

**West Dunbartonshire Council
Draft
Gender Equality Scheme**

2007 – 2010

**Policy Unit
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1. Introduction

This Gender Equality Scheme outlines West Dunbartonshire Council's ('The Council') approach to promoting gender equality in the planning and delivery of services, policy development and employment practices. The Scheme outlines how the Council will meet the new legislative requirements under the Equality Act of 2006.

The Council aims to provide high quality best value services, and to ensure that all our services are available to everyone in West Dunbartonshire who wishes to access them. The Council also needs to ensure that it is a fair and accessible employer, by recruiting and retaining the right staff to deliver the best possible services.

In order to do this, we need to make sure that equality and diversity features in everything that we do. The Council's commitment to equality is imbedded in the Community Plan and Corporate Plan and informs all other council policies, procedures and the delivery of services. This scheme forms a key part of the Council's equalities policies, under the overall framework of the Equality and Diversity strategy. A commitment to equality is also crucial to the development of our customer care ethos, on the basis that good customer care can only be achieved when it reflects the diversity of the communities we serve.

The Council has also published a Race Equality Scheme and a Disability Equality Scheme to outline how it will work towards eliminating discrimination and harassment and promote equality of opportunity for black and minority ethnic people and for disabled people.

The Gender Equality Scheme, if developed and implemented effectively, will allow the Council to achieve real change. In general, Councils should be working towards:

- developing customer focused services which recognise and respond to the diverse needs of communities
- excellence in employment practices
- a leading role in delivering equality through partnership working
- demonstrating the value and benefit of equality in the provision of local services, employment and policy
- noticeable and continuous improvements in services for the community
- embedding gender equality through the best value framework and existing service planning

The Council is committed to eliminating unlawful discrimination and harassment on the grounds of gender, including gender reassignment, and is working to

promote equality of opportunity between men and women, including transgender men and women.

By achieving the objectives set under the Gender duty, the Council will not only be able to meet its obligations under the legislation, but will also improve its ability to recruit and retain staff and improve service delivery.

Equality and Diversity Strategy

As mentioned above, the Gender Equality Scheme, Disability Equality Scheme and Race Equality Scheme sit under the Council's Equality and Diversity Strategy, which sets out the common goals in regard to race, gender, disability, age, religion and belief, and sexual orientation.

The Strategy provides a structure of specific policies and action plans to address issues of discrimination and inequality across the varied strands. It identifies leadership roles, the need for integration of equality into the mainstream of policy making and service delivery, the common threads and the cross cutting approaches across all the Council's equality policies and schemes.

The common requirements across all the equality strands include: monitoring; consultation and involvement; public performance reporting; inclusion in service and corporate reviews; and mainstreaming equalities. The key cross cutting approaches include: appropriate communication; training; integrated impact assessment; and reporting achievement. These requirements and approaches should be underpinned by partnership working evidenced through effective and efficient joint working.

2. Background

To establish the key gender equality issues, it is necessary to consider some contextual information on social trends in Scotland and West Dunbartonshire, using gender segregated statistics where possible – a summary of the main social and economic trends is given at **Appendix 1**. Some key trends for Scotland include:

- There is a gender gap in the population with women outnumbering men by 7% in 2005
- There is a longevity gap with women's life expectancy 5 years longer than men's
- Women tend to be poorly represented in senior positions in the workforce and political life
- Girls tend to do better and stay longer at school than boys and are more likely to enter further education
- Women predominate in certain professions including teaching, childcare, administrative and health
- Women are more likely to work part-time or use flexible working
- Men's average earnings are higher than women's, this is affected by levels of part-time work
- There are key gender differences in terms of use of services, such as health, housing and transport

These trends show the progress which has been made since the introduction of the Sex Discrimination Act 1975 and Equal Pay Act 1970 and the inequalities which remain in our society. Whilst the Council does not cover all of these areas, there is a role to be played through community planning and working with partners in all of them.

See **Appendix 2** for further details of the relevant legislation.

3. What is Gender Equality?

As progress is made towards Gender Equality in West Dunbartonshire, improvements would hopefully be seen in the following areas:

- Women and men from all groups would feel effectively engaged in decision and policy making on issues of relevance to them
- Service users would notice improvements in delivery of services taking account of gender differences
- Gender equality issues would be central to policy making and information would be readily available on the impact on men and women of activities
- Councils would take steps to prevent gender-based violence from occurring and support those affected
- Women and men would increasingly make use of services, previously under-used by their sex.
- Women and men would be represented at all levels of the workforce on a more equal basis
- Women would not experience discrimination on returning to work after having children
- Harassment of staff or service users would be dealt with promptly and effectively with procedures in place
- The gap between women and men's pay would be narrowed and eventually eliminated
- Employees with caring responsibilities would have access to flexible and part-time working and take up of these opportunities would be more equal
- Transsexual people would feel supported and valued as employees and potential employees, with barriers to recruitment and selection having been identified and removed and this would improve retention of transsexual staff
- Staff would have improved awareness and understanding of the gender duty and how it affects their work through training

Gender inequality has come about in part because of discriminatory attitudes, structures and processes that, for instance, view men as primarily 'bread winners' and women as mainly home makers, creating and sustaining gendered disadvantage. Discrimination still exists because of gender stereotypes which put men and women into particular 'boxes' in regard to employment, caring responsibilities and health.

The Council seeks to challenge discriminatory behaviour and attitudes in regard to gender and has consulted with employees, trade unions, residents and service users about what the gender equality goals should be for West Dunbartonshire.

4. Gender Equality Objectives

To establish the objectives for this Gender Equality Scheme, we have carried out extensive research and consultation with service users and employees, and put in place mechanisms for ongoing consultation. As the recent legislation marks a major shift in equalities practice for local authorities, this scheme must be viewed as an evolving document which will be subject to further view in light of ongoing consultation and further changes in the legislation or political context.

We have responsibilities, as an employer, to ensure that potential employees, and our existing workforce, have equal and fair opportunities in regard to recruitment and selection, retention of staff, access to promotion, training and flexible working.

We have responsibilities as a service delivery organisation to ensure that services meet the needs of customers, and recognising that a 'one size fits all' approach will not achieve effective service delivery.

Some gender equality goals which we have identified, in consultation with our employees and service users include:

- Fair and equal access to employment for both men and women.
- Opportunities to access flexible working to promote a good work/life balance.
- No discrimination against women who chose to have children, during pregnancy and on into their caring responsibilities.
- The elimination of sexual harassment.
- Support for women to realise their economic potential and not be held back by stereotypical views of 'women's and men's roles.
- Support for men who wish to take paternity leave and take a greater part in childcare, or other care.
- The elimination of the pay gap between women and men, doing work of equal worth, as well as the provision of reasonable part time working opportunities in all levels of the Council, not just lower paid positions.
- The elimination of discrimination in access to senior level work or public positions (e.g. political positions) for women.
- Promotion of all types of jobs to girls and boys at school, breaking down job segregation, and moving away from the perception that some types of jobs are only suitable for women, and some only suitable for men.
- The provision of services which take into account the different needs of women and men, e.g. health services targeted to encourage men to use them, affordable public transport which women feel safe using, support for people with caring responsibilities for children and disabled and elderly relatives.
- Prioritise tackling violence against women and community safety issues for women

All these goals need to be balanced against business needs, and the means to achieve them will be proportionate to the relevance that each service and employment area has to gender equality.

