

## Appendix 2: West Dunbartonshire Council

### Equality Scheme 2009-12

#### Action Plan Progress Report

No.	Action	Update/ timescale	Responsibility
<b>Reporting &amp; Review</b>			
1	The Council will report the progress of the Equality Scheme in an annual 'Equality Report' at the end of each calendar year.	Annual task, complete for 2010	Policy Development Officer (Equality) Human Resources?
Annual report produced November 2010 being presented to Equality & Diversity Working Group 10 <sup>th</sup> November and Corporate and Efficient Governance Committee on 22 <sup>nd</sup> December 2010. New legislation requires next report in April 2012 rather than November 2011.			
2	The Council will consider the use of the Equality Framework for Local Government as the means to assess its performance in promoting equal opportunities.	Complete	Policy Development Officer (Equality) PSIF team
The improvement service has drawn up a comprehensive map of how approaches to equality can be evidenced within the PSIF assessment model. This allows PSIF to be used as an alternative to the Equality Framework (used by English authorities).			
3	The Scheme will be reviewed and revised in response to anticipated changes in legislation.	Nov 2011	Policy Development Officer (Equality)
Equality objectives will be set during 2011-12 involving the community. These will be published by April 2012 and 3 months notice given of where they will be published to meet statutory requirements, based on the Draft public sector duty current out for consultation. At the present time it is not clear if there will be a revised scheme, there is no legislative requirement to do so under the Equality Act 2010, although it would make sense to update the scheme and include the equality objectives within it.			

<b>Consultation and Involvement</b>			
<b>4</b>	The Council will draw up an Equalities Consultation plan in line with its Community Engagement Strategy.	Complete	Equality Liaison Group Policy Development Officer (Equality) Human Resources
	A draft has been produced and circulated and feedback incorporated into a final version will be published by the end of 2010. The Consultation plan links in with the overall strategy "Involving Communities" and a consultation toolkit which is being developed.		
<b>5</b>	The Council will use the Citizens Panel and other partnership approaches to provide an equalities perspective on a range of issues.	April 2011	Community Planning and Policy team
	Citizens Panel information can currently be broken down by ethnicity, gender, age and disability and we are looking to expand this to include sexual orientation, religion and belief and gender reassignment.		
<b>6</b>	The Council will seek to identify the means to extend consultation with the BME community & LGBT community.	Ongoing in 2011	Community Planning and Policy team
	Some work has been done linking in with BME groups and an Ethnic Minority Network is currently being established to link together some of the groups. Also CPP development funding has been secured to re-establish the LGBT Network and set up the Ethnic Minority Network. There is further work to be done in setting up an LGBT community group and possibly also a youth group as at present the Network is an officer network. Assistance from national and local organisations will carry this forward.		

<b>Employment</b>			
<b>7</b>	The Council will review its equal pay statement in September 2010.	Complete	Human Resources
	The Equal Pay Policy Statement had been reviewed and remains unchanged; the statement will be reviewed, if necessary, after the finalised duties relating to gender and pay are clear.		
<b>8</b>	A revised Equality Employment Policy will be supported by guidance for managers and employees covering all equality strands.	April 2011	Human Resources
	All HR Policies and Procedures have been reviewed to ensure compliance with the employment provisions of the Equality Act in force from October 2010. A new Employment Equalities Policy taking into account the new public sector duties in Scotland will be in place by April 2011.		
<b>9</b>	The Council will support equality groups to have effective access to the recruitment portal.	Ongoing	Human Resources
	The Council has been active through processes such as equality impact assessment, in identifying and supporting changes to the recruitment portals design and operation that enhance effective access by equality groups.		
<b>10</b>	The Council will address harassment of employees through its Dignity at Work policy and procedures.	Ongoing	Human Resources All depts. to apply
	The Council has continued to deliver DAW awareness sessions, and will review the operations and content of the current policy and procedure in partnership with Trade Unions.		
<b>11</b>	The Council will monitor gender segregation and identify areas for action.	Ongoing	Human Resources All depts. to support
	(see box 46)		
<b>12</b>	The Council will promote the employment opportunities available through the LEP Agreement.	Ongoing	Human Resources
	The Council continues to advertise jobs locally in partnership with Job Centre Plus, and other local organisations.		

<b>13</b>	The Council will use its Workforce Management System in the implementation of the Job Evaluation Scheme and to support equality across employment.	Complete	Human Resources
	The Council has used the WMS to aid implementation of the Job Evaluation Scheme.		
<b>14</b>	The Council will use employee surveys to measure the impact of its promotion of equality issues in the workforce.	Every 2 years from Dec 2009	Human Resources
	Results of the 2007 and 2009 employee surveys showed increased confidence from the workforce in the Councils approach to equality and diversity; stretching targets have been set, and the next employee survey will take place in 2011.		
<b>15</b>	The Council will take account of equality issues in its employment support programme.	Annual reports	HEEDS (Economic Development)
	The total number of Construction apprentices is currently 30 of which 4 are females, including painters and an electrician, one of them one a local college apprentice of the year award. We continue to promote construction apprenticeships to female applicants, and the numbers are increasing gradually.		

