

DUNDEE CITY LICENSING BOARD

GENDER EQUALITY SCHEME 2007-2011

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1.0 Introduction

- 1.1 This Gender Equality and Diversity Scheme sets out what the Licensing Board will do in furtherance of its statutory duties and also to contribute to Dundee City Council achieving its vision relating to gender equality and diversity in Dundee. It reviews the achievement of equality and diversity objectives from the Council's Generic Equality and Diversity Scheme, which can be viewed in full on the Dundee City Council website www.dundee.gov.uk/equanddiv/genequdivscheme.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 legislative responsibilities, culminating in the production of a 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 Licensing Board and Dundee City Council believe 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.

Dundee City Licensing Board and Dundee City Council are committed 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

Dundee City Licensing Board is not an employer in its own right and instead its services are delivered by staff of Dundee City Council.

The Board supports the Council's commitment 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 to men and women.
- 3.2.5 ensuring that contractors or organisations providing services procured by the Board 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:

- 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.

4.2 Women and men have different responsibilities

- 9 out of 10 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;
- 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.

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.

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

4.5 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 Licensing Board 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 or 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;

- 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 29th June, 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 have consulted 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 these objectives over the next three years.

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 it intends to achieve them.

6.1 Equality Impact Assessment (EQIA)

Since the publication of its 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 can be viewed in Appendix 1 to the Council's Gender Equality Scheme 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

As mentioned previously, the Board does not employ staff of its own. However, it supports the Council's objective 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 the Council's 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 eg 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 eg lone parents, job seekers on incapacity benefits etc;
- Providing gender specific training initiatives to encourage women to participate in non traditional sectors eg 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 eg 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 its 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 the Council's website.

8.2. The Board 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 the 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.

The development of these processes has led 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 the Council's website allows accurate collation of service users by gender.

All service departments within the Council 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:

- 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 Training and Development

Progress Report

The Council is committed to training its staff in their responsibilities under the GED. This will include staff providing services to the Board.

- Specific training regarding gender equality has been included in 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.

8.2.4 Procurement of Services

Progress Report

It is important to ensure that not only the Board but those whose services we contract are committed to the principles of gender equality. These services are contracted via the Council.

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 Board as a Partner

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 the Council's 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.

8.4 The Board as a Community Leader

8.4.1 The Equalities Forum has been established with funding from the Council. This forum allows engagement with the voluntary sector and the promotion of 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.

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:

- Members of the Liquor Licensing Consultative Forum representing licence holders, local solicitors, Tayside Police and others with an interest in the licensed trade;
- Elected Members.

As a Board we recognise that this consultation has not been inclusive and view these activities as only the start of an extended process of dialogue with service users. The Board is encouraged to note that none of the consultees who responded to the consultation were able to identify any specific issues or areas where it was open to criticism in its approach to gender equality. However, the Board is still committed to maintaining and improving its approach in conjunction with the Council and its partner organisations.

10.0 Publication and Access

This scheme has been published on the equality and diversity and licensing pages of the Council's website and is available as a published document. Copies are also available from the General Services Office, 20 City Square, Dundee.