The gender equality duty aims to make gender equality central to the way that public authorities work, in order to create:

- better-informed decision-making and policy development
- a clearer understanding of the needs of service users
- better-quality services which meet varied needs
- more effective targeting of policy and resources
- better results and greater confidence in public services
- a more effective use of talent in the workforce

West Dunbartonshire Council can achieve equality in the delivery of its services and as an employer through strong political leadership, joint working across sectors, and effective enforcement of the law.

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5. The General Duty

The Equality Act 2006 forms part of a package of legislation, which shifts the emphasis from individuals taking action following discrimination, towards public authorities taking responsibility for promoting equality and fairness and preventing discrimination and harassment.

5.1 The Legislation

This Act amends the Sex Discrimination Act 1975 (see Appendix 2 for details of this act) to place a statutory duty on all public authorities, when carrying out their functions, to have due regard to the need:

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

This is known as the 'general duty' and came into effect on 6 April 2007.

The duty applies to policy making, service provision, employment matters, and in relation to enforcement or any statutory discretion and decision-making. It also applies to the services and functions which are contracted out by the Council, and applies to private and voluntary bodies which are carrying out public functions.

The Council needs to have 'due regard' to the need to eliminate unlawful discrimination and harassment and promote equality of opportunity between men and women in all of our functions. Due regard is made up of two linked elements – proportionality and relevance. This means that the weight we give to gender equality should be proportionate to its relevance to a particular function. The more relevant a function or service is to gender equality the greater regard should be paid to it to make sure it meets the general duty.

The Council also needs to have due regard to eliminate unlawful discrimination and harassment in employment and vocational training for people who intend to undergo, are undergoing or have undergone gender reassignment. This Scheme uses the term 'transsexual people' to refer to the people who are covered by these provisions.

To support the delivery of the general duty, the Council has a number of specific duties, which are outlined in the next chapter.

5.2 How the Council will meet the General Duty

As stated above there are two main components to the general duty:

1. eliminating unlawful discrimination and harassment
2. promoting equality of opportunity between women and men

Each element is explained here.

What is unlawful discrimination?

Unlawful discrimination includes discrimination as defined by the Sex Discrimination Act 1975 (SDA) and discrimination that is unlawful under the Equal Pay Act 1970 (EPA). See **Appendix 2** for further details of the provision of these acts.

What the Council will do to eliminate unlawful discrimination

The Council will set out key objectives to tackle discrimination in the workplace, focusing on training staff, carrying out integrated impact assessments of policies and new functions, monitor grievance and disciplinary procedures, monitor service use and consult with service users. These actions are detailed further within our action plan with targets set for specific outcomes.

This approach will improve the skills and knowledge of staff to meet the duty in terms of service provision and as an employer, whilst ensuring that policies comply with the legislation and do not discriminate either directly or indirectly. Effective monitoring will allow us to tackle any incidences of harassment or discrimination amongst employees and improve services to the public and remove any barriers that may exist.

What is sexual harassment and harassment on the grounds of sex?

Sexual harassment and harassment are illegal under the SDA. See **Appendix 2** for definitions of sexual harassment.

The Council recognises that discrimination and harassment as outlined in the legislation is unacceptable and is working towards eliminating this kind of discrimination in all its practices. If any member of staff is found to be discriminating against or harassing other employees or customers, appropriate action will be taken.

What the Council will do to eliminate harassment

The Council is liable for any acts of harassment carried out by our employees in the course of their employment, or by any other person over whom the Council has direct control, and therefore for whose conduct we could reasonably be held responsible.

We are in the process of reviewing our employment policies and procedures, we will ensure that managers are aware of all the policies which work towards eliminating harassment. These include:

- Organisational Change
- Family Friendly Policy
- Equal Opportunities and Diversity
- Performance and Conduct

- Recruitment and Contract Management

We will then communicate all changes in policies and procedure to staff, including complaints policies and procedures so that all staff will have knowledge in how to deal with formal and informal complaints. We will also gather information from monitoring grievance and disciplinary procedures, which will allow us to target problems and take appropriate action where any incidents of harassment occur. Action will also be taken where there are any instances of service users harassing employees to increase employee protection in the workplace and training will be provided for staff in dealing with such incidents.

Further details of these actions are included in the **Action Plan** detailed within this document.

The Council will use the Equal Opportunities Commission guide: 'Sexual Harassment: Guidance for Managers and Supervisors' to inform all its approaches to harassment.

Elected Members will be guided by their Code of Conduct and the Councillor induction/resource pack will outline their responsibilities in regard to all equalities strands.

The promotion of equality of opportunity between men and women.

In order to achieve actual equality of opportunity between men and women, it is necessary to recognise that in certain circumstances women and men, because of their sex or gender roles, may be disadvantaged historically in a certain way, such as access to certain kinds of training or employment. In some circumstances it may therefore be appropriate for public authorities to treat women and men differently, if that action is aimed at overcoming previous disadvantage.

For example, in the construction trade, there is an under-representation of women, and very few women apply for construction modern apprenticeships. The Council is encouraging young women to apply for construction modern apprenticeships, to give them the opportunity to develop a career in this traditionally male dominated area.

Experience of previous intakes has shown that where one young woman is in a group of young men, this can lead to the young woman feeling isolated or subject to harassment by male colleagues which can lead to failure to complete the apprenticeship. The Council will aim to promote the participation of young women on the course and will provide support for them. We will also develop mechanisms for taking prompt action where there are instances of harassment and work towards breaking down barriers and stereotypes, including working with schools and colleges.

In some situations, it may be appropriate to provide single sex services, and provision is made for this under the Sex Discrimination Act. More information on this can be found in **Section 10**.

5.6 What the Council will do to promote equality of opportunity between men and women.

The Council will use positive action, where appropriate, to create opportunities for women to apply for senior positions or positions in areas where women are underrepresented. This will include mentoring and access to training opportunities.

The Council will promote non-stereotypical, positive images of men and women in all publicity material, moving away from narrow definitions of men and women's roles e.g. women only seen in a caring role, men seen in a business or manual labour role.

Careers advice in schools will not 'pigeon hole' boys and girls into particular job roles. Children will be encouraged to move into all sectors and will not be guided into 'traditional' areas of work such as women in the care sector, men in construction.

The Council will work with the Community Planning Partnership (CPP), particularly the CPP Equalities Working Group, to identify where we can work together to promote equality of opportunity between women and men.

6. The Specific Duties

To support the delivery of the general duty, the Council has a number of specific duties.

