



## **Race Equality Scheme**

### **Progress Report 2005 - 2006**

## Race Equality Scheme Action Plan 2005 - 2006

### ***Specific Duties:***

#### **1. Set out and publish a Race Equality Scheme**

- The RES should show how the public authority plans to meet its statutory duties under section 71(1) of the Race Relations (Amendment) Act 2000, and, in particular, sections 2(2) and (3) of the Race Relations Act (Statutory Duties) Order 2001.

	<b>ACTION</b>	<b>ACTION BY</b>	<b>TIMESCALE</b>	<b>PROGRESS</b>
<b>1.1</b>	Review all of the Councils functions and policies for relevance to Race Equality every three years, for publication in November of each third year.	Race Equality Working Group All services	Annually from September, reporting in November 2008	On track
<b>1.2</b>	Review the Councils Race Equality Scheme Action Plan on an annual basis, publishing a progress report and new action plan on completion of review on website, intranet and in libraries, through the publication of committee papers.	Race Equality Working Group	Annually from September, reporting in November	On track
<b>1.3</b>	Distribute summary of revised RES to departments for cascade to all employees.	Policy Officer, Diversity	Feb 2006	Completed

## 2. Identifying relevant functions and policies

- WDC published a list of the functions and policies that are relevant to it's performance of the general duty to promote race equality.

	<b>ACTION</b>	<b>ACTION BY</b>	<b>TIMESCALE</b>	<b>PROGRESS</b>
<b>2.1</b>	Use prioritised list of functions and policies to plan monitoring, consultation and impact assessment and include in Best Value Reviews where appropriate.	Race Equality Working Group All services	Ongoing	See attached list for areas reviewed to date
<b>2.2</b>	Continue to consult with BME Communities on relevant policies and functions to identify any issues.	BEMCPP Race Equality Working Group	Ongoing	Work ongoing with Minority Ethnic Association (MEA), Asian Women's Group (AWG), newly established Alexandria based group, Community Care Services (CCS), Romany Youth Action group (RYAG) and Gypsy/Traveller Action Group (GTAG)

### 3. Arrangements for assessing, and consulting on, the likely impact of proposed policies

- In the RES public authorities must set out their arrangements for assessing, and consulting on, the likely impact of their proposed policies on the promotion of race equality.

	<b>ACTION</b>	<b>ACTION BY</b>	<b>TIMESCALE</b>	<b>PROGRESS</b>
<b>3.2</b>	Further develop and promote Integrated Impact Assessment framework, linking equalities and health impact into one process.  Use CRE Impact Assessment guide when screening process identifies the need to carry out a Race Equality Impact Assessment.	Public Health Development officer Policy and Development Officer, Diversity West Dunbartonshire Social Inclusion Partnership/West Dunbartonshire Community Planning Partnership GGNHSB	Ongoing	Guidance and Proforma completed and four pilots have been carried out on very different policies.  These are Housing Allocations, No Smoking Policy, CL&D Adult Learning Action Plan and Social Work Access to Community Care Services.
<b>3.3</b>	Use Assessment framework to assess all new, proposed or significantly changing functions and policies.	All departments with support from Public Health Development Officer and Policy and Development Officer, Diversity	Ongoing	IIA process rolling out, with a number of changing and developing policies scheduled for assessment. Programme of policies to be assessed including Anti Social Behaviour Strategy and Neighbourhood Complaints procedure and guidance manual.
<b>3.4</b>	Continue to develop and use consultative machinery to establish the	Race Equality Working Group and Black and	Ongoing	Ongoing work with MEA and AWG, by Community Planning

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	needs and satisfaction levels of black and minority ethnic community service users.	Ethnic Minority Community Partnership Project (BEMCPP) West Dunbartonshire Community Planning Partnership		Partnership and the Council. Investigating developing strategic partnership to replace BEMCPP. MEA also hoping to relaunch and boost numbers.
<b>3.5</b>	Use this procedure to consult relevant community organisations and individuals on relevance of functions and policies to race equality, the suitability of service provision and identification of problems.	Race Equality Working Group BEMCPP West Dunbartonshire Community Planning Partnership Romany Youth Action group (RYAG) and Gypsy/Traveller Action Group	Ongoing	Main issues to arise recently are with health board service provision, appropriate provision for women only Asian women's swimming sessions (including no male life guards), education for young Gypsies/Travellers, additional pitch provision for Gypsies/Travellers.

#### 4. Arrangements for monitoring policies for adverse impact

- Public authorities must set out in their RES their arrangements for monitoring their policies for any adverse impact on the promotion of race equality.

