

**REPORT TO: COMMUNITIES COMMITTEE - 13 JUNE 2005**

**REPORT ON: EQUALITY AND DIVERSITY ACTION PLAN**

**REPORT BY: HEAD OF COMMUNITIES**

**REPORT NO: 346-2005**

## **1.0 PURPOSE OF REPORT**

1.1 To approve the adoption of the Communities Department Equality & Diversity Plan and resultant monitoring arrangements.

## **2.0 RECOMMENDATIONS**

2.1 It is recommended that Committee agrees the attached Equality and Diversity Action Plan (Appendix 1) to operate alongside the Department's Service Plan.

2.2 It is further recommended that the actions be monitored and assessed annually with the results of this being used to confirm the development of future plans.

## **3.0 FINANCIAL IMPLICATIONS**

3.1 There are no direct financial implications arising from this report.

## **4.0 LOCAL AGENDA 21 IMPLICATIONS**

4.1 The report contains a proposed action plan for ensuring the full implementation of the Council's Equality Schemes at departmental level. This will result in improved service delivery for groups and individuals who may face exclusion.

## **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

5.1 The main purpose of the report is to improve access to services, opportunities to participate and information by taking full account of the needs of excluded groups.

## **6.0 BACKGROUND**

6.1 Following the adopting of Equality Schemes on Gender, Sexuality, Disability and Race in November 2002 (Report No 782-2002 Policy and Resources Committee "Equality Schemes"), a decision was made that each department should produce a detailed action plan including monitoring data on how the Schemes are to be implemented. Appendix 1 contains the Communities Department Equality and Diversity Action Plan. Appendix 2 contains baseline monitoring data on service usage.

## **7.0 CONTEXT**

7.1 The plan links directly to the Department's key service plan areas of:

Adult Learning

Centres and Projects

Community Regeneration

Health Development

Library and Information

Young People

Corporate and Management Services

7.2 The snapshot survey data in Appendix 2 will be used as a baseline where appropriate, with the intention of using the new departmental data collection system as a monitoring framework for the future. Action points are also linked to the Equality Standard for purposes of qualitative assessment of outcomes.

## **8.0 CONCLUSION**

8.1 It is proposed that the Action Plan be agreed, with monitoring and assessment data being reported annually. This should also form part of a review process which will make use of the information when evaluating current and developing future plans.

## **9.0 CONSULTATION**

9.1 The Chief Executive and Depute Chief Executives (Finance and Support Services) have been consulted on this report.

## **10.0 BACKGROUND PAPERS**

10.1 The following background papers, so defined by Section 50D of the Local Government (Scotland) Act 1973 were relied on to a material extent in preparing the above report.

Report No 782-2002 Policy and Resources Committee "Equality Schemes"

Report No 721-2004 Policy and Resources Committee "Equality and Diversity Monitoring and Action Planning"

**Signed: Stewart Murdoch  
Head of Communities**

**Date: 3 June 2005**

## **COMMUNITIES DEPARTMENT EQUALITY AND DIVERSITY PLAN 2005-2007**

### **INTRODUCTION**

In November 2002, the City Council adopted four new Equality Schemes on Race, Gender, Disability and Sexuality. Each Scheme contained sections on Equality Standards, Priorities for Action, Monitoring, Consultation, Access to Information and Employee Training. This was followed by a decision in 2004 that each department should have a clear action plan setting out in detail how the Schemes would be implemented across their functions and activities. This is the first Communities Department Equality and Diversity Action Plan

The Equality Schemes highlight the need for a mainstreaming approach for achieving long-term progress on equality. This is defined as the systematic integration of an equality perspective into the everyday work of the Council/Department involving policy makers and lead officers as well as specialists and external partners. The key elements of a mainstreaming approach are that it:

- is a long-term strategy aimed at ensuring that policy-making and departmental activities are fully sensitive to the diverse needs and experience of people
- leads to improved policy-making and action through better information, greater transparency and openness
- involves groups and individuals who experience inequality and discrimination in developing policy and action
- tackles the under-representation of disadvantaged and excluded groups through encouraging wider participation
- tackles structures, behaviours and attitudes that contribute to or sustain inequality and discrimination
- avoids policy and programmes being adopted that continue existing inequalities or make them worse