6.1 The Legislation

As outlined in the legislation, these are to:

- Gather information on how the work of the Council affects women and men.
- Consult employees, service users, trade unions and other stakeholders.
- Assess the different impact of policies and practices on women and men and use this information to inform the work of the Council.
- Identify priorities and set gender equality objectives.
- Plan and take action to achieve gender equality objectives.
- Publish a gender equality scheme, report annually and review progress every three years.
- Publish an equal pay statement) and report on progress every three years.

The Gender Equality Duty came into force on **6 April 2007**.

This scheme has been produced in line with the requirement to do so by **29th June 2007**.

By **28 September 2007** the Council will produce an Equal pay statement.

6.2 How the Council will meet the Specific Duties

Gathering information on how the Council's work affects women and men.

The Council will gather information on how its work affects women and men, as both employees and service users.

Services:

The Equal Opportunities Monitoring Guidance highlights how services should carry out monitoring of service use. Information collected will be used to identify where unequal numbers of women and men are using or not using services. Departments will analyse why this is happening and take action to remove any barriers to access.

Employees:

The Council has updated its employee equalities information and this includes an equal opportunities monitoring form. This information is gathered by Corporate Personnel officers and will be used to identify where gender segregation is happening, where vertical segregation is happening, and where positive action initiatives should take place to combat this.

As detailed in **Section 11** on Employment, a project is underway to develop an HR management system which will allow us to produce workforce equality reports that can be regularly updated. These reports will feed into policy development and practice improvement to ensure that the Council develops as a fair and equitable employer across all equality strands.

We have used statistics disaggregated by gender to inform both this scheme and the consultation process, using national and local statistics where available. This information has been used to identify gender equality objectives. See bibliography for further details.

Consult employees, service users, trade unions and other stakeholders.

A variety of consultation methods have been utilised, including surveys, staff and service user focus groups, a staff working group, use of the Council's intranet and website, and advertising to staff via payslips, global email and posters in prominent places.

An independently administered workforce survey was undertaken in May 2007, which covered all equality strands. The findings from this survey have not been released at the time of this scheme being finalised, but any relevant findings will be fed into the first review of the scheme.

The Positive Employment Forum comprising officers from across Council departments, including equalities officers, and representation from trade unions, considers employment issues across equality strands (LGBT, Race, Gender, Disability), has contributed to the development of the gender equality goals of this Scheme.

A customer questionnaire was distributed to all local community groups and featured on the Council website. The findings from this were also used in the development of this Scheme. A total of 40 questionnaires were returned, the majority were returned by women (28), 9 by men and 3 did not disclose their gender. Those who responded had used a variety of council services with one person stating that they had experienced any barriers to accessing these services, and 2 having experienced gender discrimination.

The key priorities emerging from the survey were: community safety issues for women, tackling violence against women, changing attitudes to men's roles and tackling discrimination in the workplace. Fairly low priority was given to the development of single sex services and there was a mixed response regarding encouraging men to access health services with equal numbers giving high and low priority.

Articles have been placed on the intranet (for staff access, though not council wide) and internet (for the public) with opportunities to make comments. Focus groups are due to be held prior to the scheme being approved by Council, including staff and user groups, including representatives from the community. Advertising via emails and posters has also been carried out.

Focus groups will discuss what should be the key gender equality objectives for West Dunbartonshire before the scheme is put into place. In future, the scheme will be publicised via Westlife (employee magazine) and West Dunbartonshire News (which is distributed to all households in the area).

Assess the different impact of policies and practices on women and men and use this information to inform their work.

The Council has developed an approach in which a single process – integrated impact assessment - is designed to cover all of the equality ‘strands’. The main focus is on health, race, disability and gender, but consideration is also given to impact in regard to sexual orientation, religion and belief and age.

The Social Work Directorate is in the process of reviewing all its policies and procedures and Integrated Impact Assessment (IIA) will play a major role in this. The result will be policies and procedures that fully take into account the gender equality duty, with positive outcomes for both genders in the delivery of all of Social Work’s services.

Corporate Personnel is also in the process of reviewing all of its policies and procedures, and again IIA is an integral part of this process. A number of working groups have been established and will be informed by policy officers responsible for all aspects of equality and diversity, as well as input from the Positive Employment Forum.

Directorates will go through a process of identifying which services are most relevant to gender equality as has been done for race and gender. Services most relevant to all three duties will be the focus of review and impact assessment.

Where services reviews have already begun, gender equality has been taken into account.

The Council will take a realistic approach to what can be achieved in the three year life of this scheme. As detailed in the Action Plan, where priority has been given to reviewing the functions with most relevance to gender equality. This has been informed by the consultation process and will continue to evolve during the operation of the scheme

Identify priorities and set gender equality objectives.

The priorities have been identified in consultation with staff and users and are as outlined in **Section 4**.

The gender equality objectives are detailed further in our **Action Plan**, which includes input from each department with key objectives and targets set.

To meet the Gender Duty for Equal Pay

The Council will meet our legal obligation in relation to Equal Pay and produce a statement by 28th September 2007. The Council uses the Equal Opportunities Commission Code of Practice on Equal Pay and associated toolkits and is working to ensure that it is meeting its duties under the legislation.

The Council is working on modernising its pay structures, covering pay, grading and terms and conditions of service and developing a new model for this. This is all underpinned by a robust job evaluation scheme. The process involves looking at conditions of service e.g. holiday pay, sickness absence entitlement, senior staffing, job segregation.

The process of working toward single status and equal pay includes an equality impact assessment. The Council is confident that the model will be compliant, as it has been working to criteria set out by the EOC. The job evaluation scheme that the Council has used meets all the equal pay requirements.

A Gender impact assessment has been done as part of the Equal pay review. Some issues around equal pay are:

- large pay scales or 'broad banding' which can discriminate against women who take career breaks to have children, meaning it can take them a lot longer to reach the higher grade.
- the removal of bonus schemes for the majority of employees and assessing the impact of bonus schemes where these apply.
- Ensure equality within structures and tackle job segregation.
- Issues with bringing craft posts into line with other staff in relation to terms and conditions.

Employee consultation is taking place regarding the equal pay settlement and also working with Trade Unions.

Plan and take action to achieve gender equality objectives

Details of proposed actions to be taken are set out in our **Action Plan**. Progress with the Action Plan will be monitored by the Gender Equality Working Group led by the relevant Policy Officer and reports will be made to the Social Justice Committee.

Publish a gender equality scheme, report annually and review progress every three years

This is the first Gender Equality Scheme to be published by West Dunbartonshire Council and was agreed at Council Meeting on 27/06/2007 (TBC).

There will be an initial progress report in November 2007 to tie in with the annual cycle of reporting on the Race and Disability Schemes. This will identify progress made towards achieving the gender equality goals and targets set out in the Action Plan.

In June 2010 the scheme will be reviewed in its entirety and a new scheme published, if required.

Publish an equal pay statement and report on progress every three years.

