

**REPORT TO: NEIGHBOURHOOD RESOURCES AND DEVELOPMENT COMMITTEE
- 11 NOVEMBER 2002**

REPORT ON: EQUALITY SCHEMES 2002-2005

REPORT BY: DIRECTOR OF NEIGHBOURHOOD RESOURCES AND DEVELOPMENT

REPORT NO: 782-2002

1.0 PURPOSE OF REPORT

1.1 To seek approval for the attached Equality Policy, Standard and Scheme documents, which propose new measures for Race, Disability, Gender and Sexuality.

2.0 RECOMMENDATIONS

It is recommended that the Committee approve:

- 2.1 the adoption of the attached documents as the council's interim revised Equality Policy, Standard and Scheme (see Appendices 1-4);
- 2.2 the corporate action priorities as outlined in these documents;
- 2.3 the continued role of corporate Equality Task Groups (ETGs) and Departmental Equality Groups (DEGs) and champions;
- 2.4 the allocation of adequate time to designated employees as outlined within the Access Association Guidance on Access Roles of Local Authorities;
- 2.5 the instructing of the Chief Executive to ensure that within Departmental budgets sufficient priority is given to implementing legislative requirements from the new legislation;
- 2.6 the forwarding of these documents as an interim response to the Scottish Executive by 30 November 2002 as requested. This will allow adequate community consultation on the final text (see recommendation 2.7);
- 2.7 a wide consultation be undertaken with community planning partners, relevant community groups and key support agencies during the period to 31 March 2003;
- 2.8 the instructing of the Director of Neighbourhood Resources & Development to produce a further report by early Summer 2003 on the text of a final Equality Policy, Standard and Scheme.

3.0 FINANCIAL IMPLICATIONS

- 3.1 The forthcoming legislation will require the Council to make provision within the areas of redeployment of personnel due to disability and the provision and distribution of accessible forms of written/audio materials.
- 3.2 At this point in time the above and further legal requirements cannot be costed but will be the subject of separate reports at a later date.

4.0 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 Adoption of these Schemes will contribute to improving access to skills, knowledge and information and/or contribute to achieving the Council's vision of self-sustaining, secure and healthy communities.

5.0 EQUAL OPPORTUNITIES IMPLICATIONS

5.1 The Report is entirely concerned with the promotion of Equality and is particularly aimed at ensuring compliance with new legislative requirements on equality.

6.0 BACKGROUND

6.1 The Race Relations Amendment Act 2002, the full implementation of the Disability Discrimination Act 1995, the European Union employment Directive (adopted by the UK in 2000) have necessitated a review of how the City Council undertakes equality work.

6.2 The attached reports give details of new legal requirements and outline plans detailing how the City Council can ensure compliance with these. The reports also anticipate future developments and proposed changes to statutory bodies empowered to implement and enforce the law.

6.3 In preparation for such changes the reports propose a comprehensive and consistent approach aimed at mainstreaming equality work into all activities of the Council. At the same time this approach will be capable of producing information on performance for each specific equality field.

6.4 The reports have been produced by Corporate Equality Task Groups (ETGs) working on the 4 equality issues now recognised in legislation i.e. Race, Disability, Gender and Sexuality. They propose a single format for Equality Schemes in all 4 areas, the main points of which are:

- Preparing a list of Council functions and assessing which have equality implications.
- Employment practices, training staff, ensuring access to information and consulting stakeholders on proposals for change.

6.5 Each Scheme consists of:

- a new policy statement on equality;
- an Equality Standard for performance measurement; and
- action plans for the years 2002-2005.

7.0 CONSULTATION

7.1 Consultation has taken place with the Chief Executive and all members of the Council's Management Team

8.0 BACKGROUND PAPERS

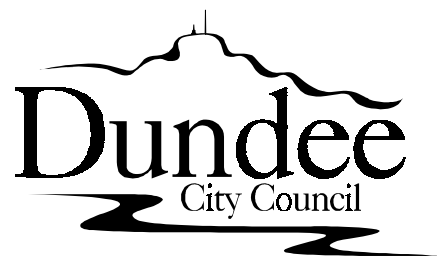
8.1 The following background paper as defined by Section 50D of the Local Government (Scotland) Act 1973 was relied on to a material extent in preparing the above report.

Guidance on Access Roles of Local Authorities and Public Bodies, The Access Association, April 1999.

Fraser R Patrick, Director of Neighbourhood Resources and Development

4 November 2002

APPENDIX 1



Dundee City Council

Disability Equality Scheme

2002-2005

1.0 Disability Equality in Dundee

- 1.1. Local authorities in Dundee have had equal opportunities policies for approximately 20 years. These have been amended and extended to take account of changing circumstances, legislation and statutory codes of practice. Local authorities have employed equality specialists for a similar period.
- 1.2 Since its inception in 1996 Dundee City Council has built upon the policies and achievements of the former City of Dundee District Council and Tayside Regional Council. The Council has:
 - adopted a new equal opportunities policy;
 - put in place a system for resolution of cases of harassment of employees;
 - adopted a system of employment monitoring;
 - included disability awareness in a number of in-house training courses eg Recruitment and Selection, Customer Care;
 - supported the development of disability interest groups in the voluntary sector through special grant aid and development support;
 - employed a variety of methods to consult and involve disabled residents of Dundee in the framing of policy and plans.; and
 - incorporated equality measures into corporate initiatives such as the Children's Services Plan.

2.0 The Disability Discrimination Act 1995 (DDA)

- 2.1 The Disability Discrimination makes it unlawful for employers and service providers to discriminate against disabled people. This means that it is against the law to refuse a service to someone because they are disabled, to provide him or her with an inferior service or to provide a service on different terms. Part III of the Act states that, from 2002, building owners and managers must make "reasonable adjustments" to physical features to overcome physical barriers to access.
- 2.2 By September 2005, there is also a duty to make reasonable adjustments in access to higher and further education service provision.
- 2.3 Following the passing of the Race Relations Amendments Act 2000, discussions are now taking place regarding amendments to the DDA and other equality legislation. These include specific duties requiring public authorities to publish a Disability Equality Scheme setting out their arrangements for:
 - monitoring policies for adverse impact;
 - assessing and consulting on the likely impact of proposed policy changes;
 - publishing the results of assessment, monitoring and consultation;
 - making sure that the public has access to information and services; and
 - training staff on general and specific duties.
- 2.4 In addition, the Convention of Scottish Local Authorities makes specific reference to the need to mainstream equality into the work of local government and into partnership working via Corporate Planning liaison mechanisms (see Appendix 5).

3.0 Dundee City Council's Disability Equality Scheme

- 3.1 The above development has provided an opportunity to review current work on Disability Equality and has resulted in the production of this first Disability Equality Scheme, covering the period 2002- 2005.
- 3.2 It should be noted that this document is the first of its kind produced by the Council and as such it should be regarded as a working document, subject to continual scrutiny and amendment. The Council will undertake further in-depth work to develop the Scheme through ongoing monitoring and evaluation. Regular reviews will be conducted on a rolling programme, which will enable the Council to modify the Scheme as required.

4.0 Policy Statement.

- 4.1 Dundee City Council recognises that people may be discriminated against because of race, colour, ethnic and national origins, marital status, domestic circumstances, gender, sexuality and transsexualism, age, class, ethical or religious belief, intellectual or physical disability, mental illness, trade union activity, long term unemployment or because they have AIDS or are HIV positive.
- 4.2 Our aim as a City Council is to work to create a Dundee where everyone has choice of, and access to, goods, facilities, services, jobs and opportunities to participate on equal terms.
- 4.3 We are committed to the elimination of disability discrimination and to the promotion of equality regardless of physical, intellectual, sensory or mental health impairment.
- 4.4 We will work to fulfil our duties under the Disability Discrimination Act 1995 (DDA) and the Human Rights Act 1998 (HRA).
- 4.5 The DDA makes it unlawful to treat disabled people less favourably, without justification, in access to job opportunities, goods, facilities and services. The HRA enshrines in law the concept of dignity and integrity of the individual and requires public authorities to act in a way that is compatible with the European Convention on Human Rights.
- 4.6 Dundee City Council adheres to a social model of disability, defined by the United Nations Standard Rules on Equalisation of Opportunities for Disabled People (1993) as a recognition of the "Close connection between the limitations experienced by individuals with disabilities, the design and structure of their environments and the attitudes of the general population".
- 4.7 We define disability, therefore, not in relation to medical diagnosis of conditions but as the social, economic and physical restrictions placed upon individuals with physical, intellectual, sensory or mental health problems by a society that does not recognise or cater adequately for their needs. We are committed to doing all we can to achieve fair and equal treatment of disabled as citizens of Dundee.
- 4.8 We will work with our private, public and voluntary sector partners to find ways of achieving this vision.