Many of these points relate well to the ethos of the Communities Department, which has a key goal of facilitating the growth of the active informed citizen. In preparing this initial plan, it was agreed that the starting point would be the existing Service Plan. The format for the Equality and Diversity Plan identifies not only departmental actions, but also relevant community plan themes, which has the advantage of creating a clear link with the work of partners. The plan also links the actions to key themes from the corporate Equality Standard and contains clear timescales and named lead officers. Another advantage of using this framework is that it links directly to the Department's new data management system, which will make monitoring and reporting progress clearer and easier.

The result is a plan which links equality directly to the services provided to the public by the Communities Department, rather than it being regarded as an "add-on" to our "normal" work. The Department's intention is to use this plan to create better understanding, better communication, better participation and better services for groups that are currently marginalised and excluded.

**APPENDIX 1 - COMMUNITIES DEPARTMENT EQUALITY AND DIVERSITY ACTION PLAN 2005-2007**

<b>COMMUNITY PLAN THEME:</b>		<b>Learning and Working</b>				
<b>EQUALITY STANDARD THEME:</b>		<b>Identifying Needs/Removing Barriers</b>				
<b>Key Development &amp; Projects</b>	<b>Project Objective</b>	<b>Baseline</b>	<b>What will happen?</b>	<b>What results must be achieved?</b>	<b>By when</b>	<b>Lead Contact</b>
Ref ED1 Adult Learning	Address barriers and identify needs by providing Guidance and Learning opportunities to people who are traditional non-participants in learning, employment or volunteering.	400 per year accessing guidance and learning opportunities.	Provide drop-in guidance sessions, job clubs, short courses, learning opportunities in community regeneration and ESF eligible areas.	People progress to learning opportunities, employment, voluntary work and increase confidence and self-esteem.	End 2005	Marie Dailly
Ref ED2 Adult Learning	Remove barriers to participation in community, work and family life by raising levels of adult literacy and numeracy, targeting those at Intermediate Level or below.	1,500 learners per annum will benefit from literacy and numeracy provision across Dundee.	Provide literacy and numeracy opportunities across community venues in Dundee, increasing the number of venues and learning opportunities where literacy support is available.	Evidence of increase in literacy and numeracy skills, and a positive impact on personal, work, family and community life.	End 2006	Marie Dailly
Ref ED3 Adult Learning	Provide learning opportunities through the development of ICT strategies	Community Learning & Development - Framework for the delivery of ICT strategy - November 2004, identifies the way in which work will be taken forward.	Defines the range of ICT delivery within Adult Learning Teams to ensure a comprehensive range of learning opportunities are available	Improved partnership working and learning opportunities which are appropriate to the individual's needs.	End 2005	Frances Foster

**APPENDIX 1 - COMMUNITIES DEPARTMENT EQUALITY AND DIVERSITY ACTION PLAN 2005-2007**

<b>COMMUNITY PLAN THEME:</b>		<b>Equality &amp; Diversity and Building Stronger Communities</b>				
<b>EQUALITY STANDARD THEME:</b>		<b>Ensuring Access to Services and Promoting Inclusion</b>				
<b>Key Developments &amp; Projects</b>	<b>Project objective</b>	<b>Baseline</b>	<b>What will happen?</b>	<b>What results must be achieved?</b>	<b>By when</b>	<b>Lead Contact</b>
Ref ED4 Support Services	Improve disabled access to all departmental properties.	The department complies with the Disability Discrimination Act (DDA) 2000, in terms of physical access, to ground floor level of all properties as required by October 2004.				Bill Docherty
Ref ED5 Support Services	Improve signage/way finding to departmental properties Consultation with appropriate equality groups	Absence/inadequate internal directional signage in departmental properties.	Replace/install compliant signage as per the Disability Discrimination Act (DDA) 2000, guidelines. By auditing and identifying requirements of individual departmental properties.	DDA Compliant internal directional signage to all departmental properties.	April 2007	Bill Docherty
Ref ED6 Support Services	To develop the Charleston Community Centre and Library through new build/refurbishment and provide the local community with increase in facilities/services.	Lack of community meeting space within existing property.	Refurbishment project to commence June 2005 to increase the standard of Community Centre & Library facilities to the local community.	Provision of Community Meeting space.	April 2006	Bill Docherty

