

**REPORT TO: POLICY AND RESOURCES COMMITTEE - 22 JUNE 2009**

**REPORT ON: GENDER EQUALITY AND DIVERSITY SCHEME**

**REPORT BY: DIRECTOR OF LEISURE AND COMMUNITIES AND DEPUTE CHIEF EXECUTIVE (SUPPORT SERVICES)**

**REPORT NO: 331-2009**

**1. PURPOSE OF REPORT**

1.1 The report informs the Committee of the progress made in implementing the Corporate Gender Equality and Diversity Scheme 2007-2010.

**2. RECOMMENDATIONS**

2.1 It is recommended that the Committee:

- notes the progress made in implementing the Corporate Gender Equality and Diversity Scheme 2007-2010
- approves the Second Annual Report on the Corporate Gender Equality and Diversity Scheme 2007-2010

**3. FINANCIAL IMPLICATIONS**

There are no financial implications.

**4. MAIN TEXT**

4.1 The Council published the Corporate Gender Equality and Diversity Scheme 2007-2010 in June 2007. This enabled the Council to meet its statutory duty under gender equality legislation.

4.2 There are general public sector duties associated with gender equality legislation along with a specific duty on the Council to publish and report annually on its Gender Equality and Diversity Scheme.

4.3 The Annual Report provides a review of progress made on the Action Plan contained in the Council's Gender Equality and Diversity Scheme 2007-2010.

4.4 Dundee City Council's duty as an Education Authority is covered in a separate Gender Equality Scheme 2007-2010 and in a separate Annual Report, as recommended under the legislation.

4.5 The Annual Report outlines the corporate approach to mainstreaming equalities within the Council and within the Community Planning Partnership.

**5. POLICY IMPLICATIONS**

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

## 6. **CONSULTATIONS**

The Chief Executive, Depute Chief Executive (Finance), Head of Finance and all Chief Officers have been consulted in the compilation of this report.

## 7. **BACKGROUND PAPERS**

- Dundee City Council Gender Equality and Diversity Scheme 2007-2010
- Dundee City Council Education Department Gender Equality Scheme 2007 -2010
- Dundee City Council Employment Equality Monitoring : Report No 222-2009
- Dundee City Council Equal Pay Statement : Report No 464-2007
- Dundee City Council Implementation of Single Status : Report No 578-2007
- Delivering on Equalities : Draft Guidance to Community Planning Partnerships, Scottish Government 2008

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24/06/2009

**DUNDEE CITY COUNCIL**  
**GENDER EQUALITY AND DIVERSITY**  
**SCHEME 2007-2010**

**SECOND ANNUAL REPORT**  
**JUNE 2009**

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## 1. INTRODUCTION

### 1.1 **Background**

1.1.1 This is Dundee City Council's second Annual Report on its Gender Equality and Diversity Scheme published in June 2007.

1.1.2 This report is the Local Authority's response to the Public Sector Equality Duty under the Sex Discrimination (Public Authorities) (Statutory Duties) (Scotland) Order 2007.

1.1.3 This report also takes account of the Gender Equality Duty within the Equality Act 2006. This places a general duty on Dundee City Council to have due regard to the need to:-

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

1.1.4 This report provides a review of the progress made on the Action Plan contained within Dundee City Council's Gender Equality and Diversity Scheme, 2007-2010.

1.1.5 Dundee City Council's duty as an Education Authority is covered in a separate Gender Equality Scheme, 2007-2010. A separate Gender Annual Report for Education is available under 'Publications' on the Education Department section of Dundee City Council's website - [www.dundeeecity.gov.uk](http://www.dundeeecity.gov.uk)

### 1.2 **Dundee City Council**

1.2.1 Since its inception in 1996, Dundee City Council has demonstrated consistent commitment to the principles and practice of gender equality and diversity.

1.2.2 Equal opportunities policies have been reviewed in line with the Local Authority's commitment to social inclusion and legislative responsibilities culminating in the production of the Gender Equality Scheme, 2002-2005.