As outlined above, work is taking place to meet the duty for Equal Pay. Corporate Personnel will publish an equal pay statement by 28 September 2007, which will build on the work already taking place, and will outline what further work is required to ensure that all pay structures are fair and equitable, providing fair remuneration for all jobs across the Council.

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7. Transgender Rights

The gender equality duty requires the Council to have due regard to the need to eliminate unlawful discrimination and harassment against transsexual people in the fields of employment and vocational training (including further and higher education). The scope of legal protection against discrimination on grounds of gender reassignment will be extended in the Sexual Discrimination Act (SDA) in the near future, to cover the provision of goods and services.

The Council has a legal obligation to prevent discrimination against transsexual people in employment and vocational training (including further and higher education). This covers not only those who have undergone gender reassignment in the past, but also those who intend to undergo gender reassignment and those who are undergoing it.

Transsexual people can suffer marginalisation and bullying in the workplace and be subject to verbal and even physical abuse perpetrated by other employees as well as customers, clients of suppliers, and discrimination in recruitment, promotion, remuneration, benefits and other factors.

West Dunbartonshire Council seeks to eliminate discrimination and harassment against transgender people in the provision of goods and services and in employment and vocational training.

As the Council is reviewing its employment policies and procedures, using the wider definition of transgender employees, it will ensure that they adequately cover transgender issues especially those dealing with recruitment, confidentiality, harassment, access to training and development, occupational pensions and insurance.

Consideration will also be given to issues around gender reassignment. The Council will ensure that considerations for leave for people who are taking time off for gender reassignment medical treatment or surgery or are not less favourably treated than others. Fair consideration will also be given to leave periods to address issues leading up to a worker returning to work, after reassignment, including informing colleagues or service users, where this is agreed. Any request for time off will be considered with reference to guidance, as appropriate, and not unreasonably refused.

Training and information for employees regarding the issues surrounding gender reassignment has a role in eliminating discrimination and harassment against transgender people. This is underpinned by a commitment to dealing with unacceptable behaviour towards transgender people through our Grievance, Whistleblowing and Complaints procedures.

It is important that the Council monitors the numbers of people who are harassed, bullied or discriminated against because they do not fit in to a social expectation of gender and gender identity, and challenges this. Providing the

best customer service to each individual is key, and ensuring that everyone is treated fairly.

As previously stated all of the Council's employment policies will be reviewed to take account of the legislation relevant to this group. See **Appendix 2** for further details of the legislation, namely:

- Sex Discrimination (Gender Reassignment) Regulations 1999
- Gender Recognition Act 2004
- Equality Act 2006 – gender equality duty
- Article 13 Gender Directive 2004/113/EC
- European Convention on Human Rights

The council will also consult with those representing the interests of transgender or transsexuals, including the Transgender Alliance and other groups.

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8. Ensuring implementation through clear staff roles

The Policy and Development Officer, Diversity takes the lead role in the production of the Gender Equality Scheme, and guiding services in the prioritisation of policies and functions for review in regard to Gender Equality. This officer also chairs the Gender Equality Working Group, and liaises with employees from across the Council regarding the gender equality duty. They are also responsible for briefing Elected Members and the Corporate Management Team on the legislation and duties the Council has to meet.

A dedicated Employment Equalities Officer based in Corporate Personnel will support the operationalisation of the all The Council's Equality Schemes.

The Council takes ownership of the delivery of the equalities agenda as part of its corporate objectives and service planning process. We will take appropriate action across Directorates, and promote a positive culture across the organisation. Key staff, who have a role to play across Directorates, including Personnel, and policy development staff across the Council, have been assigned responsibility as appropriate. Key tasks include monitoring and evaluation, production of staff and management bulletins and provision of training.

Every employee of the Council has rights and responsibilities under the Gender Equality Duty. They are protected from discrimination and harassment as an employee, but they also have a responsibility to ensure that services are delivered that are free from discrimination and harassment. Employees of West Dunbartonshire Council are liable as an individual under anti-discrimination legislation, as are the Council as a whole.

We will ensure that all employees understand their rights and responsibilities, including the terms of their contracts of employment. This will be achieved through induction, training and regular communications, via the bulletin, intranet and other methods as appropriate.

Staff expertise and training

A summary of rights and responsibilities will be produced and distributed to all employees, and training will take place to equip staff with the skills and knowledge so that they will comply with all equality legislation, and will provide the best customer service. Our Equality and Diversity Training Strategy is being reviewed and will reflect the training required on gender equality. Also a programme of equalities training is to be delivered in-house by a dedicated member of staff, and also in a web-based format to maximise the number of staff that can be reached, is currently being developed.

Policy and strategy staff across the Council are being trained on the Integrated Impact Assessment process, which will give them the skills to undertake assessments of all new and changing policies and functions.

An introduction to consultation training module has been developed and delivered to senior staff in Social Work and Education and is available for staff in other sections. This highlights the need to take equality issues into account when carrying out consultation, to make sure that the voices of as many people within the community are heard, especially those traditionally deemed 'hard to reach'. We will also work with Community Planning Partners to develop a combined approach to consultation and avoid "consultation fatigue", including via the Multi Agency Equalities Working Group.

Work will also take place through the Positive Employment Forum and the review of employment policies to highlight how the Performance Development and Planning process and job criteria can reflect equalities responsibilities.

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9. Accountability and leadership

The Leader of the Council and the Chief Executive are responsible for giving weight to the need to meet the gender equality duty and to get the message across to the elected members and employees of the Council.

All senior staff have a leadership role to play in ensuring the success of all the equality duties. Senior management are responsible for ensuring that the necessary resources and expertise are made available to meet the duty.

Within the Council, the spokesperson for Equality acts as a champion within the Administration for equality and diversity issues. A new spokesperson is due to be appointed following the local elections in May 2007.

The Equality and Diversity Working Group involves elected members and senior staff in the development of policy and practice to delivery on all the equality duties.

The Positive Employment Forum involves employees representing all the equality strands, and includes trade union representatives, personnel officers and policy officers. The forum provides an opportunity to discuss relevant issues and policies and to generate ideas that can be fed back into the Council's employment policies and practices.

The Gender Equality Working Group involves officers from each Directorate, which allowed input into the development of this Gender Equality Scheme. The Group will continue to monitor ongoing progress with the implementation of the scheme, associated Action Plans and further developing monitoring mechanisms. There is an officer within the Policy Unit who has responsibility for driving forward Gender Equality.

All employees and elected members are responsible for the mainstreaming of all equality strands into the way the Council works as an employer and in how it delivers its services. Every employee and elected member is responsible for making sure that the Council meets the Gender Equality Duty.

10. Meeting the Gender Duty in Service Provision

Research has shown that men and women's differing needs from services leads to services being used in different ways. See **Appendix 1** for further details on this. More account has to be taken in service provision of the specific needs of men and women, including transgender men and women, and to any barriers to accessing services.