**APPENDIX 1 - COMMUNITIES DEPARTMENT EQUALITY AND DIVERSITY ACTION PLAN 2005-2007**

<b>COMMUNITY PLAN THEME:</b>		<b>Building Stronger Communities</b>				
<b>EQUALITY STANDARD THEME:</b>		<b>Identifying and Meeting Needs</b>				
<b>Key Developments &amp; Projects</b>	<b>Project objective</b>	<b>Baseline</b>	<b>What will happen?</b>	<b>What results must be achieved?</b>	<b>By when</b>	<b>Lead Contact</b>
Ref ED7 Community Regeneration	Produce and implement a plan which addresses poverty and social inclusion	Plan produced and agreed. Implementation ongoing	Specific actions within plan aimed at addressing poverty and social exclusion for bme groups, disabled, elderly and young people and single parents.	See APSI action plan	2007	Olive Smiles
Ref ED8 Community Regeneration	To produce and further develop inter-agency community engagement strategies	Community Engagement Strategies have been produced for each decentralisation area. The National Standards for Community Engagement have been piloted in the Dundee North West area	Community Engagement Strategies will be further developed based on the experience from the Dundee North West pilot	Local strategies will be further developed to improve information, dialogue and participation	June 2006	Neil Gunn
Ref ED9 Community Regeneration	Support and monitor the implementation of local community plans	9 Local Community Plans approved by the Dundee Partnership	Local community plans will be monitored twice yearly and updated annually	Local community Plan outputs	2007	Neil Gunn

**APPENDIX 1 - COMMUNITIES DEPARTMENT EQUALITY AND DIVERSITY ACTION PLAN 2005-2007**

<b>COMMUNITY PLAN THEME:</b>		<b>Building Stronger Communities</b>				
<b>EQUALITY STANDARD THEME:</b>		<b>Communicating Information on Services /Promoting Inclusion</b>				
<b>Key Developments &amp; Projects</b>	<b>Project Objective</b>	<b>Baseline</b>	<b>What will happen?</b>	<b>What results must be achieved?</b>	<b>By when</b>	<b>Lead Contact</b>
Ref ED10 Centres and Projects	Develop marketing strategy for Centres and Projects. Development of new, improved and current Centres / Projects Web Pages.	Survey information from Sept 2004  Existing pages hosted via the Council's Website - generally out of date.	Ensure materials comply with equality standards.	Marketing Strategy in place by end of 2005. Web Pages developed by summer 2005	2005	Debbie Booth
Ref ED11 Centres & Projects	Develop Web-pages for Dundee Association of Local Management Groups (DALMG)	None at Present	Ensure web pages comply with equality standards.	Web Pages developed by End of 2005		Debbie Booth
Ref ED12 Centres and Projects	Pilot and commission Communities Department Data Management System	Equalities data is currently collected by survey methods only. Recently established Equalities data fields are not consistently applied across the Department. Intranet-based Data Management System is at software development stage	Communities Department Data Management System (CDDMS) will be piloted in three Centres, focussing initially on Adult Learning provision, and the provision of statistical data and reports. CDDMS will be extended to other bases and Service Areas, on successful completion of the pilot.	Reliable data on participants and participation rates will be collected and reported on, from the Equalities perspective	2005 (pilot) 2006 (full system)	Richard Hardie

APPENDIX 1 - COMMUNITIES DEPARTMENT EQUALITY AND DIVERSITY ACTION PLAN 2005-2007

<b>COMMUNITY PLAN THEME:</b>		<b>Community Safety</b>				
<b>EQUALITY STANDARD THEME:</b>		<b>Removing Barriers, Promoting Inclusion</b>				
<b>Key Developments &amp; Projects</b>	<b>Project Objective</b>	<b>Baseline</b>	<b>What will happen?</b>	<b>What results must be achieved?</b>	<b>By when</b>	<b>Lead Contact</b>
Ref ED13 Community Safety	Need to identify safety issues for equality groups and communities	Uptake of grants by equalities groups	Audit and if necessary modify promotion strategy	Improved uptake by equalities groups	March 2006	Tony Boffey