1.2.3 The development of the current Gender Equality and Diversity Scheme reviewed progress since the last scheme and identified priorities for action over the period 2007-2010.

1.2.4 Prior to the publication of the Gender Equality and Diversity Scheme 2007-2010, Dundee City Council developed an Equality Impact Assessment (EQIA) Toolkit. This has facilitated the screening of Council functions and policies and their relevance to gender equality and diversity.

1.2.5 The Gender Equality and Diversity Scheme has been placed on Dundee City Council's Online Plan Monitoring database and is monitored on a quarterly basis. Regular reports are also provided to the Council Management Team.

1.2.6 Dundee City Council also has a Gender Equality and Diversity Action Group (GEDAG). This is a corporate review body which monitors overall performance relating to gender equality and diversity objectives, including:-

- 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
- Analysing monitoring data produced across all departments and identifying 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

### 1.3 **Annual Report**

1.3.1 This report provides a review of progress in respect of Dundee City Council's Gender Equality and Diversity Scheme 2007-2010. The report covers:-

- a review of progress on action contained within the Gender Equality and Diversity Action Plan
- an overview of performance of each Council department in undertaking the actions identified in the Action Plan
- an outline of the employee equality monitoring process
- a progress report on implementation of the equal pay policy
- an overview of the Council's approach towards mainstreaming equalities

## 2. **REVIEW OF THE GENDER EQUALITY AND DIVERSITY ACTION PLAN 2007-2010**

### 2.1 **Gender Equality Actions**

2.1.1 Dundee City Council published the Gender Equality and Diversity Action Plan in 2007. The Plan outlines gender equality and diversity objectives and identifies priorities for action.

2.1.2 The plan includes 54 actions to be undertaken across the Council for existing functions and policies during 2007-2010.

2.1.3 The following table shows the Council's progress in undertaking actions identified in the Action Plan.

#### Action Plan Progress

<b>Progress</b>	<b>Actions in 2008</b>	<b>Actions in 2009</b>
Completed	10 (18%)	13 (24%)
Ahead of Schedule	1 (2%)	1 (2%)
On Schedule	38 (70%)	34 (63%)
Behind Schedule	3 (6%)	3 (6%)
Unlikely to be achieved	-	-
Abandoned	2 (4%)	3 (5%)
<b>Total</b>	<b>54</b>	<b>54</b>

The above table shows that, over the twelve month period from June 2008 to June 2009, the Council continues to make progress on actions in the corporate Gender

Equality and Diversity Action Plan. Of the 54 actions in the corporate plan, 13 actions stand completed at June 2009 compared with 10 completed actions at the same time last year. One additional action has been abandoned over the previous twelve months making a total of 3 abandoned actions to date. One action continues to be ahead of schedule and 34 actions remain on schedule. No actions have been identified as unlikely to be achieved.

2.1.4 Each Council department has responsibility for undertaking and achieving the actions covered by their area of work. The following tables show the progress made by each department, while the text below each table highlights some particular achievements.

2.1.5 Housing

<b>Progress</b>	<b>Action</b>
Completed	5
Ahead of Schedule	-
On Schedule	3
Behind Schedule	-
Unlikely to be achieved	-
Abandoned	1
Total	9

The Housing Department is committed to an inclusive approach to staff training. One example of this approach is the commitment to ensuring the sheltered housing wardens are trained to SVQ Level 2. Within the sheltered housing warden service there are 77 female wardens and 12 male wardens. All 89 staff will receive SVQ training.

Training is ongoing with Registered Tenants' Groups to foster an understanding of Equalities and how access to the groups can be promoted for all tenants. As part of this process, tenants groups will be consulted on plans to widen the remit of the Racial Incidents Multi Agencies Panel. The intention is to widen the remit from that of race only, to that of covering all hate crime.

In addition to the above actions, the Housing Department now accommodates a Lead Officer from the Dundee Women's Aid Community Safety Project. The post is funded by the Fairer Scotland Fund. The project works with women, children and young people experiencing domestic abuse and helps them to put safety strategies in place, to identify escalating risk and supporting them to feel safer within their homes and community.