Further work is required to identify some of these barriers, to remove them and promote access to men and women equally, or tailor services to particular needs, as appropriate. Monitoring systems have been set up and work will continue in this area over the lifetime of the scheme. Information gathered will be used to improve services and remove barriers to access.

It must also be recognised that equalities issues are often cross-cutting and that users bring a combination of experience in terms of gender, disability, ethnicity, age, religion, sexuality and may in fact experience more than one form of discrimination or barrier.

Some groups are particularly vulnerable, such as asylum seekers, migrants, prisoners, Black and Minority Ethnic women, older women, young men (suicide), others are particularly dependant on the actions of public authorities including disabled people who receive care from Local Authorities. Account must be taken of these factors when planning and designing services and attempts made to engage the views of these users in service provision.

Council services are divided into 4 Directorates, namely:

Chief Executive
Social Work
Housing, Regeneration & Environment
Education

The overall aim is to provide public services that are available and accessible to everyone. Action points for each directorate are included in our overall Action Plan and each Department will have responsibility for developing more detailed action plans and implementing these.

To mainstream equalities is a large undertaking and it is recognised that it could take some time to achieve the objectives set in the Gender, Race and Disability Schemes. Therefore realistic Action Plans will be set reporting annually on progress.

Single sex services

The gender duty does not conflict with the need to provide single sex services where there is a clear reason or demand for these services. However, there are issues with compliance to the Sex Discrimination Act, which vary in different service areas. The Act specifies some legally permitted exceptions to

the general principle of non-discrimination, e.g. single sex schools, vocational training for one sex where they are under-represented.

Examples include: refuge accommodation for women who are victims of domestic violence, where clearly there is a need for single sex service provision. Other examples could include: women only sessions at gyms and swimming pools, although there could be other issues for women only services using pools, such as male staff being present, glass fronted pools, which could be unacceptable to men or women, including people of certain faiths.

There are some clear examples where services can be shown to have a different impact on the sexes, for example, men not taking up community learning and development learning opportunities, and there is work that is being done to redress the balance. There is also a need to monitor the number of men accessing services, as men appear to be less likely to access support or health services than women.

We will continue to provide single sex services, where appropriate, in line with the provision of the SDA.

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11. Meeting the Gender Equality Duty in Employment

The Council is working to build a diverse and effective workforce with a range of abilities, experiences and skills, and to support staff by helping them to develop their potential.

The Council prohibits all forms of unlawful discrimination or unfair discrimination, including harassment or victimisation, on any grounds, including gender, race, disability, age, sexual orientation, religion and belief or marital status.

We are committed to the principle of equality of opportunity in employment when attracting job applicants, and in access to training, development and promotion at all levels within our organisation.

We will achieve this by monitoring our employment action plan (see below) to make sure it is implemented as intended. We will collect and review regularly staff data on race, gender, disability, and age.

We will provide the appropriate training for all employees to make sure that good practice is developed and improved.

Our Dignity at Work policy, which is clearly communicated to all new staff as a key part of their induction underpins this. We also have a Whistleblowing policy hotline that allows staff to report malpractice safely, including discriminatory acts.

The following issues are the most common where gender and employment feature:

- ensuring fair recruitment processes
- concentration of women and men into different particular areas of work ('occupational segregation')
- promoting and managing flexible working
- ensuring high-level part-time work and supporting part-time workers
- managing leave for parents and carers
- managing pregnancy and return from maternity and paternity and adoption leave
- eliminating harassment including sexual harassment
- eliminating discrimination against, and harassment of, transsexual employees and potential employees
- grievance and disciplinary procedures
- redundancy
- retirement
- equal pay
- work-based training opportunities
- fair representation of women at higher levels in organisations.

See **Appendix 1** for some contextual information regarding the West Dunbartonshire Council area profile in terms of Gender and Employment. Some key trends are:

- The majority of Council employees are women
- The majority of those who apply for jobs with the Council are women
- There is a majority of women at lower grades in the organisation

Monitoring gender and other equalities strands

We have recently put in place an improved transition equalities monitoring system covering our employment functions and covering race, gender, age and disability strands. This will allow us to do cross cutting analysis of equalities statistics. During the next three years, it is our intention to widen our recording to other recognised equalities strands. Data collected will be fed into regular equalities reports used to improve policy and practice.

We have developed a comprehensive Action Plan to improve our performance as an employer across equality strands, including gender, which is detailed in the overall **Action Plan** below.

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12. Education Gender Equality Scheme

Introduction

This scheme outlines the Council's approach to promoting gender inequality in education as part of the obligations of the Equalities Act 2006. A separate Equal Pay Statement will also be produced. There are further responsibilities to ensure that schools gather information on the effects of their policies and practices on gender equality, including impact assessment of these policies and practices, taking steps to meet the duty, and reporting on these activities.

The Education and Cultural Services Department is committed to a fair and just education system, where everyone has the opportunity to fulfil their potential, and where we respect each other and our differences. We aim to improve outcomes for all our children and young people, regardless of their gender. We will ensure that an integrated package of education and support is available to all young people through our range of policies and strategies.

The Gender Equality duty requires Scottish schools and education authorities not merely to eliminate sex discrimination in schools but also to take steps to actively promote sex equality. By tackling gender issues within the education system it is hoped that we can work towards the following objectives:

- remove barriers and promote equal opportunity for boys and girls
- allow boys and girls to achieve their potential and leave school with the skills which will equip them for later life
- assist them to make choices in relation to study and work experience which match their abilities and aims in life and are not influenced by gender assumptions or stereotypical roles
- integrate the promotion of gender equality into school inspection frameworks and reflect these in national education policies and priorities
- breakdown stereotypes of male and female roles and occupations

This scheme sets out the Council's gender equality objectives in education, based on analysis of the local context and trends and in mechanisms which are being developed to consult with all relevant stakeholders and users of the education system. The scheme also contains a detailed Action Plan of what will be achieved in the coming three years as the scheme is implemented and how progress will be monitored, as well as details of how policies and practices will be impact assessed.

Background

Some of the key trends in schools are summarised in **Appendix 1**. These show that there are significant gender-related inequalities in Scottish Schools, including:

- girls are out-performing boys in terms of attainment at all levels
- boys are much more likely than girls to be excluded from school
- boys are more likely to exhibit behavioural or learning difficulties and so are more likely to require specialist support
- there are marked gender differences in choices of subjects and work experience, which reflect stereotypes of gender roles

Employment

The challenges in terms of employment include:

- attracting more men into childcare and teaching roles – currently less than 3% of childcare workers are male and the numbers entering teaching are declining
- ensuring that women in the sector are given equal opportunities to develop their careers and move into senior positions
- tackle issues of under-valuing occupations such as nursery nurses and classroom assistants as reflecting traditional female roles
- raising the profile of gender equality in schools and among teaching staff

All education policies and practices must promote equality and eliminate discrimination. The following will be taken into account in developing the action plan for education:

- ensure that steps are taken to realise equal pay
- provide flexible work options, such as part-time work
- take steps to recruit and retain more men in the sector
- ensure that women receive fair treatment, particularly in terms of promotion
- ensure that transsexual staff are protected from discrimination and harassment

All new education policies or changes in service will be impact assessed based on the Council's model of integrated impact assessment.