**APPENDIX 1- COMMUNITIES DEPARTMENT EQUALITY AND DIVERSITY ACTION PLAN 2005-2007**

<b>COMMUNITY PLAN THEME:-</b>		<b>Equality and Diversity</b>				
<b>EQUALITY STANDARD THEME:</b>		<b>Ensuring Access to Services, Communicating Information on Services, Consulting Service Users, Promoting Inclusion</b>				
<b>Key Developments &amp; Projects</b>	<b>Project Objective</b>	<b>Baseline</b>	<b>What will happen?</b>	<b>What results must be achieved?</b>	<b>By when</b>	<b>Lead Contact</b>
Ref ED14 Equality and Diversity	Annual Reporting of Equalities Statutory Performance.		First plan to be produced	Dept plan which links to community planning and service plan	April 2005	Olive Smiles
Ref ED15 Equality and Diversity	Establishment of a constituted Equalities Partnership	Partnership established but not operating fully to its remit.	Equality Partnership - development day	Agreement reached by partners on methods of joint working	June 2005	Olive Smiles
Ref ED16 Equality and Diversity	Service Equality Task Groups	Existing Groups do not cover all strands and do not include representation from Partners.	Develop electronic networks and reporting mechanisms to cover all strands and meet needs of all Partners	Exchange of good practice and other information, avoid duplication, ensure reporting of results to Partnership	August 2005	Olive Smiles Susan Gunn
Ref ED17 Equality and Diversity	Promote access to Information.	Uptake of DTIS services, production of accessible format information. Develop service level agreements with clients.	Devise audit and promotion strategy for discussion by Partnership	Improved access to communication support for excluded groups	Dec 2005	Susan Gunn
Ref ED18 Equality and Diversity	Implement effective consultation structures with regard to Council policies	Consultation conducted by corporate Task Groups on Equality Schemes	Audit Partners plans for consultation	Avoid duplication, identify areas for joint action, share resources, find more effective solutions for service users	Dec 2005	Susan Gunn
Ref ED19 Equality and Diversity	Develop an equality impact assessment toolkit and training strategy.	A working group with representation from corporate task groups has been established.	Consult departments and the Equality and Diversity Partnership in developing toolkit and strategy.	Equality impact assessment adopted as core element of service planning using corporate approach.	Dec 2005	Susan Gunn

**APPENDIX 1 - COMMUNITIES DEPARTMENT EQUALITY AND DIVERSITY ACTION PLAN 2005-2007**

<b>COMMUNITY PLAN THEME:-</b>		<b>Health and Care</b>				
<b>EQUALITY STANDARD THEME:</b>		<b>Promoting Inclusion</b>				
<b>Key Developments &amp; Projects</b>	<b>Project Objective</b>	<b>Baseline</b>	<b>WHAT WILL HAPPEN?</b>	<b>What results must be achieved?</b>	<b>By when</b>	<b>Lead Contact</b>
Ref ED20 Community Based Health Activities	Create and implement health strategies to influence the future programmes and priorities of staff, centres and projects, and promote health in communities	Healthy Living Initiative paper "Addressing the Needs of Particular Groups" outlines an equalities strategy and a range of initiatives used to ensure accessibility of services to equality groups.	The Healthy Living Initiative will continue to work in partnership with other agencies and the voluntary sector to identify and meet the needs of equality groups:	Ensure health strategies take account of health inequalities and reflect the needs of non-geographic communities	2007 ongoing	John Hosie
Ref ED21		The Corner Drop-in continues to attract young people from minority/disadvantaged areas. Uptake figures for Drop-in to 31/03/05 currently being collated by NHS Tayside as agreed by multi-agency Management Group.	Sustain the current level of uptake from young people from areas of deprivation/minority groups.  Involve other agencies at the Drop-in based on need e.g. LGBT, Employment Services, Primary Care Mental Health. Provide information, support, advocacy and refer to other services.	Ensure that young people are consulted, involved and that service developments reflect their needs.		John Hosie
Ref ED22		The Corner's CRF Outreach Programme.	Will work in partnership with other agencies to deliver an outreach programme which raises awareness of and tackles cultural, gender and minority ethnic issues/priorities as part of a holistic health improvement programme.	Young people have access to services and learning opportunities within their own communities and in other places where they go.		John Hosie
Ref ED23		Peer Education Project – targeting children and young people in transition to young adulthood. Agreed output and outcomes targeting 2 community regeneration areas (Ardler/St Mary's, Hilltown/Stobswell).	Work with Education, Police, Community Organisations to train 50 new Peer Educators per year focusing on Drugs/Alcohol/Lifestyles	Increased capacity amongst young people to make informed decisions to minimise risk in relation to drugs/alcohol use and sexual activity.		John Hosie