5.0 The Disability Equality Standard.

- 5.1 Below are listed the criteria by which we will judge our performance on Disability Equality over the longer term. It is not intended nor expected that all Departments of the Council will be working on all of these at once. Detailed departmental action plans will be drawn up that will list priorities for action in the period 2002-2005. The Standard will be the basis for ensuring that Disability Equality aims are incorporated into all aspects of Dundee City Council's work, and that our actions as a Council are monitored and reported.

5.2 The Standard consists of six headings against which we will assess our performance on Disability Equality. Under each are listed statements representing the highest level of achievement to which we would currently aspire. It is intended that in this initial Scheme we will develop an Evaluation Tool that will set out a phased approach to achieving this Standard.

5.3 *Identifying and Meeting Needs*

- We identify the needs of disabled people in Dundee using appropriate consultation and data collection methods.
- We respond to identified needs wherever possible.

5.4 *Preventing and Removing Barriers*

- We promote awareness amongst employees, partners and the general public of the nature and effects of disability discrimination and of the value of diversity in Dundee.
- We identify barriers to the inclusion of disabled people and devise strategies to tackle these.

5.5 *Promoting Inclusion*

- We ensure staff are trained in the Disability Equality implications of their work.
- We can demonstrate improved understanding of Disability Equality issues by employees.
- We examine our policies and procedures for Disability Equality implications.
- We sponsor community projects that promote Disability Equality.

5.6 *Communicating Information on Services*

- We take steps to ensure that we are reaching all disabled people.
- We use inclusive imagery and plain language.
- We provide adequate interpreting and translations service and produce information in accessible formats.
- We promote awareness of our commitment to equality and accountability to all sections of the community.
- We regularly evaluate our communication strategies.

5.7 *Consulting Service Users*

- We can demonstrate that we consult and involve disabled people and groups representing the interests of people with disabilities.
- We involve users and potential users of services in commenting on proposals and in decision making about issues that affect them.
- We handle comments and complaints sensitively and appropriately.
- Our customer satisfaction levels are comparable for all sections of the population.

5.8 *Ensuring Access to Services*

- We endeavour to provide services in appropriate venues and at times to meet the needs of disabled service users.
- We take steps to provide a welcoming and accessible physical and social environment for the delivery of services to all sections of the community.
- We provide support and specialist services where necessary to promote equality of access.
- We can demonstrate the effectiveness of our anti-harassment measures.
- We seek to give due consideration to culture, disability and language in the provision of services.
- Our service uptake figures seek to reflect the composition of the population of Dundee who are disabled.

5.9 *Employment Practice*

- We monitor personnel practices, workforce profile and applications for jobs and promotion and access to training.
- We regularly review all recruitment and personnel functions, job criteria, employee selection methods, training needs and promotion procedures for Disability Equality implications.
- We develop the full potential of employees by adopting positive action measures where appropriate.

5.10 These statements will be used as the basis for incorporating Disability Equality awareness into all aspects of the Council's work, and that our actions on Disability Equality are monitored, measured and reported.

6.0 The Mainstreaming Approach.

6.1 To achieve the long-term objectives set out in the Standard, the Council will adopt a mainstreaming approach. Mainstreaming, as defined in the Scottish Executive Equality Strategy is "the systematic integration of an equality perspective into the everyday work of (local) government, involving policy makers across all departments as well as equality specialists and external partners".

6.2 *Mainstreaming*

- Is a long-term strategy that aims to make sure that policy making is fully sensitive to the diverse needs and experience of people.
- Leads to improved policy making through better information, greater transparency and openness in the policy process.
- Involves groups and individuals who experience inequality and discrimination in informing policy making through effective consultation mechanisms.
- 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.

- Can avoid policy and programmes being adopted that continue existing inequalities or make them worse.
- 6.3 Mainstreaming aims to ensure that an equality perspective becomes an integral part of organisational culture. The Scottish Executive Equality Strategy states that mainstreaming requires:
- Leadership and political commitment to the principles and processes of mainstreaming equality.
 - Commitment and ownership across the organisation for the principles and processes of mainstreaming.
 - Work on mainstreaming equality to be integrated with departmental work plans and policy objectives.
 - Guidance, advice, training and support to help departments to develop mainstreaming.
 - Appropriate data, information and research to inform the development of policy and programmes.
 - Policy appraisal and impact assessment with ongoing monitoring, evaluation audit and review.
 - Networks and effective mechanisms of consultation with external bodies and interests.
 - An acknowledgement that mainstreaming is not a quick fix and requires time and resources.
- 6.4 The Equality Standard will be the Council's framework for achieving the requirements of mainstreaming.

7.0 Priorities for Action

- 7.1 In this initial three year Scheme, the priority will be to achieve a consistent approach, method and measurement across the Council in relation to Disability Equality. Any mechanisms or tools developed to facilitate this will also be flexible enough to take account of circumstances unique to departments.
- 7.2 Each Department will be expected to produce its own action plan following a common format which includes reference to corporate, as well as departmental, priorities.
- 7.3 This Scheme should take the Council to the point where it has:
- An agreed system of auditing, monitoring and performance measurement.
 - An agreed system for consultation on proposed initiatives
 - Agreed corporate priorities for action.

8.0 Council Functions

- 8.1 The initial task of the Disability Equality Scheme is to prepare a list of Council Functions and to state which of these have implications for Disability Equality. This has been done at both corporate and departmental level.
- 8.2 Dundee City Council has identified the following as priorities:
- The economic regeneration of the city
 - The promotion and provision of working and learning opportunities for all citizens
 - Protecting the environment of the city and promoting sustainability.

- Promotion and protection of the health and well-being of communities and the provision of care to those who need it.
 - Pursuing the reduction of crime and the promotion of safety.
- 8.3 These themes encompass the range of our statutory obligations and are the key areas identified in the community plan for partnership working.
- 8.4 All of these functions have Disability Equality implications and will have performance indicators attached to them relating to the ultimate achievement of the Equality Standard.
- 8.5 In carrying out these functions, the City Council will make reference, in each departmental and corporate policy and plan, to the measures to be taken to ensure compliance with the Disability Discrimination Act 1995 and the Council's own Equality Policy.

9.0 Monitoring and Assessment of Council Activities and Functions

- 9.1 This Scheme sets out the Council's arrangements for monitoring and assessment of any adverse impact our policies have on promoting Disability Equality.
- 9.2 This includes detailed requirements for personnel and employment functions for which a separate report has been prepared. While some monitoring of services is already being done, it is the aim of this initial Scheme to establish a consistent, mainstreamed approach that will result in the production of clear, comparable and measurable information.
- 9.3 Monitoring systems currently in use by departments will require to be revised, where necessary, to include reference to disability. Information gathered using these systems should be collated quarterly and analysed annually to inform departmental planning on Disability Equality.
- 9.4 The information will also be remitted to the Disability Equality Task Group for corporate monitoring and reporting purposes. At the end of the first year, this information will form a baseline upon which to build targets for improvement. A review of the monitoring systems themselves will be conducted at the end of the first year and recommendations made for improvements, where necessary.
- 9.5 While monitoring produces quantitative data on levels of participation and service uptake, assessment provides qualitative data on how effective services, policies and procedures are at delivering Disability Equality.
- 9.6 Disability Equality Task Group will devise a corporate assessment tool designed to complement and enhance existing assessment and quality assurance mechanisms, such as EFQM, Investors in People and Charter Mark. The tool will use similar principles of self-evaluation and continuous improvement and will be consistent with the Council's Best Value intentions and obligations.
- 9.7 The tool will allow departments to collect qualitative data on the performance of all those functions that have disability equality implications. It will also outline a method for assessing policies, procedures, services and activities of the Council on 4 levels.
- Level 4 – very good – major strengths
 - Level 3 – good strengths outweigh weaknesses.
 - Level 2 – fair – some important weaknesses.
 - Level 1 – poor – unsatisfactory – major weaknesses.
- 9.8 Departments will be tasked to assess performance on the Equality Standard criteria on a 3 yearly cycle. Any area judged at level 2 or below should be reviewed annually until performance improves. Departments will be expected to provide evidence to support their assessment. The cycle may be staggered to allow for in-depth analysis and to coincide and assist with other review procedures that may be taking place.

9.9 The Disability Equality Task Group (DETG) will be remitted to:

- review these assessments as and when they are completed;
- collate information for annual publication; and
- make recommendations for change to corporate systems and goals where appropriate.

10.0 Consultation

10.1 Any consultation carried out by departments will be expected to involve a fair representation of disability groups and disabled individuals. Reports arising from such consultation should include the monitoring data as outlined and specific reference to the Disability Equality implications of proposed actions.

10.2 Recommendations for action should highlight any issues found to be of proportionally greater significance or priority by disabilities groups and individuals consulted.

10.3 With regard to consultation on this initial Disability Equality Scheme and related actions, the Equality Action Team Leader and the DETG will arrange an event or series of events to take place during 2003 to advance same.

10.4 The Equality Action Team Leader, in conjunction with the DETG, will produce guidance on good practice in relation to consultation and involvement of disabled people.