Gender Equality Objectives

Our over-arching gender equality objective will be to mainstream gender equality across our work. This will be achieved through systematic use of staged intervention and the equality impact assessment tool, whilst recognising that in a number of key areas, more effective results will be achieved by taking a gendered analysis.

We recognise that gender stereotypes of what boys and girls do are pervasive in society and that schools have a pivotal role in tackling these stereotypes so that boys and girls are able to realise their full potential unhindered by these expectations.

We will also strive to incorporate gender equality issues into existing programmes and agendas, such as: ambitious excellent schools, a curriculum for excellence, Scottish Executive Education Department national priorities, the child at the centre, schools/ college partnership working, pupil attainment, pupil choices, discipline and behaviour management, additional support for learning, health promoting schools and involving parents – including fathers.

The Council will promote and develop models of good practice, such as Vale of Leven Academy Gender Attainment project, which has done a great deal of work on gender and education, including information, training, and annual action plans for tackling gender differences in attainment.

Mechanisms of consulting with teachers and other staff, young people and parents, including fathers will be developed during the operation of the scheme.

Monitoring and Review of the Scheme

The scheme will be monitored and reported on annually to the Additional Support Needs Committee. After 3 years a full scale review will be carried out and a revised scheme produced.

See also our **Education Action Plan**.

13. Procurement

Procurement is the process by which a public authority enters into a contract with an external contractor to carry out works or provide goods and services. Procurement activities are regulated directly by the European Union Treaty and through Directives on procurement and by incorporation into secondary Scottish legislation. Interpretation of this legislation is provided via decisions from the European Court of Justice and the national courts. Public authorities are obliged to ensure that they act in a transparent and proportionate manner ensuring equal treatment and non-discrimination in all procurement activities carried out by them.

Good procurement practice is fundamentally about treating potential contractors equally, and awarding contracts on the basis of merit following fair and open competition wherever possible. Good procurement practice should be consistent with equality policies.

The Council procures services from external contractors and recognises that it must ensure that those contracted to deliver these services do not compromise our duty to promote equality between women and men. As identified earlier, the Council will be held responsible for failures by a service provider to apply the Equality duty.

We will amend conditions of contract used in procurement to include a clause stating that contractors shall not unlawfully discriminate as required by the Race Relations Duty, The Disability Duty and the Gender Duty. We expect and require all contractors to be compliant with our equal opportunities policies or to be providing us with assurances that their own policy meets the Councils' obligations. As part of the tender process we require contractors to complete an Equal Opportunities Questionnaire and in contracts of significant value to declare adverse judgements against them. When notes of interest are given and invitations to tender are sent out the Council warn potential contractors that failure to comply with legislation may result in them being excluded from bidding.

The Council is awaiting further guidance from the Equal Opportunities Commission and Scottish Executive on procurement and will amend our policies and procedures, if required, when this is published.

Procurement and contract documentation will incorporate a section identifying the gender equality duties of the Council and detailing the equivalent obligations placed on the contractor in terms of the contract placed.

See **Action Plan** for further details.

Useful Information

Contact Details

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Glossary of Terms

Equality Scheme

A scheme put in place which sets out the gender equality goals of the organisation, including tasks and timeframes and those responsible for delivering goals.

Gender

Refers to wider social roles, attitudes, values and behaviours attributed to women and men by society which structure men's and women's lives. For example traditionally, a gender role would suggest women in a caring role, while men work.

Gender Disaggregated Statistics Data that has been collected and analysed by gender, such as surveys, which would highlight any difference in results between men and women, boys and girls.

Integrated Impact Assessments An assessment of planning, service and employment policies, taking account of how services impact on gender, race, disability, religion or belief, age and sexuality. Based on the results services should be designed to meet the need of all equalities groups.

Gender Reassignment

A medical process whereby individuals undertake medical treatment to alter their bodies to match their gender identity. This may include hormone therapy or sex change operation.

Sex

Refers to how we are born and to describe the biological differences between women and men.

Transsexual

A person who intends to undergo, is undergoing or has in the past undergone gender reassignment. Transsexual people receive protection under the law.

Transgender

People who identify their gender to be different from the physical one into which they were born but who choose not to undergo medical treatments and simply live their life in their new gender are not subject to the same legal protection as transsexual people.

Appendix 1

Social and Economic Trends in Scotland and West Dunbartonshire

Population, Households and Families

Women outnumber, men by about 7% in Scotland in 2005, this gender gap is projected to increase to nearly 9% by 2036.

There are more men than women in all age groups up to age 29 and more women than men in all older age groups.

The ratio of males to females in West Dunbartonshire is slightly different from national figures with 53% females, 47% males, compared to 52% females, 48% males.

For those of working age, men are more likely to live alone (56%), while women are more likely than men to live in single parent households, making up 90% of these households in 2005. Although in older age groups women are more likely to live alone, making up 75% of single pensioner households.

Like most of the West of Scotland, West Dunbartonshire is experiencing a decline in population, most marked in the younger age groups while the population is increasing in the older age groups. The trend of decreasing levels of births continues.

Based on the Scottish Index of Multiple Deprivation over a third of West Dunbartonshire's population live in a data zone in the most deprived 20% in Scotland (Information taken from West Dunbartonshire Social and Economic Profile 2005/6)

Public and political participation

In 2006, 14 % of MPs for Scottish constituencies in the UK were women and 61% were men, 39% of MSPs were women and 61% were men, In 2007, 33% of Scottish MEPs were women and 67% were men.

Council elections - 22% female councillors in 2007.

At the beginning of 2007, 19% of local council leaders were women and 81% were men, while 13% of Chief Executives were women and 87% were men.

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Education and Training

Girls are more likely than boys to stay on at secondary school after school leaving age.

Boys are more likely than girls to be excluded from school, with boys making up 76% of those excluded from secondary schools in 2004/2005.

Girls are more likely to leave school with higher qualifications than boys.

Boys and girls tend to choose different subjects, with girls more likely to study, Biology, Arts and Languages, and boys more likely to study Computing Studies and Physics.

Girls are more likely than boys to go onto further education on leaving school rather than enter employment.

In 2005, 93% of primary school teachers were women and 7% men. 81% of primary school head teachers were women and 19% were men.

In 2005, 59% of secondary school teachers were women and 41% were men. 21% of head teachers were women and 79% were men

Labour Market

The gender balance in the labour market is around 50% women, 50% men and has been for some time. Men are more likely to be economically active than women, although the gap has been decreasing. In West Dunbartonshire, the numbers in employment are lower than the national average both for males and females, with an overall rate of 78% which is below the national average of 79.5%.