Ref ED24		Health Inequalities Strategy – correlation between high levels of smoking and areas of deprivation.	Peer Education Project work with Education, Social Work, Community organisations, Health Promotion to train 20 new Peer Educators to deliver smoking prevention programmes within the school curriculum and after school clubs and family support centres	Increased capacity amongst young people to choose not to start smoking		John Hosie
Ref ED25		<p>The Shore – DCC Committee Report (2001) confirmed need for venue to target excluded young people.</p> <p>HMI Report April 2005 confirms progress made.</p> <p>Annual Report 2004 outlines nature of uptake.</p>	The Shore will continue to provide a diverse programme for young people from minority groups as part of its overall approach. This includes breaking down barriers to enable excluded young people to participate in weekly/school holiday programmes as well as targeted events.	Increased capacity amongst marginalized young people through integrated range of learning opportunities focusing on cultural activities.		John Hosie

**APPENDIX 1 – COMMUNITIES DEPARTMENT EQUALITY AND DIVERSITY ACTION PLAN 2005-2007**

<b>COMMUNITY PLAN THEME:</b>		<b>Building Stronger Communities</b>				
<b>EQUALITY STANDARD THEME:</b>		<b>Identifying and Meting Needs, Removing Barriers, Promoting Inclusion</b>				
<b>Key Developments &amp; Projects</b>	<b>Project Objective</b>	<b>Baseline</b>	<b>What will happen?</b>	<b>What results must be achieved?</b>	<b>By when</b>	<b>Lead Contact</b>
Ref ED26 Library and Information	Develop and implement a marketing strategy.	Sept 2004 user survey	Design and develop publicity material targeting specific sections of the community including children, people aged over 60 and ethnic minority groups. Establish Links through the Equality and Diversity Partnership and the Equality Forum to ensure service promotion to equalities groups. Install new signage compliant with current legislation relating to disability awareness.	Include targets for promotion of services to equalities groups	2005	Judy Dobbie, Frances Foster
Ref ED27 Library and Information	Enhance the library and information service through research and innovative development of electronic applications.	<ul style="list-style-type: none"> <li>• New Library: The people's network</li> <li>• Libraries for All: Social Inclusion in Public Libraries</li> <li>• The Community Access for Lifelong Learning Programme</li> </ul>	Develop partnership between library and information, community based adult learning and literacies work. Increase access to electronic resources to meet the needs of equality groups eg News UK, SCRAN, Scotland's People. Provide accessible ICT training from taster sessions to accredited courses such as ECDL Enhance access to the library	Research and development of electronic applications which meet the needs of disabled people, bme and elderly people.	2007	Moira Methven

			catalogue to comply with terms of Disability Discrimination Act. Increase access to specialist technology such as screen magnifiers and transcribers.			
Ref ED28 Library and Information	Improve service quality by <ul style="list-style-type: none"> <li>• assessing the availability of books and information services</li> <li>• improving the experience</li> <li>• extending the range of materials available for loan</li> <li>• raising awareness of services available</li> <li>•</li> </ul>	Evaluation proformas	Monitor and evaluate satisfaction levels of equalities groups. Monitor staff awareness of resources available for equality groups. Assess physicality of building.	Increased accessibility of services to equality groups.	2007	Janis Milne
Ref ED29 Library and Information	Improve Dundee Discovery Card	Uptake figures so far	Monitor uptake by equalities groups and establish any gaps/under-representation	Revise promotion strategy if necessary	2007	Janis Milne