2.1.6 Leisure and Communities

<b>Progress</b>	<b>Action</b>
Completed	2
Ahead of Schedule	-
On Schedule	4
Behind Schedule	2
Unlikely to be achieved	-
Abandoned	-
Total	8

The Leisure and Communities Department have identified the gender profile of adults participating in adult learning. To date, participation of the population in adult learning is 59% female and 41% male. In light of this, targeted work aimed at increasing participation by males is taking place. One example is 'Scottish Premier League reading with the stars'. This involves local football teams in helping to promote reading with 'Dads and Lads' groups. This is aimed at getting men and their sons learning together.

#### 2.1.7 Personnel

<b>Progress</b>	<b>Action</b>
Completed	2
Ahead of Schedule	-
On Schedule	11
Behind Schedule	-
Unlikely to be achieved	-
Abandoned	1
<b>Total</b>	<b>14</b>

The Personnel Department promote single gender training courses as part of the Council's approach to training. This targeted approach has been more effective in securing different gender uptake in areas perceived as exclusive to one gender only. Examples of this are: Coping with Stress for Men, Assertiveness for Men and Control of Violence and Aggression for Women.

In addition to the above actions, the Personnel Department signed up to the LGBT Youth Scotland Charter Award Scheme in April 2009. As part of this process, LGBT training will be delivered to the Council's network of Harassment Support Officers. Communication links with staff across the Council will also be reviewed to ensure the language is clear and explicit in highlighting the Council's inclusive and supportive approach to staff re gender equality and sexual orientation.

#### 2.1.8 Social Work

<b>Progress</b>	<b>Action</b>
Completed	2
Ahead of Schedule	1
On Schedule	6
Behind Schedule	1
Unlikely to be achieved	-
Abandoned	-
<b>Total</b>	<b>10</b>

The Social Work Department has streamlined the process supporting equality impact assessment. Staff responsible for the development of policies, procedures and protocols are conversant with the use of the equality impact assessment toolkit developed by the Council for this purpose. The department is building capacity to pull

together a team of employees with relevant expertise to carry out a full equality impact assessment, as and when required. Work is continuing to finalise the most suitable way of carrying out the full impact assessment within the department.

The regulatory framework supporting legislation making it easier for gay couples to adopt or foster children is awaited by the Social Work Department. This is expected in September 2009. The existing policy will be reviewed in light of the new regulations. In the meantime, the department has organised training on the new legislation starting in June 2009. A 'Looked After Children' Guidance Manual is also being developed.

In addition to the above actions, the Social Work, Family Support Teams are currently running parenting groups for young Dads. Within this context, Family Support Teams provide a range of individual and groupwork services for fathers in accordance with their assessed needs.

### 2.1.9 Other Departments

Progress	Corporate Planning	Economic Development	Environmental Health & Trading Standards	Finance	IT	Planning & Transportation	Public Relations
Completed	1	1					
Ahead of Schedule							
On Schedule	2		2	1	1	3	1
Behind Schedule							
Unlikely to be achieved							
Abandoned			1				
Total	3	1	3	1	1	3	1

## 3. WORKFORCE MONITORING

### 3.1 Employee Equality Monitoring

3.1.1 The Gender Equality Duty within the Equality Act 2006 places a general duty on local authorities to report on progress made in gathering information on the effect of policies and practices on men and women. In particular, progress has to be reported on the extent to which:-

- equality is promoted between male and female staff
- provision of services and functions take account of the needs of men and women

3.1.2 All Dundee City Council employees have now transferred to Resource Link (Payroll/Personnel System). The transfer will allow the Council to report more accurate equality information in the future.

3.1.3 The statistics detailed in this report have been generated from a number of different and independent information systems. These systems are Resource Link (New

Personnel/Payroll Systems), HR Director (Recruitment System), Organisational Development's Training Database, Information Technology's Training Database and individual departments' training records/databases and 2001 Census data.