<b>Service Planning and Monitoring</b>			
<b>16</b>	Each directorate will identify key equality objectives within its area of responsibility and the means by which these will be taken forward.	In line with Joint Planning & Budget Guidance	Community Planning and Policy Team All departments
	Some progress has been made working with departments including via the Equality Liaison Group. This is now being taken forward via departmental planning processes.		
<b>17</b>	The Council's equality scorecard will be developed to provide an analysis and report on the equality of provision in key services.	Ongoing	Community Planning and Policy Team All departments
	The equality scorecard has been developed and work is ongoing with departments to review and further develop the scorecard, and also to link with Impact Assessment.		
<b>Impact Assessment</b>			
<b>18</b>	The impact assessment process will include key financial decisions and will be extended to take into account a wider range of equality strands, with a minimum number set.	In line with guidance on new legislation	Community Planning and Policy Team All departments
	A target of 15 assessments per year has been set and methods to monitor the number of assessments carried out established. Corporate guidelines have been reviewed to include all protected characteristics under the EA 2010. New guidance published by the EHRC on assessing financial decisions has been circulated. HR has incorporated impact screening into the core of policy and function review and formation.		
<b>19</b>	Further work will be carried out to link impact assessment with the PSIF improvement framework.	Ongoing during 2011	Community Planning and Policy Team Quality team
	This will be taken forward via the new PSIF model and also the updated the EIA guidelines to meet the specific duty on impact assessment included within the Equality Act 2010, which comes into force in April 2011. See also point 2.		
<b>Procurement</b>			
<b>20</b>	The Council will roll-out guidance and procedures for equality in procurement.	Ongoing	Community Planning and Policy Team Procurement Unit
	Procedures have been updated and presented to Equality and Diversity Working Group in November 2010.		

<b>Training</b>			
<b>21</b>	The Council will continue to provide face to face and on-line training and set annual targets.	Ongoing	Human Resources Community Planning and Policy Team
	The Council has set stretching targets for training with over 300 participants during 2009/2010, and the target for 2010/2011 is likely to be met.		
<b>22</b>	The Council will draw up an equalities training plan.	To be reviewed in 2011	Human Resources Community Planning and Policy Team
	As HR and Policy functions including equalities training within the Council are being restructured, the approach to equalities training provision will be reviewed.		

<b>Communication</b>			
<b>23</b>	The Council will draw up a Communication plan to support its equality and diversity goals.	Complete	Policy Development Officer (Equality) with input from departments
	A draft communication plan has been developed with input from departments and will be published by the end of the 2010. Work is ongoing between the Policy Development Officer and Corporate Communication in terms of equalities and communication.		
<b>24</b>	The Council will continue to promote 'Communicating Effectively' and corporate publication standards will reflect good practice in communication.	Ongoing	Community Planning and Policy Team Corporate Communications
	This will be updated as required and promoted via the website and a summary leaflet will be considered.		
<b>25</b>	The Council will seek ways to record people's communication needs so that these can be anticipated for subsequent contacts.	Ongoing	All departments Community Planning and Policy Team
	This is being progressed within departments and then will be linked up across the Council.		
<b>26</b>	The Council will complete the publication of summary leaflets for the public and its employees on its equality objectives.	Completed	Community Planning and Policy Team
	A summary leaflet has been produced, this will be updated if appropriate if the scheme is reviewed in 2011-12.		
<b>27</b>	The Council will publicise its performance on equalities on the web and publish an annual Equality Bulletin.	Completed for 2010	Community Planning and Policy Team
	Web pages have been updated during 2010 and an Equality Bulletin was produced in March 2010. A bulletin will be produced in 2011.		
<b>28</b>	The Council will use its publicity material to promote positive, non-stereotypical images of equality groups.	Ongoing	Corporate Communications Community Planning

			and Policy Team
	Work is ongoing with Corporate Communications on this.		
<b>Challenging Harassment</b>			
<b>29</b>	The Council will consult with equality groups on the issue of harassment as part of its equalities consultation plan.	Ongoing	Community Planning and Policy Team Multi Agency Hate Crime Group
	Harassment forms have been reviewed with input from groups, also links with Multi Agency Racist Incident Monitoring group, which is rebranding as a Hate Crime Group, linking in with equalities networks and groups.		
<b>Partnership Working</b>			
<b>30</b>	The Council will assist community planning theme groups to review the equality issues in their objectives, and support equality impact assessments where appropriate.	Ongoing	Community Planning and Policy Team
	Impact assessments have been carried out. Information on EA 2010 being circulated to themed groups and CPP Equalities working group being established.		



