into the service planning and committee report writing processes	Guidance on how to complete gender impact assessments when developing service plans or new policies	% of policies /service plan items which are EQIA screened	Chris Ward	August 2007
Economic Development					
1	To specifically target single fathers and make them aware of economic opportunities	To increase the number of male clients of Working for Families	To engage with 130 clients and for 30 to progress to some kind of economic activity	Diane Milne	March 2008

Dundee City Council Gender Equality Scheme Action Plan 2007-2010

Environmental Health and Trading Standards					
Objective	Action	Outcome	Performance Measure	Responsibility	Target Date
3.2.4	Look at internal data on service use	Identification of trends relevant to gender	% age of service lines examined	F Feechan	October 2007
3.2.4	Review enforcement approach on gender specific issues	Gender related issues included in enforcement policies and procedures	Increased percentage of enforcement letters containing gender specific actions	F Feechan	October 2007
3.2.3	Bid for food hygiene grant to assist Chinese Community including women's groups	Participation by women's group in training programme	Number of potential versus actual participants	F Feechan	April 2008

Dundee City Council Gender Equality Scheme Action Plan 2007-2010

Finance					
Objective	Action	Outcome	Performance Measure	Responsibility	Target Date
3.2.6	To complete a gender impact assessment on the corporate procurement strategy	<ul style="list-style-type: none"> • Equality Question sets for Contractors • Equality Criteria for selection of Contractors • Development of model contract equality clauses • Monitoring of contract award 	Award of contracts to organisations and businesses who have a clear understanding of gender equality and how to promote it.	David Dorward	Sept 2008
Gender Equality and Diversity Action Group					
3.2.4	To review the current corporate policy on equality service monitoring to include a checklist and presentation for departments.	Increased confidence in the preparation of equality service monitoring	Production of departmental action plans	Corporate Equality Group Chairs	July 2007
3.2.4	To develop service monitoring by gender through: <ul style="list-style-type: none"> • identifying relevant service areas • developing collection systems • analysis of data • identifying positive action measures 	Departmental Equality Monitoring Action Plans	% increase in men and women users as appropriate	All departments	Sept 2008

Dundee City Council Gender Equality Scheme Action Plan 2007-2010

Housing					
Objective	Action	Outcome	Performance Measure	Responsibility	Target Date
3.1.3	Monitor requests for and approval of training and further education opportunities	A profile of the gender of employees' training requests	% Balance in line Departments employee mal/female ratio	EB/LC	2008
3.1.4	Healthy Working Lives (SHAW) activities	Promotion of gender specific health issues	<ul style="list-style-type: none"> • Number of activities arranged • numbers attending 	BS	2007
3.1.4	Investigate the possibility of provide facilities for breastfeeding mothers in Shore Terrace, East/West Offices and Lilly Walker Centre	Private comfortable facilities available	<ul style="list-style-type: none"> • Funding arranged • equipment provided 	LC	2007
3.1.7	Ensure that written/verbal communications are free from exclusionary language	No discrimination	<ul style="list-style-type: none"> • Annual Audit of publications • Number of complains • Customer Satisfaction Survey 	All Sections	2007

Dundee City Council Gender Equality Scheme Action Plan 2007-2010

Housing					
Objective	Action	Outcome	Performance Measure	Responsibility	Target Date
3.1.7	Produce employee guidelines on promoting gender equality	Employees have an understanding of legislation and know their roles and responsibilities for gender equality	<ul style="list-style-type: none"> • Number of complaints • Customer Satisfaction Survey • Staff attitude Survey 	BS/LC	2008
3.1.7	Dedicated section on Housing Department Intranet regarding gender issues	Employees can resource information about gender issues	Number of hits on Internet pages	BS	2007
3.2.2	Training on Equalities and Diversity issues to Registered Tenants Organisations	Tenants representatives have an understanding of gender issues	Number of RTOs trained	BR	2007