11.0 Access to Information and Communication Support

11.1 The City Council will seek to adhere to the Scottish Translation, Interpreting and Communication Support Forum Good Practice Guidelines and will make provision for training or briefing of employees in use of the Guidelines.

11.2 The DETG will review current publications and propose standards to achieve best practice in the accessibility of information and signage.

11.3 Employee training will include awareness of the needs of disabled people when producing information.

11.4 A plan will be drafted for ensuring that the public is made aware of the availability of information in accessible formats.

12.0 Committee and Policy Reports

12.1 All committee and policy reports include a section detailing the equality implications of proposals or recommendations. These will be monitored quarterly by the Equality Action Team Leader with changes being recommended as required. An annual summary of the monitoring information will be prepared.

13.0 Transport

13.1 The Council will update current survey information to assess local demand for accessible taxis and, in conjunction with taxi operators, agree a performance indicator for percentage of accessible taxis, taking into account local economic conditions.

14.0 Employee Training

14.1 The Council will address the following training issues:

- Basic awareness training for employees as appropriate to duties.
- More in-depth training for employees who will routinely be in contact with disabled people in the line of their duties
- Training on the DDA (Part 3). This would be most relevant to senior employees who are responsible for the development and implementation of departmental policies and employees who are responsible for service standards.
- Training for Council in-house trainers to develop expertise in incorporating disability awareness and good practice into current training programmes.
- The production of an employee resource pack on disability and service accessibility issues for staff.
- Production of a comprehensive Employment and Disability Awareness Guide for those involved in recruitment, selection and management of employees.

15.0 Departmental Action Plans and Role of the Equality Task Groups

15.1 To ensure an integrated and mainstreaming approach to all equalities work and the identification of crosscutting issues relating to disability, gender and sexuality equality, departmental equality plans will be drawn up by ETG members at departmental level.

15.2 These departmental equality groups (DEGs) will use their list of functions to assess equality implication, will incorporate equality measures into their current planning processes, produce corporate monitoring information and will oversee the self-evaluation process.

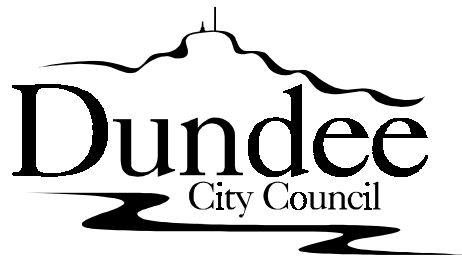
15.3 The corporate Disability Equality Task Group will review its membership and recommend changes necessary to ensure adequate representation of Council Departments.

15.4 This group will work as a corporate review body, collecting, collating and analysing data on Disability Equality performance as produced by departments.

15.5 This monitoring process will include preparation of draft information for annual publication as required by the DDA. The group will also make recommendations to improve the effectiveness of monitoring, assessment, planning, consultation and training on Disability Equality.

15.6 Representatives on the DETG, will, as well as their corporate responsibility, be the Disability Equality champions for their own department. This will involve responsibility for ensuring monitoring and assessment is carried out and reported on to timescales, and highlighting any problems or areas for improvement. They will also identify opportunities to mainstream equality measures and initiatives into the policy development, procedures and planning processes of their departments.

APPENDIX 2



Dundee City Council
Gender Equality Scheme
2002-2005

1.0 Gender Equality in Dundee.

- 1.1 Local authorities in Dundee have had equal opportunities policies for approximately 20 years. These have been amended and extended to take account of changing circumstances, legislation and statutory codes of practice. Local authorities have employed equality specialists for a similar period.
- 1.2 Since its inception in 1996 Dundee City Council has built upon the policies and achievements of the former City of Dundee District Council and Tayside Regional Council. The Council has:
 - adopted a new equal opportunities policy;
 - put in place a system for resolution of cases of harassment of employees;
 - adopted a system of employment monitoring;
 - included sex discrimination awareness in a number of in-house training courses e.g. Recruitment and Selection, Customer Care;
 - supported the development of gender equality and women's interest groups in the voluntary sector through special grant aid and development support.
 - employed a variety of methods to consult and involve women in the framing of policy and plans; and
 - incorporated equality measures into corporate initiatives such as the Children's Services Plan.

2.0 Changes to Legislation

- 2.1 Following the passing of the Race Relations Amendment Act 2000, discussions are now taking place regarding amendments to the Sex Discrimination Act 1975 and other equality legislation. These include specific duties requiring public authorities to publish a Gender Equality Scheme setting out their arrangements for:
 - monitoring policies for adverse impact;
 - assessing and consulting on the likely impact of proposed policy changes;
 - publishing the results of assessment, monitoring and consultation;
 - making sure that the public has access to information and services; and
 - training employees on the general and specific duties.
- 2.2 In addition, the Convention of Scottish Local Authorities makes specific reference to the need to mainstream equality into the work of local government and into partnership working via Community Planning liaison mechanisms (see Appendix 5).

3.0 Dundee City Council's Gender Equality Scheme

- 3.1 The above development has provided an opportunity to review current work on Gender Equality and has resulted in the production of this first Gender Equality Scheme, covering the period 2002-2005.
- 3.2 It should be noted that this document is the first of its kind produced by the Council and as such it should be regarded as a working document, subject to continual scrutiny and amendment. The Council will undertake further in-depth work to develop the Scheme through ongoing monitoring and evaluation. Regular reviews will be conducted on a rolling programme, which will enable the Council to modify the Scheme as required.

4.0 Policy Statement.

- 4.1 Dundee City Council recognises that people may be unfairly discriminated against because of race, colour, ethnic and national origins, marital status, domestic circumstances, gender, sexuality and transsexualism, age, class, ethical or religious belief, intellectual or physical disability, mental illness, trade union activity, long term unemployment or because they have AIDS or are HIV positive.
- 4.2 Our aim as a City Council is to work to create a Dundee where everyone has choice of, and access to, goods, facilities, services, jobs and opportunities to participate on equal terms.
- 4.3 We are committed to the elimination of all forms of sex discrimination and sexual harassment, violence or abuse and to the promotion of equality of opportunity and outcome regardless of gender.
- 4.4 We recognise the rights of men and women to equal treatment in all that the Council does.
- 4.5 We will work to fulfil our duties under the Equal Pay Act 1970, the Sex Discrimination Act 1975 and the Human Rights Act 1998 and relevant European union directives. This includes commitment to the principles of equal pay for work of equal value, equal treatment in employment matters and to flexible working practices to accommodate parenting and caring responsibilities.
- 4.6 We will work with our private, public and voluntary sector partners to find ways of achieving this aim.

5.0 The Gender Equality Standard

- 5.1 Below are listed the criteria by which we will judge our performance on Gender Equality over the longer term. It is not intended nor expected that all Departments of the Council will be working on all of these at once. Detailed departmental action plans will be drawn up that will list priorities for action in the period 2002-2005.
- 5.2 The Standard will be the basis for ensuring that Gender Equality aims are incorporated into all aspects of Dundee City Council's work, and that our actions as a Council are monitored and reported. The Standard consists of six headings against which we will assess our performance on Gender Equality. Under each are listed statements representing the highest level of achievement to which we would currently aspire. It is intended that, in this initial Scheme, we will develop an Evaluation Tool that will set out a phased approach to achieving this Standard.
- 5.3 *Identifying and Meeting Needs*
 - We identify the needs of men and women in Dundee using appropriate consultation and data collection methods.
 - We respond to the identified needs of these communities wherever possible.
- 5.4 *Preventing and Removing Barriers*
 - We promote awareness amongst employees, partners and the general public of the nature and affects of sex discrimination and of the value of diversity in Dundee.
 - We identify barriers to the inclusion of men and women and devise strategies to tackle these.

5.5 *Promoting Inclusion*

- We ensure employees are trained in the Gender Equality implications of their work.
- We can demonstrate improved understanding of Gender Equality issues by employees.
- We examine our policies and procedures for Gender Equality implications.
- We support community projects that promote Gender Equality.

5.6 *Communicating Information on Services*

- We take steps to ensure that we are reaching all members of the diverse communities we serve.
- We use inclusive imaginary and plain language.
- We provide an adequate interpreting and translations service and produce information in accessible formats.
- We promote awareness of our commitment to equality and accountability to all sections of the community.
- We regularly evaluate our communication strategies.

5.7 *Consulting Service Users*

- We can demonstrate that we consult and involve men and women and excluded groups.
- We involve users and potential users of services in commenting on proposals and in decision making about issues that affect them.
- We handle comments and complaints sensitively and appropriately.
- Our customer satisfaction levels are comparable for all sections of the population.

5.8 *Ensuring Access to Services*

- We endeavour to provide services in appropriate venues and at times to meet the needs of male and female service users
- We take steps to provide a welcoming and accessible physical and social environment for the delivery of services to all sections of the community.
- We provide support and specialist services where necessary to promote equality of access.
- We can demonstrate the effectiveness of our anti-harassment measures.
- We seek to give due consideration to gender and culture in the provision of services.
- Our service uptake figures seek to reflect the composition of the population of Dundee.