<b>Race</b>			
<b>31</b>	The Council, along with its partner agencies, will take further steps to identify and develop links with the BME community in the area as a means to ensure that appropriate services are in place.	Ongoing	Community Planning and Policy Team Equality Liaison Group Community Learning & Development
	Links with the Equalities Liaison Group with representatives from BME groups attending, also direct links with some groups and Ethnic Minority Network has been set up (see Action 6 update).		
<b>32</b>	The Council will identify the means to extend consultation and involvement more widely across the BME community.	Ongoing	As above
	This will be done via the Ethnic Minority Network (see 6 & 31 above).		
<b>33</b>	The Council will assess the effectiveness of its interpretation and translation services.	Complete	Community Planning and Policy Team
	A survey was carried out July/August 2010. The main findings were that usage of services was fairly low and there are some issues re. accessing information, with the preference being for information on web pages and a summary leaflet. This will be taken forward via Corporate Communications, subject to staffing resources.		
<b>34</b>	In 2011, the Council will review the list of policies and procedures which are relevant to its race equality duties.	Nov 2011	Community Planning and Policy Team
	This will be done as part of the review of Equality Scheme/ setting equality objectives as detailed at point 3.		
<b>35</b>	The Council will promote equality for the Gypsy/Traveller community through its Gypsy/Traveller Strategy.	See Gypsy Traveller Strategy	Gypsy Corporate Traveller Forum
	The Gypsy Traveller Strategy will be reviewed in 2011-12 as part of the process noted at point 3 & 34.		

<b>Disability</b>			
<b>36</b>	Social Work and Health services will continue to involve service users through the Joint Community Care Planning Groups.	Continuing – will be included in annual equality report	SW & Health
	This is being carried out and is an ongoing action.		
<b>37</b>	The Council will continue to improve the accessibility of its buildings and services.	Ongoing	Community Planning and Policy Team All Depts
	This increased during 2009/10. However, there is no longer a specific budget for this, therefore there is now a static target of 50.6%.		
<b>38</b>	The Council will carry out 'walking audits' as a means to improve its pedestrian routes.	Ongoing	HEEDS (Roads Services)
	This is being progressed via the Access Panel and HEEDS. We continue on an annual basis to undertake walking audits throughout the Council area as a means to continually improve these pedestrian routes.		
<b>39</b>	The Council will undertake an awareness raising campaign about the need to keep pavements clear of hazards and obstacles.	March 2011	Community Planning and Policy Team Roads Services
	This is being progressed via HEEDS. A new leaflet "Clear the Way" is ready to be printed and will be distributed within WDC this year to raise awareness for the need to keep footways clear of hazards and obstacles.		
<b>40</b>	The Council will support the community initiative to form a Shopmobility scheme.	Complete	Comm Development Community Planning and Policy Team
	Support was given for a bid for CPP funding which was unsuccessful. Alternative sources of funding now being explored and a big lottery funding bid is pending.		
<b>41</b>	The Council will provide an 'A-Z' of services for disabled people.	Complete	Community Planning and Policy Team
	This was published in May 2010 and distributed.		

<b>42</b>	The Council will promote self-directed support in its community care services.	Ongoing – will be included in annual equality report	SW & Health
	This is an ongoing action. There are 2 part-time Direct Payments Development Workers who promote and support applications for Self Directed Support.		
<b>43</b>	The Council will address equality issues for children with disabilities through its Integrated Children’s Services Planning structure and is being progressed through the Children with Disabilities Strategy Group. Focus groups arranged with parent carers.	See Integrated Children’s Services Plan	SW & Health Education
	This is an ongoing action. There are 2 x part time Direct Payments Development Workers who promote and support applications for Self Directed Support		

<b>Gender</b>			
<b>44</b>	Gather and present information on Council services from a gender perspective and make links with partner agencies with a view to developing a wider analysis.	Ongoing in 2011	Community Planning and Policy Team
	This will be progressed via CPP Equalities Working group and Equality Liaison group and will consider all protected characteristics under the EA 2010.		
<b>45</b>	The Council will address gender equality issues in its employment and HR policies.	Ongoing	Human Resources
	Impact screening has been carried out in the review of policies and practices to ensure that equalities considerations are taken account of including those around gender. Impact screening summaries are provided to Council committees along with reports on policy or practice change.		
<b>46</b>	The Council will use the new HR system to provide further information on the issue of workforce stratification by gender.	Ongoing	Human Resources
	Information on gender and pay is incorporated into the annual employment equality report. As more information becomes available this will be reported suitable e.g. via gender pay gap reporting.		
<b>47</b>	The Council will develop its capacity for consultation in relation to gender issues in service provision.	Ongoing	Community Planning and Policy Team Intra Agency Violence Against Women Partnership
	Links with Violence Against Women Intra Agency group and via existing equalities groups are still ongoing.		
<b>48</b>	The Council will support an action plan through the Violence against Women Partnership..	See VAWP Strategy	Violence Against Women Partnership
	This is ongoing via the safe and strong theme within community planning.		