- 3.1.3 A Training and Development specification is currently being finalised which will allow the Information Technology Department to develop a corporate training and development system that will enable the Council to provide more accurate management information.
- 3.1.4 Following changes made to the Application for Employment form, the Council can now report gender information on current employees who are applying for a promoted post. This will now be collected on an annual basis as part of employee equality monitoring.
- 3.1.5 Paragraphs 3.1.6 to 3.1.10 below show the Council's statistics on gender equality on the following topics:
- i) Dundee City Council job application by gender/employees in post
  - ii) Employee/population gender profiles
  - iii) Employees who lodges formal grievances/attended disciplinary hearings/ceased employment
  - iv) Employees applying for/receiving training
  - v) Employees by gender applying for promoted posts
- 3.1.6 During January-December 2008, there were 17,013 job applications to Dundee City Council. Of this number 10,344 were female compared with 6,669 male applicants. Of the 993 successful job applicants over the period, a greater number of female applicants were successful: the gender breakdown being 73% female applicants and 27% male applicants. This trend continued with more female than male employees in post during January-December 2008: of 9613 employees, 64% were female compared with 36% male employees.

**Job Applicants/Successful Applications/Employees in Post - January-December 2008**

<b>Gender</b>	<b>Job Applicants</b>	<b>Successful Applications</b>	<b>Employees Reported in post - January - December 2008</b>
Male	6669 (39%)	271 (27%)	3452 (36%)
Female	10344 (61%)	722 (73%)	6161 (64%)
	17,013	993	9613

- 3.1.7 According to the 2001 Census, Dundee City had a population of just over 145,000 with a gender split of 52% female and 48% male. This also reflects the gender split in Scotland as a whole where the 2001 Census reported that 48% of the Scottish population was male and 52% female. Contrasting with this is the gender profile of Dundee City Council employees at December 2008, where there is a greater number of female to male employees: the split being 64% female and 36% male.

### Employee/Population Gender Profiles

Gender	Dundee City Council	Dundee City	Scotland
Male	3452 (36%)	69,140 (48%)	2,432,494 (48%)
Female	6161 (64%)	76,523 (52%)	2,629,517 (52%)
Totals	9613	145,663	5,062,011

- 3.1.8 The Personnel Department reported that 43 Council employees formally lodged grievances during January-December 2008. Of that number, 70% were female employees and 30% were male. Within the same timeframe, 119 employees attended disciplinary hearings with 56% of these employees being male compared with 44% female employees. There were 569 employees who ceased employment with the Council during this time with more male employees ceasing employment than female: being 59% and 41% respectively.

#### Employees who have formally lodged grievances/attended disciplinary hearings/ceased employment - January-December 2008

Gender	Employees who have formally lodged grievances	Employees who have attended disciplinary hearings	Employees who have ceased employment
Male	13 (30%)	67 (56%)	516 (59%)
Female	30 (70%)	52 (44%)	353 (41%)
	43	119	869

- 3.1.9 Training information is held in a number of information databases and departmental training records across the Council. The training information across the Council is available as a total figure, split by gender for January-December 2008. The table below shows the total number of employees who applied for training and the total number of employees who received training during the twelve month period. Of those employees who applied for training, not all will receive it during the same twelve month period. More integrated data on training is needed to fully indicate gender trends in training approaches. Para 3.1.3 highlights that a training and development specification is currently being finalised with the Council's Information Technology Department to support more accurate management information.

#### Employees applying for training/receiving training - January-December 2008

Gender	Employees applying for training	Employees receiving training
Male	3226	3018
Female	12695	8319
	15921	11337

**Note:** No gender information available or left blank by employees in 479 applications for training.

3.1.10 Information on employees applying for promoted posts is now available within Dundee City Council. Over the period January-December 2008, there were 238 applications for promoted posts. Of that number, 69% of applicants were female compared with 31% who were male. In respect of the 29 successful applications; 22 were female and 7 were male, being 76% and 24% respectively.