5.9 *Employment Practice*

- We monitor personnel practices, workforce profile and applications for jobs and promotion and access to training.
- We regularly review all recruitment and personnel functions, job criteria, employee selection methods, training needs and promotion procedures for Gender equality implications.
- We develop the full potential of employees by adopting positive action measures where appropriate.

5.10 The Gender Equality Standard and these statements will be used as the basis for incorporating Gender Equality awareness into all aspects of the Council's work, and that our actions on Gender Equality are monitored, measured and reported.

6.0 The Mainstreaming Approach

6.1 To achieve the long-term objectives set out in the Standard, the Council will adopt a mainstreaming approach. Mainstreaming, as defined in the Scottish Executive Equality Strategy is "the systematic integration of an equality perspective into the everyday work of (local) government, involving policy makers across all departments as well as equality specialists and external partners".

6.2 *Mainstreaming*

- Is a long term strategy that aims to make sure that policy making is fully sensitive to the diverse needs and experience of people.
- Leads to improved policy making through better information, greater transparency and openness in the policy process.
- Involves groups and individuals who experience inequality and discrimination in informing policy making through effective consultation mechanisms.
- 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.
- Can avoid policy and programmes being adopted that continue existing inequalities or make them worse.

6.3 Mainstreaming aims to ensure that an equality perspective becomes an integral part of organisational culture. The Scottish Executive Equality Strategy states that mainstreaming requires:

- Leadership and political commitment to the principles and processes of mainstreaming equality.
- Commitment and ownership across the organisation for the principles and processes of mainstreaming.
- Work on mainstreaming equality to be integrated with departmental work plans and policy objectives.

- Guidance, advice, training and support to help departments to develop mainstreaming.
- Appropriate data, information and research to inform the development of policy and programmes.
- Policy appraisal and impact assessment with ongoing monitoring, evaluation audit and review.
- Networks and effective mechanisms of consultation with external bodies and interests.
- An acknowledgement that mainstreaming is not a quick fix and requires time and resources.

6.4 The Equality Standard will be the Council's framework for achieving the requirements of mainstreaming.

7.0 Priorities for Action

7.1 In this initial three year Scheme, the priority will be to achieve a consistent approach, method and measurement across the Council in relation to Gender Equality. Any mechanisms or tools developed to facilitate this will also be flexible enough to take account of circumstances unique to departments.

7.2 Each Department will be expected to produce its own action plan following a common format that includes reference to corporate, as well as departmental, priorities. This Scheme should take the Council to the point where it has:

- An agreed system of auditing, monitoring and performance measurement.
- An agreed system for consultation on proposed initiatives
- Agreed corporate priorities for action.

8.0 Council Functions

8.1 The initial task of the Gender Equality Scheme is to prepare a list of Council Functions and to state, which of these have implications for Gender Equality. This has been done at both corporate and departmental level.

8.2 Dundee City Council has identified the following as priorities:

- The economic regeneration of the city
- The promotion and provision of working and learning opportunities for all citizens
- Protecting the environment of the city and promoting sustainability.
- Promotion and protection of the health and well-being of communities and the provision of care to those who need it.
- Pursuing the reduction of crime and the promotion of safety.

8.3 These themes encompass the range of our statutory obligations and are the key areas identified in the community plan for partnership working.

- 8.4 All of these functions have Gender Equality implications and will have performance indicators attached to them relating to the ultimate achievement of the Equality Standard.
- 8.5 In carrying out these functions, the City Council will make reference, in each departmental and corporate policy and plan, to the measures to be taken to ensure compliance with the Sex Discrimination Act 1995 and related legislation and the Council's own Equality Policy.

9.0 Monitoring and Assessment of Council Activities and Functions

- 9.1 This Scheme sets out the Council's arrangements for monitoring and assessment of any adverse impact our policies have on promoting Gender Equality.
- 9.2 While some monitoring of services is already being done, it is the aim of this initial Scheme to establish a consistent, mainstreamed approach that will result in the production of clear, comparable and measurable information.
- 9.3 Monitoring systems currently in use by departments will require to be revised, where necessary, to include reference to gender. Information gathered using these systems should be collated quarterly and analysed annually to inform departmental planning on Gender Equality.
- 9.4 The information will also be remitted to the Gender Equality Task Group for corporate monitoring and reporting purposes. At the end of the first year, this information will form a baseline upon which to build targets for improvement. A review of the monitoring systems themselves will be conducted at the end of the first year and recommendations made for improvements, where necessary.
- 9.5 While monitoring produces quantitative data on levels of participation and service uptake, assessment provides qualitative data on how effective services, policies and procedures are at delivering Gender Equality.
- 9.6 The Gender Equality Task Group will devise a corporate assessment tool designed to complement and enhance existing assessment and quality assurance mechanisms, such as EFQM, Investors in People and Charter Mark. The tool will use similar principles of self-evaluation and continuous improvement and will be consistent with the Council's Best Value intentions and obligations. The tool will allow Departments to collect qualitative data on the performance of all those functions that have Gender Equality implications. It will also outline a method for assessing policies, procedures, services and activities of the Council on 4 levels.
- Level 4 – very good – major strengths
 - Level 3 – good strengths outweigh weaknesses
 - Level 2 – fair – some important weaknesses
 - Level 1 – poor – unsatisfactory – major weaknesses
- 9.7 Departments will be tasked to assess performance on the Equality Standard criteria on a 3 yearly cycle. Any area judged at level 2 or below should be reviewed annually until performance improves. Departments will be expected to provide evidence to support their assessment. The cycle may be staggered to allow for in-depth analysis and to coincide and assist with other review procedures that may be taking place.

9.8 The Gender Equality Task Group (GETG) will be remitted to:

- review these assessments as and when they are completed;
- collate information for annual publication; and
- make recommendations for change to corporate systems and goals where appropriate.

10.0 Consultation

10.1 Any consultation carried out by departments will be expected to involve a fair representation of men and women as individuals or to make special provision to consult with the under-represented gender. Reports arising from such consultation should include monitoring data as outlined. They should also include specific reference to the Gender Equality implications of proposed actions.

10.2 Recommendations for action will highlight any issues found to be of proportionally greater significance or priority by either men or women.

10.3 With regard to consultation on this initial Gender Equality Scheme and related actions, the Equality Action Team Leader and the GETG will arrange an event or series of events to advance same.

10.4 The Equality Action Team Leader, in conjunction with the GETG, will produce guidance on good practice in relation to consultation and involvement of men and women.

11.0 Committee and Policy Reports

11.1 All committee and policy reports include a section detailing the equality implications of proposals or recommendations. These will be monitored quarterly by the Equality Action Team Leader with changes being recommended as required. An annual summary of the monitoring information will be prepared.

12.0 Equal Employment Opportunities and Outcomes

12.1 The Director of Personnel and Management Services will undertake a review of current monitoring information and systems and will produce a gender profile of current staff. Recommendations on action to improve Gender Equality in employment will be the subject of a further report.

13.0 Employee -Training

13.1 Training in sex discrimination awareness will be remitted to a working group involving the Equality Action Team Leader, the Employee Development Section of the Personnel and Management Services Department, departmental training co-ordinators and Chairpersons of Equality Task Groups. This group will conduct a training needs analysis and construct a plan to ensure that all employees receive appropriate training to enable them to carry out the requirements of the Gender Equality Scheme. The plan will include recommendations on who should receive training as a priority, the objectives and content of the training and on how current in-house training provision might be modified to take account of equality issues.

13.2 The plan will include a section on the resource implications of training provision and on the availability and suitability of specialist trainer sources, training materials and training for in-house trainers.

13.3 It will recommend a system for assessing outcomes of training aimed at measuring, not only numbers completing courses, but linking training objectives to changes in practice and customer satisfaction levels.

14.0 Departmental Action Plans and Role of the Equality Task Groups

- 14.1 To ensure an integrated and mainstreaming approach to all equalities work and the identification of crosscutting issues relating to gender and sexuality equality, departmental equality plans will be drawn up by ETG members at departmental level.
- 14.2 These departmental equality groups (DEGs) will use their list of functions to assess equality implications, incorporate equality measures into their current planning processes, produce corporate monitoring information and will oversee the self-evaluation process.
- 14.3 The corporate Gender Equality Task Group will review its membership and recommend changes necessary to ensure adequate representation of Council Departments.
- 14.4 This group will work as a corporate review body, collecting, collating and analysing data on Gender Equality performance as produced by departments.
- 14.5 This monitoring process will include preparation of draft information for annual publication. The group will also make recommendations to improve the effectiveness of monitoring, assessment, planning, consultation and training on Gender Equality.
- 14.6 Representatives on the GETG, will, as well as their corporate responsibility, be the Gender Equality champions for their own department. This will involve responsibility for ensuring monitoring and assessment is carried out and reported on to timescales, and highlighting any problems or areas for improvement. They will also identify opportunities to mainstream equality measures and initiatives into the policy development, procedures and planning processes of their departments.