Unemployment rates are higher for men than for women and in general are higher than for Scotland (7.8% compared to 5.5%) although a higher percentage of economically inactive women are not seeking employment than men which reflects national figures.

Women are far more likely to work part-time than men, 41% of women workers compared to 10% of men.

Women with dependent children of pre-school age are less likely to be in full-time employment, 24% in 2004, the percentages increase for women

with older children. Women are more likely than men to use flexible working arrangements, 55% compared to 22% in 2005.

There is a gendered pattern of working across industrial sectors with women comprising the majority of workers in public Administration, Education and Health (72%), Distribution, Hotels and Catering and Repairs (56%) and Banking, finance and Insurance (51%).

Men make up the majority of the workforce in construction (89%), Energy and Water Supply (82%), Agriculture, Forestry and Fishing (75%), Manufacturing (73%) and Transport and Communication.

There are also differences across occupational categories with women predominant in personal services (85%), administrative and secretarial occupations (81%), and sales and customer service occupations (71%). Men represent the majority of managers and senior officials (64%), process, plant and machine operatives (86%), and skilled trades (92%). Women predominate in key public sector workforces such as teaching, the NHS, and local government, but are under-represented in senior positions.

In general both minority ethnic women and men are less likely to be in employment and more likely to be unemployed than the White population, although there are differences between minority ethnic groups.

In Scotland, disabled people are far less likely to be in employment than non-disabled people with 45% of disabled women of working age being in employment compared to 78% of non-disabled women in 2004, and 47% of disabled men of working age in employment compared to 85% of non-disabled men.

Income & Wealth

In 2005, women full-time workers in Scotland earned 88% of male full-time workers average hourly pay. This has increased from 73% in 1977.

Women's weekly earnings have increased as a proportion of men's from 54% in 1970 to 81% in 2005.

Women's earnings are significantly affected by the concentration of women in part-time jobs. Women's rate for part-time working compares favourably with that of male part-timers (who are a relatively small group), however hourly rates compare less favourably with male full-time hourly rates – 63% in 2005. There are variations by occupation and industry and it is more equal in the public than the private sector. On average women's total individual incomes from all sources were 60% of men's. Wage levels in West Dunbartonshire have decreased as a percentage of the UK average.

Care & Caring

In 2004, there were 12.4 childcare places per 1,000 children, the average weekly cost of nursery provision was £73, the average weekly cost of a childminder was £109.

In 2005, women made up 98% of pre-school education and childcare staff and men made up 2%. In 2005, 59% of women were providing care to people in their own homes while 41% men. Women also provided 64% of care to people outwith the home. Women make up the majority of those both giving and receiving care.

The majority of staff working in social work services and adult community care were women (84% & 88% respectively).

Health

In 2005, women's life expectancy was 79.5 years compared to 74.5 years for men. Men in West Dunbartonshire have the third lowest rate of life expectancy in Scotland.

In 2005, cancer was the major cause of death for both women and men, although there are gender differences in other illnesses.

Women are more likely than men to suffer from anxiety and depression while young men are more likely than women to commit suicide. Women are less likely than men to have a high level of physical activity. Women make up 46% of GPs and 90% of nursing and midwifery staff.

Crime & Justice

Men were more likely than women to receive custodial sentences for crimes/ offences committed. In 85% of cases of domestic abuse, the victim was female and the perpetrator male.

In 2003, women were more likely than men to regard crime as a serious problem – 85% compared to 80%.

In 2005, 15% of judges were women and 85% were men, 21% of police officers were women and 79% were men, 7% of chief inspectors were women and 93% were men.

Housing

There are patterns of gender difference in housing tenure including: single parents are least likely to be homeowners, with 68% in rented accommodation in 2005.

Single men were more likely than single women to be in rented accommodation, 50% compared to 43% in 2005.

Of those making homeless applications to local authorities, lone parents and single men are the biggest groups (25% and 43% respectively).

Transport

Men are more likely than women to have access to a car for their private use. Men are more likely than women to drive every day and travel further and less likely to use local bus services.

Women are less likely than men to feel safe traveling on a bus in the evening with 47% of women saying they felt safe compare to 63% of men in 2004

West Dunbartonshire Council – profile in terms of gender and employment

Gender Balance

The council is the largest employer in our area with 6012 employees.

The Workforce profile in 2005/6 shows a breakdown of men and women as follows: 4266 (71%) are female, 1746 male (29%).

Figures for 2005/6 from applications that included completed equal opportunities recruitment monitoring forms showed that over 65% (2306) of applicants were females.

Earnings

Our statutory performance indicator report (updated February 2007) shows the percentage of the highest paid 2% and 5% of earners among council employees, that are women:

	2004/5	2005/6	2006/7
Percentage of women employees in top 2%	34.2%	34.2%	37.8%
Percentage of women employees in top 5%	37.6%	42.3%	46.6%

These figures compare favourably with the Scottish Local Authority average. However, there is a majority of women at lower grades in the organisation. Encouraging women into senior posts is a recognised priority for the Council.

Appendix 2: The Legislation

In addition to the Equality Act 2006, which has been referred to in this scheme in detail, the key legislation of relevance to gender equality is the Sex Discrimination Act 1975 and the Equal Pay Act 1970.

The Sex Discrimination Act 1975

The Sex Discrimination Act 1975 (SDA) prohibits sex discrimination against individuals in the areas of employment, education and the provision of goods, facilities and services and in the disposal or management of premises. It also prohibits discrimination in employment against married people, or those in civil partnerships since the Civil Partnership Act 2004 came into effect. It is not permitted to discriminate because someone has tried to exercise their rights under the SDA or Equal pay Act. The SDA applies to women and men of any age, including children and applies to England, Wales and Scotland.

What is Sex Discrimination?

The SDA prohibits direct and indirect sex discrimination. There are special provision about discrimination on the grounds of gender reassignment, pregnancy and maternity and harassment in employment.

Direct discrimination – this is where a woman, or man is treated less favourably than a person of the opposite sex in comparable circumstance is, or would be because of her or his sex.

Indirect discrimination (in employment) – This is where a provision criterion or practice is applied (or would be applied to both sexes but which puts one sex (or married persons)) at a particular disadvantage and cannot be shown to be a proportionate means of meeting a legitimate aim. For example, a requirement to work full-time might be unlawful discrimination against women.

(in other fields) – Indirect sex discrimination occurs when a condition or requirement is applied equally to both women and men but, in fact, it affects a significantly greater proportion of women than men (or vice versa) and is not justifiable on objective grounds unrelated to sex.

The Act also covers:

- discrimination on grounds of gender reassignment
- discrimination on the grounds of pregnancy or maternity
- harassment
- discrimination on grounds of sexual orientation
- discrimination in the employment field
- discrimination in education
- discrimination in the provision of goods, facilities and services and premises
- victimisation

- harassment and sexual harassment

In general, positive discrimination to favour one sex is not lawful, although there are limited exceptions allowing discrimination in training, or encouragement to apply for particular work in which members of one sex are under-represented.