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Housing					
Objective	Action	Outcome	Performance Measure	Responsibility	Target Date
3.2.3	Examine transgender issues with regards to the use of the Gender Reassignment Certificate	Procedures for the verification of documents to include GRC	Number of briefings for employees	LC	2007
3.2.3	Implement single sex interviews/visits on request	<ul style="list-style-type: none"> • Publicise that single sex interviews are available • Staff awareness that they must provide this service 	Briefings for employees	LC	2007
3.2.5	Provide training to raise staff awareness of gender issues	<ul style="list-style-type: none"> • Employees have an understanding of issues surrounding gender and how to apply good practice in the workplace 	<ul style="list-style-type: none"> • Number of employees attending training • Evaluation of training 		

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IT					
Objective	Action	Outcome	Performance Measure	Responsibility	Target Date
3.2.4	To integrate collection of gender equality data as part of the citizens account	A profile of current Dundee City Council Service Users by gender	Annual reporting of service use by gender (This will be incremental as departments sign up to the citizens account)	Jane Crawford All departments	2010
Leisure & Communities					
3.2.3	To provide swimming lessons for women with modesty issues	More women who have difficulty accessing swimming lessons will be able to do so	% of swimmers amongst users with modesty issues	Susan Gunn	October 2007
3.2.4	To monitor the take up of adult learning activities by men and women and identify positive action measures to increase participation.	A profile of our service users by gender and a gender action plan for adult learning services	% balance between men and women adult learners as appropriate	Marie Dailly	March 2009

Dundee City Council Gender Equality Scheme Action Plan 2007-2010

Leisure & Communities					
Objective	Action	Outcome	Performance Measure	Responsibility	Target Date
3.2	To complete a gender impact assessment for the Strategic Review of Youth work	A report which examines community planning structures and its impact by gender.	An action plan for service development which reflects the council's commitment to gender equality	Kenny Lindsey	Dec 2007
3.4	Assess the impact of current policy and practice by gender of: <ul style="list-style-type: none"> • CRF Management • Development of local community plans • Community Engagement Strategies • Anti-poverty Action Plan • Community Profile Development 	A report which examines community planning structures and its impact by gender.	An action plan for service development which reflects the council's commitment to gender equality	Neil Gunn & Olive Smiles	Dec 2007

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Leisure & Communities					
Objective	Action	Outcome	Performance Measure	Responsibility	Target Date
3.2.3	To monitor the take up of Community Centre lets by men and women groups to ensure gender specific groups are responded to as appropriate.	A gender profile of all community Centre lets across the City will inform a Centres and Projects action plan to respond to gender specific requirements as appropriate.	% balance between men and women let holders	Alistair Cluley	Dec 2008
3.2.4	To review the current partnership agreements with the Community Centre Local Management Groups (charities) to ensure gender specific issues are fully addressed	Partnership agreements will be amended if required.	All 8 agreements will be reviewed	Alistair Cluley	Dec 2007

Dundee City Council Gender Equality Scheme Action Plan 2007-2010

Personnel					
Objective	Action	Outcome	Performance Measure	Responsibility	Target Date
3.1.1	Identify any areas of gender imbalance across departments and identify actions to address any issues.	Department action plans.	% balance between men and women employees in each department.	I Martin/ Departments	Dec 2008
3.1.1	Identify any areas of gender imbalance in promoted posts across departments and identify actions to address any issues.	Department action plans.	% balance between men and women in promoted posts.	I Martin/ Departments	Dec 2008
3.1.1 and 3.1.5	Identify any areas of gender imbalance in flexible working requests and refusals across departments and identify actions to address any issues	Department action plans.	% balance between men and women undertaking flexible working.	I Martin/ Departments	Dec 2008
3.1.2	Identify any areas of gender imbalance in applications for posts across departments and identify actions to address any issues.	Department action plans.	% balance between men and women applicants for posts.	I Martin/ Departments	Dec 2008