APPENDIX 3



Dundee City Council
Gender & Sexuality Scheme
2002-2005

1.0 Gender and Sexuality

- 1.1 Local authorities in Dundee have had equal opportunities policies for approximately 20 years. These have been amended and extended to take account of changing circumstances, legislation and statutory codes of practice. Local authorities have employed equality specialists for a similar period.
- 1.2 Since its inception in 1996 Dundee City Council has built upon the policies and achievements of the former City of Dundee District Council and Tayside Regional Council it has:
- adopted a new equal opportunities policy;
 - put in place a system for resolution of cases of harassment of employees;
 - adopted a system of employment monitoring;
 - included discrimination awareness in a number of in-house training courses e.g. Recruitment and Selection, Customer Care;
 - supported the development of gender and sexuality equality and women's interest groups in the voluntary sector through special grant aid and development support;
 - employed a variety of methods to consult and involve women in the framing of policy and plans; and
 - incorporated equality measures into corporate initiatives such as the Children's Services Plan.

2.0 Changes to Legislation

- 2.1 Following the passing of the Race Relations Amendment Act 2000, discussions are now taking place regarding amendments to other equality legislation. These include specific duties requiring public authorities to publish a Gender & Sexuality Equality Scheme setting out their arrangements for:
- monitoring policies for adverse impact;
 - assessing and consulting on the likely impact of proposed policy changes;
 - publishing the results of assessment, monitoring and consultation;
 - making sure that the public has access to information and services; and
 - training employees on the general and specific duties.
- 2.2 In addition, the Convention of Scottish Local Authorities makes specific reference to the need to mainstream equality into the work of local government and into partnership working via Community Planning liaison mechanisms (see Appendix 5).
- 2.3 The EU Employment Directive (adopted by the UK in 2000) prohibits discrimination in employment on grounds of sexual orientation.
- 2.4 The Human Rights Act 1998 gives people the right to respect for private and family life, and the European Court of Human Rights has held that freedom to express one's sexuality is an intrinsic part of this right.

3.0 Dundee City Council's Gender and Sexuality Equality Scheme

- 3.1 The above developments have provided an opportunity to review current work on gender and sexuality equality and have resulted in the production of this first Gender & Sexuality Equality Scheme, covering the period 2002- 2005.
- 3.2 It should be noted that this document is the first of its kind produced by the Council and as such it should be regarded as a working document, subject to continual scrutiny and amendment. The Council will undertake further in-depth work to develop the Scheme through ongoing monitoring and evaluation. Regular reviews will be conducted on a rolling programme, which will enable the Council to modify the Scheme as required.

4.0 Policy Statement.

- 4.1 Dundee City Council recognises that people may be unfairly discriminated against because of race, colour, ethnic and national origins, marital status, domestic circumstances, gender and sexuality and transsexualism, age, class, ethical or religious belief, intellectual or physical, mental illness, trade union activity, long term unemployment or because they have AIDS or are HIV positive.
- 4.2 Our aim as a City Council is to work to create a Dundee where everyone has choice of, and access to, goods, facilities, services, jobs and opportunities to participate on equal terms.
- 4.3 We are committed to promoting equality for lesbian, gay, bisexual and transgender communities in the City, and have produced this Gender and Sexuality Equality Scheme as part of a corporate strategy. We aim to provide a positive environment in which all citizens will be free from prejudice and discrimination and will have equal access to employment opportunities, services and civic life.
- 4.4 We will work with our private, public and voluntary sector partners to find ways of achieving this vision.

5.0 Our Equality Standard.

- 5.1 Below are listed the criteria by which we will judge our performance on Gender and Sexuality Equality over the longer term. It is not intended nor expected that all Departments of the Council will be working on all of these at once. Detailed departmental action plans will be drawn up that will list priorities for action in the period 2002-2005. The Standard will be the basis for ensuring that Gender and Sexuality Equality aims are incorporated into all aspects of Dundee City Council's work, and that our actions as a Council are monitored and reported.
- 5.2 The Standard consists of six headings against which we will assess our performance of Gender and Sexuality Equality. Under each are listed statements representing the highest level of achievement to which we would currently aspire. It is intended that in this initial Scheme we will develop an Evaluation Tool that will set out a phased approach to achieving this Standard.
- 5.3 *Identifying and Meeting Needs*
- We identify the needs of lesbian, gay, bisexual and transgender citizens of Dundee using appropriate consultation and data collection methods.
 - We respond to the identified needs of these communities wherever possible.

5.4 *Preventing and Removing Barriers*

- We promote awareness amongst employees, partners and the general public of the nature and affects of sexuality discrimination and of the value of diversity in Dundee.
- We identify barriers to the inclusion of lesbian, gay, bisexual, transgender citizens and devise strategies to tackle these.

5.5 *Promoting Inclusion*

- We ensure employees are trained in the Gender and Sexuality Equality implications of their work.
- We can demonstrate improved understanding of Gender and Sexuality Equality issues by employees.
- We examine our policies and procedures for Gender and Sexuality Equality implications.
- We support community projects that promote Gender and Sexuality Equality.

5.6 *Communicating Information on Services*

- We take steps to ensure that we are reaching all members of the diverse communities we serve.
- We use inclusive imagery and plain language.
- We provide an adequate interpreting and translations service and produce information in accessible formats.
- We promote awareness of our commitment to equality and accountability to all sections of the community.
- We regularly evaluate our communication strategies.

5.7 *Consulting Service Users*

- We can demonstrate that we consult and involve lesbian, gay, bisexual and transexual citizens in planning policy.
- We involve users and potential users of services in commenting on proposals and in decision making about issues that affect them.
- We handle comments and complaints sensitively and appropriately.
- Our customer satisfaction levels are comparable for all sections of the population.

5.8 *Ensuring Access to Services*

- We endeavour to provide services in appropriate venues and at times to meet the needs of lesbian, gay, bisexual and transsexual service users.
- We take steps to provide a welcoming and accessible physical and social environment for the delivery of services to all sections of the community.

- We provide support and specialist services where necessary to promote equality of access.
- We can demonstrate the effectiveness of our anti-harassment measures.
- We seek to give due consideration to the needs of lesbian, gay, bisexual and transsexual citizens in the provision of services.
- Our service uptake figures seek to reflect the composition of the population of Dundee.

5.9 *Employment Practice*

- We monitor personnel practices for Gender and Sexuality Equality implications
- We regularly review all recruitment and personnel functions, job criteria, employees selection methods, training needs and promotion procedures for Gender and Sexuality Equality implications.

5.10 The Gender & Sexuality Standard and these statements will be used as the basis for incorporating Gender & Sexuality Equality awareness into all aspects of the Council's work, and that our actions on Gender & Sexuality Equality are monitored, measured and reported.

6.0 The Mainstreaming Approach

6.1 To achieve the long-term objectives set out in the Standard, the Council will adopt a mainstreaming approach. Mainstreaming, as defined in the Scottish Executive Equality Strategy is "the systematic integration of an equality perspective into the everyday work of (local) government, involving policy makers across all departments as well as equality specialists and external partners".

6.2 *Mainstreaming*

- Is a long-term strategy that aims to make sure that policy making is full sensitive to the diverse needs and experience of people.
- Leads to improved policy making through better information, greater transparency and openness in the policy process.
- Involves groups and individuals who experience inequality and discrimination in informing policy making through effective consultation mechanisms.
- 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.
- Can avoid policy and programmes being adopted that continue existing inequalities or make them worse.

6.3 Mainstreaming aims to ensure that an equality perspective becomes an integral part of organisational culture. The Scottish Executive Equality Strategy states that mainstreaming requires:

- Leadership and political commitment to the principles and processes of mainstreaming equality.

- Commitment and ownership across the organisation for the principles and processes of mainstreaming.
- Work on mainstreaming equality to be integrated with departmental work plans and policy objectives.
- Guidance, advice, training and support to help departments to develop mainstreaming.
- Appropriate data, information and research to inform the development of policy and programmes.
- Policy appraisal and impact assessment with ongoing monitoring, evaluation audit and review.
- Networks and effective mechanisms of consultation with external bodies and interests.
- An acknowledgement that mainstreaming is not a quick fix and requires time and resources.

6.4 The Equality Standard will be the Council's framework for achieving the requirements of mainstreaming.

7.0 Priorities for Action

7.1 In this initial three year Scheme, the priority will be to achieve a consistent approach, method and measurement across the Council in relation to Gender & Sexuality Equality. Any mechanisms or tools developed to facilitate this will also be flexible enough to take account of circumstances unique to departments.

7.2 Each department will be expected to produce its own action plan following a common format which includes reference to corporate, as well as departmental, priorities. This Scheme should take the Council to the point where it has:

- An agreed system of auditing, monitoring and performance measurement
- An agreed system for consultation on proposed initiatives
- Agreed corporate priorities for action.

8.0 Council Functions

8.1 The initial task of the Gender & Sexuality Equality Scheme is to prepare a list of Council Functions and to state, which of these have implications for Gender & Sexuality Equality. This has been done at both corporate and departmental level.