	<b>ACTION</b>	<b>ACTION BY</b>	<b>TIMESCALE</b>	<b>PROGRESS</b>
<b>4.1</b>	Identify where monitoring is not in place for functions and policies listed as relevant and take action to remedy this.	Race Equality Working Group (REWG), Equality and Diversity Working Group (EDWG)	Ongoing	During review process monitoring is put in place. HRES have set out equal opportunities monitoring as standard. Some services are more difficult to monitor, and returns are generally low. Further work required to boost returns.
<b>4.2</b>	Analyse monitoring information annually to identify any potential areas of discrimination or adverse impact on service delivery to users from particular racial groups.	All services REWG EDWG	Annually	As information is collected it will identify problems areas. No major issues have been identified so far.
<b>4.3</b>	Ensure established monitoring systems are capturing the correct ethnic monitoring data, eg SEEMIS, Carefirst etc.	All Departments	By end March 2006	Changes being made, but process has highlighted that some systems are not designed to capture this kind of information. Some changes being made to address this.
<b>4.4</b>	Re-launch Racist incident reporting guide for Council employees.	Policy and Development Officer, Diversity	February 2006	Guidance reviewed, and presented to Anti social behaviour task group. Education and ASIST currently use process most often. The Council will follow Strathclyde Police's lead on this.
<b>4.5</b>	Racist incident statistics/complaints to	REWG, EDWG, MARIM	Ongoing	Feed into MARIM group with

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	be collected and analysed .			cross working involved on cases. Education feed in all statistics to MARIM group.
<b>4.6</b>	Publish Annual Report on Racist incidents reported to the Council.	Policy and Development Officer, Diversity	Annually in April	Will be fed into Community Safety Audit which will be looking at incidents. Issues around confidentiality because few incidents reported. Strathclyde Police publish an annual report of racist incidents across L-Division.
<b>4.7</b>	Further develop racist incident reporting mechanisms with Community Planning Partners, including investigating of on-line reporting.	REWG MARIM Community Safety Partnership	Ongoing	Strathclyde Police taking lead on this, which will be force-wide. Will work to implement better mechanisms, more third party reporting and development of on-line reporting.

## 5. Arrangements for publishing assessment, consultation and monitoring reports

- Public authorities must set out their arrangements for publishing the results of any assessments, consultations and monitoring they do to identify any adverse impact on race equality.

	<b>ACTION</b>	<b>ACTION BY</b>	<b>TIMESCALE</b>	<b>PROGRESS</b>
<b>5.1</b>	Assessments, consultation and monitoring reports will be made available on the Council website and copies passed to BEMCPP for distribution to interested parties.	Policy and Development Officer, Diversity	Ongoing	IIA reports available on website. Employee monitoring report on website. No formal consultation reports to publish.
<b>5.2</b>	Articles regarding assessment, consultation and monitoring reports will appear in Council newspaper and staff magazine.	Policy and Development Officer, Diversity	Ongoing	Article regarding Language Line featured in staff magazine
<b>5.3</b>	Progress on Equality and Diversity will be reported through the Public Performance Reporting process.	Policy and Development Officer, Diversity	Ongoing	Ongoing



## 6. Arrangements for making sure the public have access to information and public services

- Public authorities must set out their arrangements for making sure that the public have access to information and services they provide.

	<b>ACTION</b>	<b>ACTION BY</b>	<b>TIMESCALE</b>	<b>PROGRESS</b>
<b>6.1</b>	Continue to raise awareness of revised Communicating Effectively guide on how to access and provide interpreting and translation services and redistribute to services.	Policy and Development Officer, Diversity Policy Officer, Community and Consultation Policy and Development Officer, Disability and Access	Ongoing	Available on website and intranet. Each review of a service involves awareness raising of Communicating Effectively. Language Line Ltd article appeared in staff magazine in June 2006. Communicating Effectively has been adopted by the Community Planning Partnership as good practice.
<b>6.2</b>	Continue to work with neighbouring authorities to develop joint areas of work in regard to access to information and services.	Policy and Development Officer, Diversity Policy Officer, East Dunbartonshire Council Policy Officer, Argyll and Bute Council	Ongoing	Working through Scottish Council's Equality Network to promote this. Network has recently had a review of how it works and has identified key areas of work together.
<b>6.3</b>	Information will be made available on Council website, with details on how to access information in community languages.	Information Services Policy and Development Officer, Diversity	Ongoing	Have RES summaries in different community languages available. Need desktop publishing assistance with some issues. Budget will need to be identified to support this.
<b>6.4</b>	Carry out regular service perception studies with BME communities to	BEMCPP Policy and	Ongoing	Ongoing with AWG and MEA. Once strategic equality partnership is in place will

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	identify any access problems.	Development Officer, Diversity		have better formal processes
<b>6.5</b>	Provide information to BEMCPP who can then relay information to communities, eg to Asian Womens Group, Minority Ethnic Association and local businesses run by people from BME Community.	Policy and Development Officer, Diversity BEMCPP	Ongoing	Project not running at present. Information is provided to AWG and MEA. Work ongoing to establish a replacement for BEMCPP and to develop other community based groups.
<b>6.6</b>	Hold information sessions for BME community groups on Council services, using interpreters and other appropriate support.	All Departments Policy and Development Officer, Diversity, BEMCPP	On demand	Development and relaunch of MEA will include the provision of information sessions for groups. The Council will slot into this process and the timetable set, and will provide information requested. Sensory impairment service is already looking at how to better engage with local BME communities.