**APPENDIX 1 – COMMUNITIES DEPARTMENT EQUALITY AND DIVERSITY ACTION PLAN 2005-2007**

<b>COMMUNITY PLAN THEME:-</b>		<b>Building Stronger Communities, Learning &amp; Working</b>				
<b>EQUALITY STANDARD THEME:</b>		<b>Identifying and Meeting Needs</b>				
<b>Key Developments &amp; Projects</b>	<b>Project Objective</b>	<b>Baseline</b>	<b>What will happen?</b>	<b>What results must be achieved?</b>	<b>By when</b>	<b>Lead Contact</b>
Ref ED30 Young People	Develop effective methods of engaging young people from Community Planning	Young people have had a high level of input into Local Community Plans which contain a good proportion of measures designed to address their needs.	Promote community planning opportunities for equality groups.	A community planning process which includes young people from equality groups.	End of Year 2	Kenny Lindsay
Ref ED31 Young People	Develop and implement a strategy which ensures the promotion of the positive contribution made by young people in their communities	PR strategy in place	Focus elements of the strategy on targeted groups	A strategy which involves young people from equality groups.	Year One	Kenny Lindsay
Ref ED32 Young People	Establish a baseline for monitoring the number of young people engaged in mainstream funded youth work programmes	Monitoring procedures have been introduced in preparation for the introduction of the Data Management system. Attendance figures for youth work programmes between January and March 2004 show in excess of 10 000 visits by young people in that quarter.	Collect and monitor data from equality groups	Include numbers of young people from equalities groups. Inform future service planning.		Kenny Lindsay
Ref ED33 Young People	Establish a baseline for monitoring the number of young people engaged in Community Planning activities	1720 young people in 2003/2004.	Collect and monitor participation from equalities groups.	Include numbers of young people from equalities groups. Inform future service planning.	2004	Kenny Lindsay



## DUNDEE CITY COUNCIL CORPORATE EQUALITY AND DIVERSITY MONITORING

DEPARTMENT: Communities

SERVICE/SECTION: Total

Date:- September 2004

Number of Completed Questionnaires:- 2146

Target:- 4880

CATEGORY	SUB DIVISION	NUMBER
<b>GENDER</b>		
	Female	1372
	Male	692
<b>DISABILITY</b>		
	None	1203
	Physical or Motor Impairment	110
	Mental Health Issue	57
	Learning Disability	56
	Hearing Impairment - partial	144
	Hearing Impairment - total	12
	Visual Impairment - partial	81
	Visual Impairment - total	5
	Communication Difficulties	24
	Multiple Disabilities	15
	Other Chronic illness or disability	102
<b>RELIGION</b>		
	None	703
	Church of Scotland	827
	Roman Catholic	410
	Other Christian	83
	Buddhist	8
	Hindu	8
	Jewish	1
	Muslim	25
	Sikh	6
	Another Religion	52

<b>CATEGORY</b>	<b>SUB DIVISION</b>	<b>NUMBER</b>
<b>ETHNIC BACKGROUND</b>		
White	Scottish	1867
	English	87
	Welsh	12
	Irish	15
	Other British	12
	Any other white background	29
Mixed	Any mixed background	13
Asian	Asian Scottish, Asian English, Asian Welsh or other Asian British	16
	Indian	11
	Pakistani	7
	Bangladeshi	2
	Chinese	9
	Other Asian Background	15
Black	Black Scottish, Black English, Black Welsh or other Black British	5
	Caribbean	0
	African	11
	Other black background	2
Other Ethnic Background	Any other ethnic background	3
<b>AGE</b>		
	0-4	91
	5-11	107
	12-15	176
	16-18	120
	19-49	743
	50-64	327
	65-79	411
	80+	69