8.2 Dundee City Council has identified the following as priorities:

- The economic regeneration of the city
- The promotion and provision of working and learning opportunities for all citizens
- Protecting the environment of the city and promoting sustainability.
- Promotion and protection of the health and well-being of communities and the provision of care to those who need it.
- Pursuing the reduction of crime and the promotion of safety.

8.3 These themes encompass the range of our statutory obligations and are the key areas identified in the community plan for partnership working.

- 8.4 All of these functions have Gender & Sexuality Equality implications and will have performance indicators attached to them relating to the ultimate achievement of the Equality Standard.
- 8.5 In carrying out these functions, the City Council will make reference, in each departmental and corporate policy and plan, to the measures to be taken, to ensure compliance with the relevant legislation and the Council's own Equality Policy.

9.0 Monitoring and Assessment of Council Activities and Functions

- 9.1 This Scheme sets out the Council's arrangements for monitoring and assessment of any adverse impact our policies have on promoting gender and sexuality equality.
- 9.2 While some monitoring of services is already being done, it is the aim of this initial Scheme to establish a consistent, mainstreamed approach that will result in the production of clear, comparable and measurable information.
- 9.3 Monitoring systems currently in use by departments will require to be reviewed with a view to assessing the practicability of including reference to gender and sexuality status. This will be done in close consultation with gender and sexuality groups and with due regard to the need to guarantee confidentiality.
- 9.4 The Gender Equality Task Group (GETG) will prepare a report on the possible use of monitoring systems in the performance measurement and departmental planning on Gender and Sexuality Equality.
- 9.5 While monitoring produces quantitative data on levels of participation and service uptake, assessment provides qualitative data on how effective services, policies and procedures are at delivering Gender and Sexuality Equality.
- 9.6 The Gender Equality Task Group will devise a corporate assessment tool designed to complement and enhance existing assessment and quality assurance mechanisms, such as EFQM, Investors in People and Charter Mark. The tool will use similar principles of self-evaluation and continuous improvement and will be consistent with the Council's Best Value intentions and obligations. The tool will allow departments to collect qualitative data on the performance of all those functions that have Gender and Sexuality Equality implications. It will also outline a method for assessing policies, procedures, services and activities of the Council on 4 levels.
- Level 4 – very good – major strengths
 - Level 3 – good strengths outweigh weaknesses
 - Level 2 – fair – some important weaknesses
 - Level 1 – poor – unsatisfactory – major weaknesses
- 9.7 Departments will be tasked to assess performance on the Equality Standard criteria on a 3 yearly cycle. Any area judged at level 2 or below should be reviewed annually until performance improves. Departments will be expected to provide evidence to support their assessment. The cycle may be staggered to allow for in-depth analysis and to coincide and assist with other review procedures that may be taking place.
- 9.8 The GETG will be remitted to
- review these assessments as and when they are completed;
 - collate information for annual publication; and
 - make recommendations for change to corporate systems and goals where appropriate.

10.0 Consultation

- 10.1 Any consultation carried out by departments will be expected to make special provision to consult with gender and sexuality groups. Reports arising from such consultation should include specific reference to the gender and sexuality equality implications of proposed actions.
- 10.2 Recommendations for action should highlight any issues found to be of proportionally greater significance or priority by gender and sexuality groups.
- 10.3 With regard to consultation on this initial Gender & Sexuality Equality Scheme and related actions, the Equality Action Team Leader and the GETG will arrange an event or series of events to advance same.
- 10.4 The Equality Action Team Leader, in conjunction with the GRTG, will produce guidance on good practice in relation to consultation and involvement of lesbian, gay, bisexual and transexual citizens.

11.0 Committee and Policy Reports

- 11.1 All committee and policy reports include a section detailing the equality implications of proposals or recommendations. These will be monitored quarterly by the Equality Action Team Leader with changes being recommended as required. An annual summary of the monitoring information will be prepared.

12.0 Employee Training

- 12.1 Training in sex discrimination awareness will be remitted to a working group involving the Equality Action Team Leader, the Employee Development Section of the Personnel and Management Services Department, departmental training co-ordinators and the Chairpersons of the Equality Task Groups. This group will conduct a training needs analysis and construct a plan to ensure that all employees receive appropriate training to enable them to carry out the requirements of the Gender & Sexuality Equality Scheme. The plan will include recommendations on who should receive training as a priority, the objectives and content of the training and on how current in-house training provision might be modified to take account of equality issues.
- 12.2 The plan will include a section on the resource implications of training provision and on the availability and suitability of specialist trainer sources, training materials and training for in-house trainers.

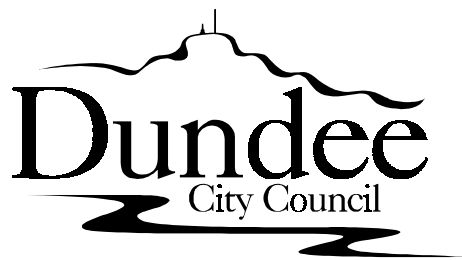
It will recommend a system for assessing outcomes of training aimed at measuring, not only numbers completing courses, but linking training objectives to changes in practice and customer satisfaction levels.

13.0 Departmental Action Plans and Role of the Equality Task Groups

- 13.1 To ensure an integrated and mainstreaming approach to all equalities work and the identification of crosscutting issues relating to gender and sexuality equality, departmental equality plans will be drawn up by ETG members at departmental level.
- 13.2 These departmental equality groups (DEGs) will use their list of functions to assess equality implications, incorporate equality measures into their current planning processes, produce corporate monitoring information and will oversee the self-evaluation process.

- 13.3 The corporate Gender Equality Task Group will review its membership and recommend changes necessary to ensure adequate representation of Council Departments.
- 13.4 This group will work as a corporate review body, collecting, collating and analysing data on gender and sexuality equality performance as produced by departments.
- 13.5 This monitoring process will include preparation of draft information for annual publication. The group will also make recommendations to improve the effectiveness of monitoring, assessment, planning, consultation and training on Gender and Sexuality equality.
- 13.6 Representatives on the GETG, will, as well as their corporate responsibility, be the Sexuality Equality champions for their own department. This will involve responsibility for ensuring monitoring and assessment is carried out and reported on to timescales, and highlighting any problems or areas for improvement. They will also identify opportunities to mainstream equality measures and initiatives into the policy development, procedures and planning processes of their departments.

APPENDIX 4



Dundee City Council
Race Equality Scheme
2002-2005

1.0 Race Equality in Dundee.

- 1.1 Local authorities in Dundee have had equal opportunities policies for approximately 20 years. These have been amended and extended to take account of changing circumstances, legislation and statutory codes of practice. Local authorities have employed equality specialists for a similar period.
- 1.2 Since its inception in 1996 Dundee City Council has built upon the policies and achievements of the former City of Dundee District Council and Tayside Regional Council. The Council has:
- adopted a new equal opportunities policy;
 - put in place a system for resolution of cases of harassment of employees;
 - adopted a system of employment monitoring;
 - included race awareness and anti-racism in a number of in-house training courses e.g. Recruitment and Selection, Customer Care;
 - set up a Multi Agency Panel on racial harassment;
 - changed tenancy agreements to include racial harassment as grounds for action against tenants;
 - set up and expanded the Bi-lingual Pupil Support Service; and
 - mainstreamed Dundee Translation and Interpreting Service into City Council provision following a period of temporary funding.
 - Supported the development of the ethnic minority voluntary sector through special grant aid and development support.
 - Employed a variety of methods to consult and involve the ethnic minority residents of Dundee in the framing of policy and plans.
 - Incorporated equality measures into corporate initiatives such as the Children's Services Plan.

2.0 The Race Relations Amendment Act 2000.

- 2.1 The Race Relations Amendment Act 2000 (RRAA) sets out new general and specific duties for all public authorities. The Race Relations Act 1976 Statutory Duties (Scotland) Order 2002, under powers introduced by RRA, requires them to produce a Race Equality Scheme. (RES) The general duty to promote race equality has three parts:
- eliminating unlawful racial discrimination;
 - promoting equal opportunities; and
 - promoting good relations between people from different racial groups
- 2.2 The RRAA includes specific duties to the effect that the Race Equality Scheme should set out the authority's arrangements for:
- monitoring policies for adverse impact;
 - assessing and consulting on the likely impact of proposed policy changes;
 - publishing the results of assessment, monitoring and consultation;
 - making sure that the public has access to information and services; and
 - training staff on the general and specific duties.
- 2.3 In addition, the Convention of Scottish Local Authorities will make specific reference to the need to mainstream equality into the work of local government and into partnership working via Corporate Planning liaison mechanisms (see Appendix 5).