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Personnel					
Objective	Action	Outcome	Performance Measure	Responsibility	Target Date
3.1.3	Identify any areas of gender imbalance across department in employees undergoing training and development.	Department plan.	% balance between men and women undergoing training and development.	I Martin/ Departments	Dec 2008
3.1.3	Pilot single gender training courses in particular areas.	Assess requirement for single gender courses.	% balance between men and women undertaking particular training courses.	J Duffy	Dec 2008
3.1.4	Monitor information on cases of Personal Harassment and identify any gender related issues across departments and identify actions to address any issues.	Department Action Plans.	% of men and women raising harassment issues	I Martin/ Departments	Aug 2008
3.1.4	Monitor and identify any gender related issues regarding cases of Violence and Aggression across departments.	Department Action Plans.	% of men and women experiencing violence and aggression	N Doherty/ Departments	Aug 2008
3.1.5	Develop a Corporate Policy on Domestic Abuse.	Availability of support and assistance for employees who are victims of Domestic Abuse.	Numbers of employees seeking assistance	I Martin	Oct 2007

Dundee City Council Gender Equality Scheme Action Plan 2007-2010

Personnel					
Objective	Action	Outcome	Performance Measure	Responsibility	Target Date
3.1.5	Monitor and identify any areas of gender imbalance in flexible working requests/refusals across departments and identify actions to address any issues.	Department Action Plans.	% balance between men and women undertaking Flexible Working.	I Martin/ Departments	Aug 2008
3.1.5	Monitor and identify any areas of gender imbalance in Carer's Leave requests/refusals across departments and identify actions to address any issues.	Department Action Plans.	% balance between men and women taking Carer's Leave.	I Martin/ Departments	Aug 2008
3.1.5	Monitor and identify any areas of gender imbalance in requests to Work Beyond the intended Retirement Date across departments and identify actions to address any issues.	Department Action Plans.	% balance between men and women working beyond the intended retirement date.	I Martin/ Departments	Aug 2008
3.1.6	Complete J E exercise	Implementation of new pay structure	All posts evaluated and assimilated to equality impact assessed grade structure.	I Martin/ Departments	April 2008

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Personnel					
Objective	Action	Outcome	Performance Measure	Responsibility	Target Date
3.1.4	Statement re employee responsibilities to be included in revision of Employee Handbook.	Raise employees' awareness of responsibilities.		I Martin	Dec 2007
3.1.5	Identify suitable Diversity Training Programmes/Courses.	Implementation of further training programme on Diversity issues	Number of employees completing training.	S Gunn/ Personnel	
3.1.5	Identify means of raising awareness of trans-gender issues.	Implementation of appropriate training/briefing programme.	Number of employees completing programme.	S Gunn/ Personnel	
3.1.1	Monitor employees redeployed as a result of restructuring exercises across departments.	Analysis of potential gender-related issues.	% balance between men and women being redeployed.	I Martin	Dec 2008
Planning and Transportation					
Gender 1	Produce employee guidelines on promoting gender equality.	Employees have an understanding of legislation and know their roles and responsibilities for general equality.	Number of staff who have received and understood guidelines.	Ron Tinley	April 2008
Gender 2	Ensure all public transport vehicles meet requirements of Gender Equality and Diversity Scheme	All public service buses operating in Dundee are low floor vehicles.	Information received from bus operators.	Neil Gellatly	April 2008

Personnel					
Objective	Action	Outcome	Performance Measure	Responsibility	Target Date
	Equality and Diversity Scheme.				
Gender 3	Health working lives SHAW activities.	Promotions of gender specific activities.	Number of activities arranged. Number and gender of participants.	Ramsay Hood	April 2008

Dundee City Council Gender Equality Scheme Action Plan 2007-2010

Public Relations					
Objective	Action	Outcome	Performance Measure	Responsibility	Target Date
3.2.1	To mainstream gender equality into the corporate communication and consultation strategy	Clear guidance regarding consultation requirements and inclusive imagery relating to gender equality. Development of resource bank to assist departments	% increase of men/women at consultations	Les Roy	March 2008
Social Work					
3.1.4 3.2.5	Agree and implement training/ awareness raising programme for effective implementation of Equality and Diversity Schemes across social work	A training programme to make staff more aware of equality and diversity issues including men, women and LGBT	Number of people participating in the training programme	Heads of Service/ Lena Godfrey	April 2008
3.1.4	Revise the induction programme for social work employees to take account of the requirements contained in the Council's Equality and Diversity Schemes including the Gender Equality Scheme Action Plan 2007-1010	Improved understanding amongst employees of the implications of the equality and diversity issues	All new employees to undertake induction training	Lena Godfrey	December 2007