**Employees by gender applying for promoted posts - January-December 2008**

<b>Gender</b>	<b>Applications for promoted posts</b>	<b>Successful applications for promoted posts</b>
Male	74 (31%)	7 (24%)
Female	164 (69%)	22 (76%)
	238	29

**3.2 Equal Pay Policy**

3.2.1 Dundee City Council published an Equal Pay Policy Statement in November 2007. It was also agreed that progress reports on the implementation of the policy would be published annually as part of the arrangements for reporting on the Council's Gender Equality and Diversity Scheme.

3.2.2 Dundee City Council developed a new pay and grading structure which was implemented on 1 April 2008. This structure was the subject of an equality impact assessment carried out by an external consultant to ensure no gender bias.

3.2.3 All Council employees subject to Single Status job evaluation were issued with letters containing details of their new grade, salary scale, placing on the scale and affording them the right of appeal against the new grade.

3.2.4 Appeal hearings took place during 2008-2009 in accordance with the procedure agreed with the trade unions. Of the 693 grading appeals heard, a greater proportion related to female staff than male staff; being 55% and 40% respectively. There were 109 grading appeals upheld. Of the appeals upheld, 51% related to female staff and 49% to male staff.

Single status appeal hearings by gender during 2008-09

<b>Gender</b>	<b>Appeals heard</b>	<b>Appeals upheld</b>
Male	312 (40%)	53 (49%)
Female	381 (55%)	56 (51%)
	693	109

**4 MAINSTREAMING EQUALITIES**

**4.1 Mainstreaming Equalities in Dundee City Council**

4.1.1 In January 2009, the Council's Management Team agreed to a process of 'mainstreaming' equalities within the local authority. Within this context, the following was agreed:

- The setting up of a new equalities structure within the Council with a single Equality and Diversity Core Group, clearly remitted, reporting to the Management Team
  - A network of departmental Equalities Champions established across the Council, meeting regularly as an Implementation Group with clear roles and remit
  - Three supporting Equality Working Groups to directly engage and involve equality groups of interest locally. These groups to involve selected Council Officers and community groups representatives.
- 4.1.2 In April 2009, the Council's Management Team agreed to the development of a Single Equality Scheme for the local authority. The Council's Single Equality Scheme will be in place by December 2009. An Action Plan outlining the steps to be taken towards the development of the Council's Single Equality Scheme can be accessed at the following website:- [www.dundee.gov.uk/equanddiv/](http://www.dundee.gov.uk/equanddiv/). A full report on the Single Equality Scheme will be presented to Council Committee for approval later in the year.
- 4.1.3 A key action identified as informing the development of a Single Equality Scheme for Dundee City Council is a community involvement event that will take place in the city in August this year. This community involvement event will target all the equality groups of interest locally and is deemed to be a precursor to the setting up of the three Equality Working Groups highlighted in para 4.1.1.

## 4.2 **Mainstreaming Equalities in Community Planning**

- 4.2.1 The Local Government Act 2003 recognises that addressing equality is a key element in effective community planning. Statutory guidance on community planning recently issued to local authorities highlights that equality should be mainstreamed into community planning partnership activity.
- 4.2.2 Equality is also a key element underpinning the development of Single Outcome Agreements. Recent guidance from COSLA highlighted that Single Outcome Agreements provide an opportunity for councils and community planning partners to work together to advance equality. The guidance also states that the Single Outcome Agreement and equality schemes should complement each other.
- 4.2.3 The Dundee Equality and Diversity Partnership is the equality strand of Community Planning in the city. As a Local Authority, Dundee City Council has a duty to facilitate Community Planning within the city. As a way of driving forward equalities within a partnership context, Dundee City Council has recently assigned additional Council Officer support to the Dundee Equality and Diversity Partnership.
- 4.2.4 As part of a process of continuous improvement, the Dundee Equality and Diversity Partnership recently provided equalities training for all partner agencies. This training comprised half day equalities awareness sessions and a full day of equality impact assessment training. The Equality and Diversity Partnership is also undertaking a 'fit for purpose' review in respect of delivery of the Single Outcome Agreement. The Single Outcome Agreement for Dundee can be accessed via the following website - [www.dundeepartnership.com/](http://www.dundeepartnership.com/).