3.0 Dundee City Council's Race Equality Scheme

- 3.1 The above development as provided an opportunity to review current work on Race Equality and has resulted in the production of this first Race Equality Scheme, covering the period 2002- 2005.
- 3.2 It should be noted that this document is the first of its kind under the new legislation and to have real meaning the Scheme has to be a working document. The Council will undertake further in-depth work to develop the Scheme through ongoing monitoring and evaluation. Regular reviews will be conducted on a rolling programme, which will enable the Council to modify the Scheme as required.

4.0 Policy Statement.

- 4.1 Dundee City Council recognises that people may be unfairly discriminated against because of race, colour, ethnic and national origins, marital status, domestic circumstances, gender, sexuality and transsexualism, age, class, ethical or religious belief, intellectual or physical disability, mental illness, trade union activity, long term unemployment or because they have AIDS or are HIV positive.
- 4.2 Our aim as a City Council is to work to create Dundee where everyone has choice of, and access to, goods, facilities, services, jobs and opportunities to participate on equal terms.
- 4.3 We will work with our private, public and voluntary sector partners to find ways of achieving this vision.
- 4.4 Dundee City Council is opposed to all forms of racist discrimination and harassment. As a Public Authority and major employer, we are particularly concerned to prevent and eliminate unlawful institutional racism, defined by the Stephen Lawrence Inquiry Report 1999 as "The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people".
- 4.5 We are committed to taking all steps in our power to fulfil our duties under the Race Relations Amendment Act 2000 as listed in paragraph 2.1 and any other relevant laws or statutory codes.

5.0 the Race Equality Standard

- 5.1 Below are listed the criteria by which we will judge our performance on Race Equality over the longer term. It is not intended nor expected that all Departments of the Council will be working on all of these at once. Detailed departmental action plans will be drawn up that will list priorities for action in the period 2002-2005.
- 5.2 The Standard will be the basis for ensuring that Race Equality aims are incorporated into all aspects of Dundee City Council's work, and that our actions as a Council are monitored and reported.
- 5.3 The Standard consists of six headings against which we will assess our performance on Race Equality. Under each are listed statements representing the highest level of achievement to which we would currently aspire. It is intended that in this initial Scheme we will develop an Evaluation Tool that will set out a phased approach to achieving this Standard.

5.4 *Identifying and Meeting Needs*

- We identify the needs of ethnic minority communities in Dundee using appropriate consultation and data collection methods.
- We respond to the identified needs of these communities wherever possible.

5.5 *Preventing and Removing Barriers*

- We promote awareness amongst employees, partners and the general public of the nature and affects of racism and of cultural diversity in Dundee.
- We identify barriers to the inclusion of ethnic minority citizens and devise strategies to tackle these.

5.6 *Promoting Inclusion and Anti-racist Practice*

- We ensure employees are trained in the Race Equality implications of their work.
- We can demonstrate improved understanding of Race Equality issues by employees.
- We examine our policies and procedures for Race Equality implications.
- We support community projects that promote Race Equality.

5.7 *Communicating Information on Services*

- We take steps to ensure that we are reaching all members of the diverse communities we serve.
- We use inclusive imagery and plain language.
- We provide an adequate interpreting and translations service and produce information in accessible formats.
- We promote awareness of our commitment to equality and accountability to all sections of the community.
- We regularly evaluate our communication strategies.

5.8 *Consulting Service Users*

- We can demonstrate that we consult and involve individuals and groups within the ethnic minority communities.
- We involve users and potential users of services in commenting on proposals and in decision making about issues that affect them.
- We handle comments and complaints sensitively and appropriately.
- Our customer satisfaction levels are comparable for all sections of the population.
-

5.9 *Ensuring Access to Services*

- We endeavour to provide services in appropriate venues and at times to meet the needs of ethnic minority service users.
- We take steps to provide a welcoming and accessible physical and social environment for the delivery of services to all sections of the community.
- We provide support and specialist services where necessary to promote equality of access.
- We can demonstrate the effectiveness of our anti-harassment measures.
- We seek to give due consideration to culture, race and language in the provision of services.
- Our service uptake figures seek to reflect the ethnic composition of the population of Dundee.

5.10 *Employment Practice*

- We monitor personnel practices, workforce profile and applications for jobs and promotion and access to training.
- We regularly review all recruitment and personnel functions, job criteria, employee selection methods, training needs and promotion procedures for race equality implications.
- We develop the full potential of employees by adopting positive action measures where appropriate.

5.11 The Race Equality Standard and these statements will be used as the basis for incorporating Race Equality awareness into all aspects of the Council's work, and that our actions on Race Equality are monitored, measured and reported.

6.0 The Mainstreaming Approach

6.1 To achieve the long-term objectives set out in the Standard, the Council will adopt a mainstreaming approach. Mainstreaming, as defined in the Scottish Executive Equality Strategy is "the systematic integration of an equality perspective into the everyday work of (local) government, involving policy makers across all departments as well as equality specialists and external partners".

6.2 *Mainstreaming*

- Is a long-term strategy that aims to make sure that policy making is full sensitive to the diverse needs and experience of people.
- Leads to improved policy making through better information, greater transparency and openness in the policy process.
- Involves groups and individuals who experience inequality and discrimination in informing policy making through effective consultation mechanisms.
- 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.

- Can avoid policy and programmes being adopted that continue existing inequalities or make them worse.

6.3 Mainstreaming aims to ensure that an equalities perspective becomes an integral part of organisational culture. The Scottish Executive Equality Strategy states that mainstreaming requires:

- Leadership and political commitment to the principles and processes of mainstreaming equality.
- Commitment and ownership across the organisation for the principles and processes of mainstreaming.
- Work on mainstreaming equality to be integrated with departmental work plans and policy objectives.
- Guidance, advice, training and support to help departments to develop mainstreaming.
- Appropriate data, information and research to inform the development of policy and programmes.
- Policy appraisal and impact assessment with ongoing monitoring, evaluation audit and review.
- Networks and effective mechanisms of consultation with external bodies and interests.
- An acknowledgement that mainstreaming is not a quick fix and requires time and resources.

6.4 The Equality Standard will be the Council's framework for achieving the requirements of mainstreaming.

7.0 Priorities for Action

7.1 In this initial three year Scheme, the priority will be to achieve a consistent approach, method and measurement across the Council in relation to Race Equality. Any mechanisms or tools developed to facilitate this will also be flexible enough to take account of circumstances unique to departments.

7.2 Each Department will be expected to produce its own action plan following a common format that includes reference too corporate, as well as departmental, priorities. This Scheme should take the Council to the point where it has:

- An agreed system of auditing, monitoring and performance measurement
- An agreed system for consultation on proposed initiatives
- Agreed corporate priorities for action.

8.0 Council Functions.

8.1 The first requirement of the RRAA is to prepare a list of Council Functions and to state which of these have implications for Race Equality. This has been done at both corporate and departmental level.

8.2 Dundee City Council has identified the following as its priorities:

- The economic regeneration of the city
- The promotion and provision of working and learning opportunities for all citizens
- Protecting the environment of the city and promoting sustainability.
- Promotion and protection of the health and well-being of communities and the provision of care to those who need it.
- Pursuing the reduction of crime and the promotion of safety.

8.3 These functions encompass the range of our statutory obligations and the key areas identified in the community plan for partnership working.

8.3 All of these functions have Race Equality implications and will have performance indicators attached to them relating to the ultimate achievement of the Equality Standard.

8.4 In carrying out these functions, the City Council will make reference, in each departmental and corporate policy and plan, to the measures to be taken to ensure compliance with the Race Relations Amendment Act 2000 and the Council's own Equality Policy.

9.0 Monitoring and Assessment of Council Activities and Functions

9.1 The Act requires that the Council set out in its Race Equality Scheme, its arrangements for monitoring and assessment of any adverse impact their policies have on promoting Race Equality. This includes detailed requirements for personnel and employment functions for which a separate report has been prepared.

9.2 While some monitoring of services is already being done, it is the aim of this initial Scheme to establish a consistent, mainstreamed approach that will result in the production of clear, comparable and measurable information.

9.3 Monitoring systems currently in use by departments will require to be revised, where necessary, to include the census categories on ethnicity. Information gathered using these systems should be collated quarterly and analysed annually to inform departmental planning on Race Equality.

9.4 The information will be remitted to the Race Equality Task Group for corporate monitoring and reporting purposes. At the end of the first year, this information will form a baseline upon which to build targets for improvement. A review of the monitoring systems themselves will be conducted at the end of the first year and recommendations made for improvements, where necessary.

9.5 While monitoring produces quantitative data on levels of participation and service uptake, assessment provides qualitative data on how effective services, policies and procedures are at delivering Race Equality.

9.6 The Race Equality Task Group will devise a corporate assessment tool designed to complement and enhance existing assessment and quality assurance mechanisms, such as EFQM, Investors in People and Charter Mark. The tool will use similar principles of self-evaluation and continuous improvement and will be consistent with the Council's Best Value obligations. The tool will allow departments to collect qualitative data on the performance of all those functions that have Race Equality implications. It will also outline a method for assessing policies, procedures, services and activities of the Council on 4 levels.