Dundee City Council Gender Equality Scheme Action Plan 2007-2010

Public Relations					
Objective	Action	Outcome	Performance Measure	Responsibility	Target Date
3.2.1	Implement User Involvement Policy by developing Strategic Action Plan to ensure effective involvement of men, women, LGBT and other equality groups	1. User involvement profile 2. A variety of involvement activities, events etc involving men, women, LGBT and other equality groups	Demonstrable participation of people from various equality groups	Val MacFarlane	March 2008
3.2.5	Development of a departmental EQIA team to monitor the implementation of gender impact assessments	Priorities for gender impact assessments will be determined with consideration of cross strand EQIA's and options for joint consultation and research considered	Number of completed gender impact assessments	Ifty Chaudhry/ Heads of Service	Dec 2007
3.1.5	Review of the current facilities for breast feeding and expressing and storing of breast milk within social work premises	Where possible, all centres / offices will have a private space for breast-feeding / expression and storage of breast milk.	A list of the available facilities, identified gaps and recommendations for necessary improvements	Katrina Finnon/ Healthy Working Lives Group	June 2008

Dundee City Council Gender Equality Scheme Action Plan 2007-2010

Public Relations					
Objective	Action	Outcome	Performance Measure	Responsibility	Target Date
3.2.5	Gender impact assess the criteria for funding voluntary organisations	Report outlining any adverse impact by gender with remedial action points and outcomes	Gender equality action plan	Alison Mackay	Decr 2008
3.2.5	Gender impact assess the criminal justice Service strategic Plan	Report outlining any adverse impact by gender with remedial action points and outcomes	Gender equality action plan	J Martin J Lewis	Dec 2008
3.2.5	Gender impact assess the recruitment and carers of foster carers	Report outlining any adverse impact by gender with remedial action points and outcomes	Gender equality action plan	M Moyes	Dec 2008

Dundee City Council Gender Equality Scheme Action Plan 2007-2010

Public Relations					
Objective	Action	Outcome	Performance Measure	Responsibility	Target Date
3.2.5	Gender impact assess adoption policy in light of new regulations	Report outlining any adverse impact by gender with remedial action points and outcomes	Gender equality action plan	F McBride M Moyes	Dec 2008
3.2.5	Gender Impact Assess the East Port House Admissions Policy	Report outlining any adverse impact by gender with remedial action points and outcomes	Gender equality action plan	Jane Martin Lloyd Glyn	March 2008

Dundee City Council Gender Equality and Diversity Scheme 2007-2010- Plain English Executive Summary

1. What is a Gender Equality Scheme?

This scheme tells you what Dundee City Council will do to:

- Provide equal access to services and employment for women, men and transsexual people
- Stop discrimination² and harassment³ toward men, women and transsexual people

2.0 What we believe:

Dundee City Council believes that men and women who work or live in Dundee should have the same chance to:

- use our services
- to come and work for us
- to be free from harassment and discrimination in their daily lives

2.1.1 Why we need this scheme:

We know that the needs of men and women are different. They do different things in their daily lives, have different responsibilities do different jobs and do not have access to the same resources such as money and transport. We also understand that the way we plan our services and the systems we use as an employer can discriminate against them unless those differences are taken into account

2.1.2 Facts about Men and Women

Men and women have different income:

- 6 out of 10 people getting income support or pension credit in Dundee are women
- Women are three times more likely to be working part time

Women and men have different responsibilities

- 9 out of ten lone parent households in Dundee are headed by women
- Women in Dundee are more likely to have caring responsibilities for older or disabled people

Men and women have different jobs:

- Four of the twenty nine councillors in Dundee are women
- One in three people taking part in the modern apprenticeship In Tayside are young women
- Most women that take part in the adult modern apprenticeship in Tayside do admin, child or caring programmes

² Treating people badly because they are a women, man or transsexual

³ Actions that hurt other people, such as bullying, ignoring or threatening

- Most men that participate in the adult modern apprenticeship in Tayside do skills or management programmes
- 8 out of 10 studying Education at Higher Education level in Scotland are women
- 9 out of 10 studying Engineering or Technology at Higher Education level in Scotland are men

Women and men have different experiences at school and work:

- Men in Scotland are less likely to apply for flexible working
- Boys leave school with less qualifications than girls
- Over half of women in Scotland have complained about discrimination because they were pregnant
- Boys in Dundee are three times more likely to be excluded from school

Men and women have different needs:

- Girls in Scotland are more likely to start smoking than boys
- Boys in Scotland are more likely to drink or take drugs than girls
- Men in Scotland are three times more likely to commit suicide
- Most people who suffer from domestic abuse are women

2.2 What we will do:

We will promote equality for women and men in Dundee as:

- An employer
- A service provider
- A partner with other organisations
- A community leader

2.3 How will we do this?

2.3.1 We want to be an employer that does not discriminate against men, women and transsexual people and that promotes equality by making sure that they:

- Have an equal chance to work for us
- Have a chance to find out more about jobs that are traditionally done by men or women
- Get the chance to do training and development
- Are not harassed or discriminated against
- Are paid the same rate for work of equal value
- Are asked for their opinions about work issues

2.3.2 We want to make sure that men, women and transsexual people can use our services equally by:

- Listening to them when we plan our services
- Working together with them to make sure that we do not discriminate
- Making arrangements to help them use our services
- Checking that they are using our services and change the way our services are run if needed
- Providing gender equality training
- Making sure that the organisations we contract also promote gender equality

2.3.3 When we work with other organisations, we want to make sure that the different needs of women and men are met by:

- Making sure that they have the chance to take part in community planning
- Agreeing ways of working that helps them use services
- Finding out what training we need
- Setting up training programmes for gender equality
- Listening to men and women when we plan our services
- Setting up separate services for men and women if needed

2.3.4 We want to encourage the Dundee Community to meet the different needs of men and women by:

- Finding out what is stopping them from taking part in community life and take action to help them do so
- Showing community organisations how to meet the needs of women and men
- Working with voluntary organisations through Dundee Equalities Forum to promote gender equality
- Involving men's and women's groups in the community planning process

2.4 We have an action plan of things we plan to do over the next three years. If you would like to see the full document, please contact Susan Gunn at 01382 431513 or e mail susan.gunn@dundeecity.gov.uk or look at our website www.dundeecity.gov.uk/equaanddiv.

3. How will we know that we are improving?

We will get back to all the people we talked to when preparing the scheme to tell them the progress we have made each year. We will also publish a report on our website.

4. If you would like this document in another language, BSL, large print, Braille or in another format please contact Susan Gunn on 01382 431513 or email at susan.gunn@dundeecity.gov.uk.



Equality Impact Assessment

Department Leisure & Communities & Personnel		Section Regeneration			EQIA Team Susan Gunn Lynne Cameron			
Name of the Policy	Gender Equality & Diversity Scheme	Date of the Assessment	12.02.07		New or Existing Policy	Review		
Screening results Insert Low/Med/or High	Age L	Dependants L	Disabled L	Gender L	LGBT L	Offenders L	Race L	Religion L

Equality Indicators and Evidence

The Gender Equality and Diversity Scheme has been developed to address the needs of women and men when accessing council services and from employment with the Council. It addresses all the equality indicators adopted by the Council.

Consultation regarding the scheme has taken place with the voluntary sector through Dundee Equalities Forum and a full public consultation took place on the 29th May 2007. A full copy of the consultation report is available on the Council website.

In addition, consultation has taken place through an all staff e mail and with the trade unions.

A need for further consultation regarding the needs of minority ethnic women, and young men and women has been identified through the Equality and Diversity Partnership.