<b>New 'Protected Characteristics'</b>			
<b>49</b>	The Council will develop the Equality Scheme to include a wider range of protected characteristics in line with forthcoming legislation and guidance.	April 2010	Community Planning and Policy Team
	This will be considered during 2011/12 as mentioned at point 3 as there is no longer a legislative requirement to publish a scheme.		
<b>LGBT</b>			
<b>50</b>	The Council will support the LGBT network to identify priorities for its action plan.	Complete	LGBT Network Community Planning and Policy Team
	The Action plan was updated with progress made and a bid for CPP funding to re-establish the network was successful.		
<b>51</b>	The Council will support the LGBT network to identify the resources required to carry out its action plan.	Complete for 2010/11	LGBT Network Community Planning and Policy Team
	As noted above a funding has been granted to develop the network focusing on training, awareness raising, and developing community involvement. The aim is to progress via LGBT community group with assistance from local and national organisations in setting this up.		

<b>Equality in Education</b>			
<b>52</b>	The authority will pilot the UNICEF Rights Respecting Schools Award to promote inclusion and equality and fairness.	June 2011	Education Equalities and Human Rights Group (EEHRG)
	One school has achieved Level 1 and is working towards Level 2 with nine other schools working towards Level 1.		
<b>53</b>	On successful evaluation of pilot, the authority will roll out RRSA on a cluster basis supported by pilot schools.	June 2012	Education Equalities and Human Rights Group (EEHRG)
	It is the intention to have a self sustaining model of delivery within West Dunbartonshire with adult and child assessors working with UNICEF to assess schools in other clusters within WD and in other authorities. Assessors will be trained in schools as they achieve the Level 2 award.		
<b>54</b>	The authority will update the anti bullying policy to include prejudice-based bullying.	September 2009	Anti-bullying subgroup of EEHRG
	Work is now completed at a school level.		
<b>55</b>	The authority will support schools to implement guidelines on Consultation with Children and Young People and consider how Glow can be used to share examples of effective practice and thereby promote equality.	June 2011	Education Equalities and Human Rights Group (EEHRG)
	This work has been subject to delay in 2010, will be resumed in 2011.		
<b>56</b>	The authority will further develop the use of Viewpoint in all schools for children and young people who would otherwise have difficulty expressing their view.	June 2011	Child Protection Officer
	This work has been subject to delay in 2010, will be resumed in 2011.		
<b>57</b>	The authority will work with parents and carers to ensure the widest possible participation and to identify appropriate ways of involving them in policy decisions.	June 2010	Parental Involvement Strategy Group Cllr McColl

	The Parental Involvement Strategy Group now includes representation from parents of children with additional support needs.		
<b>58</b>	The authority will develop a method of consultation with parents on equality issues including issues affecting children with a disability and the involvement of parents with disabilities.	June 2012	Quality Improvement Officer Parental Involvement Strategy Group
	This work has been subject to delay in 2010, will be resumed in 2011.		
<b>59</b>	The authority will further develop data gathering and equality monitoring systems in relation to equality	June 2011	Quality Improvement Officer Community Planning and Policy
	This work has been subject to delay in 2010, will be resumed in 2011.		
<b>60</b>	The authority will follow corporate guidance on impact assessment.	June 2011	Heads of Service Community Planning and Policy
	Corporate guidance being updated and will continue to be followed.		
<b>61</b>	The authority will continue to improve skills in awareness and understanding of equality issues.	June 2010	EEHRG with corporate staff CPD Manager
	All probationers and newly qualified teachers now received equality training.		
<b>62</b>	The authority will implement the Transition Project in partnership with the voluntary sector.	June 2011	Quality Improvement Officer Voluntary sector
	This work has been subject to delay in 2010, will be resumed.		
<b>63</b>	The authority will promote the use of the Sexual Bullying pack in West Dunbartonshire schools.	June 2012	Reduce abuse project
	This will be part of the authority bullying policy.		
<b>64</b>	The authority will develop a knowledge exchange programme for improving the life chances of children and families in severe and	June 2011	Quality Improvement Manager

	persistent poverty through effective co-ordination between policy and local integrated service provision.		
	The knowledge exchange programme has now been fully implemented. A member of staff from Strathclyde University is designing an intervention programme to increase parents' engagement and participation of school community. Learning Logs have been developed to share information with the most marginalised parents.		
<b>65</b>	The authority will Conduct research into the link between social deprivation and life chances and improve coordination of services in this area.	June 2011	Quality Improvement Manager
	Report completed and recommendations being addressed.		