- Level 4 – very good – major strengths
- Level 3 – good strengths outweigh weaknesses
- Level 2 – fair – some important weaknesses
- Level 1 – poor – unsatisfactory – major weaknesses

9.7 Departments will be tasked to assess performance on the Equality Standard criteria on a 3 yearly cycle. Any area judged at level 2 or below should be reviewed annually until performance improves. Departments will be expected to provide evidence to support their assessment. The cycle may be staggered to allow for in-depth analysis and to coincide and assist with other review procedures that may be taking place.

9.8 The Race Equality Task Group (RETG) will be remitted to

- review these assessments as and when they are completed;
- collate information for annual publication required by the RRAA; and
- recommendations for change to corporate systems and goals where appropriate.

10.0 Consultation

10.1 Any consultation carried out by departments will be expected to involve a fair representation of ethnic minority groups and individuals. Reports arising from such consultation should include monitoring data census categories as outlined above. They should also include specific reference to the Race Equality implications of proposed actions.

10.2 Recommendations for action should highlight any issues found to be of proportionally greater significance or priority by the ethnic minority groups and individuals consulted.

10.3 With regard to consultation on this initial Race Equality Scheme and related actions, the Equality Action Team Leader and the RETG will arrange an event or series of events to advance same. Where practicable this will involve the Council's partner public authorities that are also covered by the requirements of the RRAA.

10.4 The Equality Action Team Leader, in conjunction with the RETG, will produce guidance on good practice in relation to consultation and involvement of ethnic minority citizens.

11.0 Access to Information and Communication Support

11.1 The City Council will seek to adhere to the Scottish Translation, Interpreting and Communication Support Forum Good Practice Guidelines.

11.2 In year 1 of the Scheme, the Council's Interpreting and Translation Service and the TICS Forum will work with RETG to review current use of these services by departments. The RETG will then make recommendations on how to improve both provision and use of TICS services by Council departments. This will include reference to the need for training or briefing of staff in use of the Guidelines.

11.3 In year 2, the plan will be implemented and reviewed, using feedback from departments and from ethnic minority clients.

12.0 Committee and Policy Reports

12.1 All committee and policy reports include a section detailing the equality implications of proposals or recommendations. These will be monitored quarterly by the Equality Action Team Leader with changes being recommended as required. An annual summary of the monitoring information will be prepared.

13.0 Equal Employment Opportunities

- 13.1 The Director of Personnel and Management Services has produced a separate report reviewing management information systems to ensure compliance with the RRAA.

14.0 Employee Training

- 14.1 The Personnel and Management Services Department as outlined in a separate report will monitor availability and uptake of general training opportunities.
- 14.2 Training relevant to the duties under the RRAA will be remitted to a working group involving the Equality Action Team Leader, the Employed Development Section of the Personnel and Management Services Department, departmental Training Co-ordinators and the Chairpersons of Equality Task Groups. This group will conduct a training needs analysis and devise a plan to ensure that all employees receive appropriate training to enable them to carry out the requirements of the Race Equality Scheme.
- 14.3 The plan will include recommendations on who should receive training as a priority, the objectives and content of the training and on how current in-house training provision might be modified to take account of equality issues.
- 14.4 The plan will include a section on the resource implications of training provision and on the availability and suitability of specialist trainer sources, training materials and training for in- house trainers.
- 14.5 The plan will recommend a system for measuring outcomes of training aimed at measuring, not only numbers completing training, but linking training objectives to changes in practice and customer satisfaction levels.
- 14.6 The group will also look for opportunities to work with the Council' partners to share good practice on training where possible.

15.0 Departmental Action Plans and Role of the Equality Task Groups

- 15.1 To ensure an integrated and mainstreaming approach to all equalities work and the identification of crosscutting issues relating to disability, gender and sexuality equality, departmental equality plans will be drawn up by ETG members at departmental level.
- 15.2 These departmental equality groups (DEGs) will use their list of functions to assess equality implications, will incorporate equality measures into their current planning processes, produce corporate monitoring information and will oversee the self-evaluation process.
- 15.3 The corporate Race Equality Task Group will review its membership and recommend changes necessary to ensure adequate representation of Council Departments.
- 15.4 This group will work as a corporate review body, collecting, collating and analysing data on Race Equality performance as produced by departments.
- 15.5 This monitoring process will include preparation of draft information for annual publication as required by the RRAA. The group will also make recommendations to improve the effectiveness of monitoring, assessment, planning, consultation and training on Race Equality.

- 15.6 Representatives on the RETG, will, as well as their corporate responsibility, be the Race Equality champions for their own department. This will involve responsibility for ensuring monitoring and assessment is carried out and reported on to timescales, and highlighting any problems or areas for improvement. They will also identify opportunities to mainstream equality measures and initiatives into the policy development, procedures and planning processes of their departments.

APPENDIX 5

COSLA

1.0 Equalities and the Community Planning Process

1.1 Section 32 of the Local Government in Scotland Bill requires that Scottish Ministers, local authorities and all other bodies participating in community planning should do so in a manner which encourages equal opportunities requirements. Section 18(1) also required that local authorities should, on behalf of community planning partnerships, set out what actions have been taken to comply with the requirement in section 32 in the course of reporting on what has been done through community planning.

1.2 The legal definition of equal opportunities requirements and equal opportunity is set out in Schedule 5, Section L2 of the Scotland Act 1998 as:

“the prevention, elimination or regulation of discrimination between persons on the grounds of sex or marital status, on racial grounds or on grounds of disability, age, sexual orientation, language or social origin or of other personal attributes, including beliefs or political opinions”.

The Equality Strategy (November 2000) commits the Scottish Executive to mainstreaming equality in policy making across the public sector.

1.3 Community planning partnerships will be able to mainstream equal opportunities into their activities more effectively where all the partners are already mainstreaming equal opportunities as part of their approach to implementing Best Value as set out in this guidance.

1.4 Action taken by Community planning partnerships to encourage race equality, in particular, will also need to complement and add value to partners actions to meet their duties under the Race Relations (Amendment) Act.

2.0 The mainstreaming of equalities within the community planning process will mean that:

2.1 An outcome of the community planning process should be a more equitable just and inclusive society. Encouraging equal opportunities must, therefore, be an important objective of the community planning process. It must also be an important objective for the use of the new power to advance well – being given that equal opportunities is an essential part of the community’s sense of well-being.

2.2 Because equal opportunities is such an important objective it must be mainstreamed –

- By all the community planning partners and in the partnership activity associated with the community planning process; and
- Within the community plan and the plans/strategies associated with it.

- 2.3 The Community planning process provides an effective bridge between national and local priorities. In that context community planning can help to deliver and inform the implementation of the national Equality Strategy in a way that is responsive to local needs and circumstances.
- 2.4 To support the mainstreaming of equalities within the community planning process it is recommended that the partnership develop a joint equalities action plan as a composite statement setting out the actions the partnership intend to take to encourage equal opportunities.
- 2.5 Equalities objectives must be mainstreamed in the formulation of policy, the setting of targets and the review and reporting of performance review. All policy proposals must be assessed in terms of their impact on equalities. This should also be true when councils are considering proposals for the use of their power to advance well-being.
- 2.6 At the heart of community planning is the need for a better understanding of the needs of communities and, therefore, the need for a greater collective engagement with all communities. The Act itself sets out a requirement on councils to consult and encourage the engagement of community bodies as part of their role in facilitating the process. Those community bodies must include bodies representing equalities groups/interests.
- 2.7 Councils and their community planning partners will also need to build up the capacity of community bodies/equalities groups to participate fully in the process. Community learning and development strategies provide an important vehicle to support communities and as such must take account of the particular needs of equalities groups.
- 2.8 Community planning partners will also need to increase their knowledge and capacity to successfully engage with equality groups. This must be part of the training and development support they will need to mainstream equal opportunities into all their activities.
- 2.9 The sharing of information is a pre-requisite for effective partnership working. Community Planning partnership should share information on the needs and circumstances of equality groups. They could also use this opportunity to benchmark their own performance for example, in relation to the monitoring of employment of equality groups or in relation to service outcomes.
- 2.10 Community planning at the local level will require a number of existing initiatives to be integrated within the planning process. For example, the Community regeneration statement suggests that SIPs funding should be devolved to community planning partnerships. Partnerships should take account of equalities issues and assess the equalities impact of proposals to integrate initiatives.
- 2.11 Where services are being jointly managed and resources, equality requirements must be taken into account in the procurement of services. Any organisational and training plans to support joint working should also meet equality requirements.
- 2.12 Reporting on actions taken to encourage equal opportunities through the community planning process will be geared towards the local community. This will improve accountability to local equalities groups. This should be achieved as part of the Public Performance Reporting Framework.
- 2.13 Community Planning partnerships should monitor and evaluate their performance in relation to the encouragement of equal opportunities. This should take account of feedback from equalities groups based on the reporting of actions taken by the partnership. The Auditor General/Controller of Audit should have regard to this information in their external scrutiny of the community planning process.