## 7. Arrangements for training staff

- Public authorities must set out their arrangements for training their staff in connection with the general duty to promote race equality, and specific duties.

	<b>ACTION</b>	<b>ACTION BY</b>	<b>TIMESCALE</b>	<b>PROGRESS</b>
<b>7.1</b>	Continue to develop Equality and Diversity Training Strategy.	Policy Unit Employee Development	November 2006	New draft produced and presented to CMT. Budget to be identified.
<b>7.2</b>	Investigate possibility of central training budget.	Corporate Employee Development Forum Policy Unit	February 2005	Proposal made to CMT. Awaiting decision.
<b>7.3</b>	Distribute summary leaflet of new RES to all staff.	Policy and Development Officer, Diversity	February 2006	Completed.
<b>7.4</b>	Put monitoring system in place to identify who receives equality training, and work up to common level of training for all staff. Feed into work being carried out on training database.	Policy Unit Employee Development	November 2006	Training audit carried out. Have baseline of information. As IIA rolls out training can be highlighted. Will be part of strategy to develop better monitoring processes for training.
<b>7.5</b>	Service specific training to be identified, especially for front line staff, where required.	Policy Unit Employee Development	Ongoing	Part of strategy – once budget identified will be able to procure training.
<b>7.6</b>	Training sessions on Integrated Impact Assessment will be held with policy development staff.	Policy Unit All Services	Ongoing	Has been carried out with CL&D Adult Learning team, 2 officers from Corporate Personnel, 2 officers from social work strategy and housing officers from

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				ASIST and Allocations and Voids As IIA's are carried out, training will take place. Possibility to run large sessions to roll out finalised guidance.
<b>7.7</b>	Continue working with Corporate Personnel to keep department up to date with race equality issues.	Policy and Development Officer, Diversity Corporate Personnel	Ongoing	Ongoing, e.g. recent meeting re monitoring and information passed on re new Code of Practice on Racial Equality in Employment.

## 8. Employment

The Council has a duty to :

Monitor, by reference to the racial groups to which they belong, the numbers of –

- Staff in post, and
- Applicants for employment training and promotion, from each such group, and

Because the council has more than 150 full-time staff, it also has to monitor the number of staff from each racial group who –

- Receive training
- Benefit or suffer detriment as a result of its performance assessment procedures
- Are involved in grievance procedures
- Are the subject of disciplinary procedures or
- Cease employment with that person.

The Council has to annually publish the results of this monitoring.

	<b>ACTION</b>	<b>ACTION BY</b>	<b>TIMESCALE</b>	<b>PROGRESS</b>
<b>8.1</b>	Monitoring required in Duty to be integrated into workforce profiling and new Management Information System.	Corporate Personnel	November 2006	Meeting with Personnel Officers across Council identified the need for a council wide corporate personnel management system. Equal Opportunities monitoring cannot be effectively included in existing software. Budget will require to be identified.
<b>8.2</b>	Workforce monitoring as described above to be collated and analysed, and any identified problems investigated and dealt with.	Corporate Personnel Race Equality Working Group	Ongoing	Until better monitoring system is in place this cannot be carried out in any meaningful way, due to lack of information and recent restructuring.

	<b>ACTION</b>	<b>ACTION BY</b>	<b>TIMESCALE</b>	<b>PROGRESS</b>
<b>8.3</b>	Provide a summary of RES to all applicants and new recruits.	Corporate Personnel Policy and Development Officer, Diversity	February 2006 onwards	Ongoing. Corporate Personnel have copies of summary document and these go out with application packs, and are also distributed during induction.
<b>8.4</b>	Take steps to encourage black and ethnic minority applicants in areas where they are not represented or are under-represented, in line with CRE Statutory Code of Practice on Racial Equality in Employment.	Corporate Personnel Race Equality Working Group	Ongoing	No work has taken place in this area.
<b>8.5</b>	Ensure all procedures are consistent with the revised C.R.E Race Relations Code of Practice in Employment.	Corporate Personnel	When new version available in 2006	Still to review this with Personnel.
<b>8.6</b>	Job description and selection criteria should be clear and explicit, through roll out of Performance Development Planning process.	Corporate Personnel All departments	Started 2003, ongoing process	Completed. All job description and selection criteria have been reviewed.
<b>8.7</b>	Inform new minority ethnic staff about established networks and support groups.	Corporate Personnel	Ongoing	No networks established as yet.
<b>8.8</b>	Investigate areas of work with the STUC's One Workplace, Equal Rights project.	Corporate Personnel Policy and Development Officer, Diversity	April 2006 onwards	Ongoing. Need to engage with STUC officer working on this project.