Sexual harassment occurs when there is unwanted conduct which is sexual in nature – such as a person making unwelcome sexually explicit comments or giving verbal sexual abuse, sending sexually explicit emails or inappropriate physical contact.

Harassment on the grounds of sex is less favourable treatment which takes place simply because someone is a woman (or a man) – such as refusing to work with a woman simply because she is a woman. It is unwanted conduct related to a person's sex that is not “of a sexual nature”.

It is also against the law to treat someone less well because they have rejected or are subject to harassment as described above – for instance refusing someone a job because they would not submit to particular unwanted conduct, or refusing someone promotion because they were victims of such conduct.

The SDA also prohibits harassment in relation to employment or vocational training due to the gender reassignment of a person and not just their gender. This is the case whether a man or a woman is intending to undergo gender reassignment, is going through the process or has undergone gender reassignment in the past.

The Equal Pay Act 1970

The Equal Pay Act (EPA) gives an individual a right to the same contractual pay and benefits as a person of the opposite sex in the same employment, where the man and woman are doing:

- the same or broadly similar work
- work which has been rated as equivalent under an analytical job evaluation study
- work that is of equal value (work of equal value is where the work done is different but considered to be of equal value or worth in terms of demands such as effort, skill and decision-making).

The employer will not be required to provide the same pay and benefits if it can prove that the difference in pay or benefits is genuinely due to a reason other than one related to sex. The EPA has been interpreted to cover direct and indirect discrimination. The EPA applies to England, Wales and Scotland and applies to men and women of any age, including children. The Act applies to employees and to those engaged under a contract. The EPA does not apply to occupational pensions, but rights to equal treatment are contained within the Pensions Act 1995.

Some of the legislation relevant to transgender and transsexuals includes:

The Gender Recognition Act 2004 agreed that:

- Those diagnosed as having (or had) gender dysphoria can gain legal recognition of their 'acquired gender'
- And having lived in the 'new' gender role for at least two year have a Gender Recognition Certificate issued
- In the eyes of the law, become acquired gender, for all purposes, with very limited exceptions
- It is a criminal offence to disclose information about a person's gender recognition without their consent.

Article 13 Gender Directive:

- Extends EC sex discrimination law to cover goods and services
- Transsexual people will be protected against discrimination in service provision
- Will thereby extend the scope for the gender equality duty to include discrimination and harassment against transsexual people in goods and services.

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GENDER EQUALITY ACTION PLAN

Action	Outcome	Timescale	Responsibility
General			
Develop Gender Equality Scheme and Action Plan	Meet legislative requirement to promote gender equality	June 2007	Policy Unit, all Depts
Monitor progress with Scheme and Action Plan and produce annual reports to the Social Justice Committee	Ensure that requirements under gender duty are being met and progress on action points is made	Ongoing	Policy Officer, Diversity, Gender Equality Working Group, relevant staff in all sections
Incorporate gender equality issues into the review of key strategic documents, such as the Corporate Plan and Community Plan and service planning process	Gender Equality will be mainstreamed throughout the strategic policy objectives and service planning and delivery mechanisms	2007 & Ongoing	Relevant staff in all departments serving on working groups etc
Develop departmental action plans in each area of service	Ensure that clear objectives are set for each department with targets and key outcomes being monitored	2007 & Ongoing	Relevant staff in all sections
Produce summary information for all employees on gender equality	Provide staff with information required	Oct 2007	Corporate & Depts
Work with Community Planning partners, including via working groups towards achieving gender equality goal and combine efforts where appropriate, e.g. consultation, training	Ensure that partners are working together, sharing resources and experience and avoiding duplication of efforts	Ongoing	Policy Unit, CPP partners & Multi-agency equalities group
Promote gender equality through existing forums such as the Gender Equality	Increase awareness among staff and progress towards goals	2007 Ongoing	All depts

Working Group, Positive Employment forum etc			
Promote non-stereotypical and positive images of men and women in all publicity material	Attempt to break down gender stereotypes	Ongoing	All Depts, PR
Continue to consult staff and service users through existing mechanisms and developing new mechanisms	Ensure that the priorities set reflect the priorities of staff and users	Ongoing	All depts & Policy Unit
Training			
A programme of staff training on gender equality issues, legislation and good practice will be developed and delivered as part of equalities training	Increase staff knowledge and understanding of gender issues	Ongoing from Sep 2007	Education and Personnel, member of staff seconded for 1 year
Programme to include internet based training for staff in equal opportunities and face to face training from September, with priority for managers	Improve access to training for staff	September 2007	Corporate Personnel, Education & Policy staff
Staff training in new policies and procedures including complaints	All employees will know how to deal with complaints of harassment	Ongoing	All Depts
Finalise review of the Equality and Diversity Training Strategy	Finalise strategy for equality and diversity training across all strands and all departments	2007	Policy unit, Corporate Personnel, All depts
Ensure that managers are aware of harassment issues through training to feed into the policy review process	All policies will take into account how to prevent and deal with harassment	2007 & Ongoing	

Training for all staff in how to deal with incidents of harassment and about rights and responsibilities as Council employees and acceptable behaviour	All employees will know how to deal with complaints of harassment and responsibilities of working for the Council	2007 & ongoing	All Depts, Personnel
Services			
Service use will be monitored by gender and the findings analysed to identify patterns of usage or barriers	Identify barriers and take action to eliminate these	Ongoing	All Depts
Identify through consultation with users where gender inequalities persist and identify unmet needs	Take action through service planning mechanisms to address gender inequality & meet needs	2007 & Ongoing	All Depts
Review key areas of service delivery, including housing, environmental services and social work to identify issues and priorities for action relating to gender equality	Assist in the process of mainstreaming gender equality into all areas of service	2007 & Ongoing	Relevant staff in all Depts
Assist in breaking down stereotypes through promoting take up of non-stereotypical jobs through modern apprenticeship scheme	Begin to alter the balance of males and females taking up modern apprenticeships	2007 & Ongoing	HRES & Policy Unit
Provide single sex services where appropriate	Ensure that services are provided where there is a clear need for them and in line with the SDA	Ongoing	All Depts where there is single sex provision
Aim to have at least 2 young women on construction modern apprenticeship scheme	Increase numbers of women in construction industry and assist in breaking down gender stereotypes	2008 & Ongoing	HRES
Procurement			
Will raise awareness and ensure that	All contract conditions will be	Ongoing	All depts

contractors are aware that the Council requires them to comply with all relevant equality legislation should they wish to contract. This will be carried out through impact assessment.	compliant with the SDA and Gender Equality duty		
Impact Assessment			
Integrated Impact Assessments of all key policies and new functions as they are reviewed across equality Strands, and also for new functions	Council policies will not discriminate on the grounds of sex	Ongoing	All Departments, Chief Exec's Policy Unit
Develop model of integrated impact assessment, provide training and work with Section heads on impact assessing policies	All policies will be assessed for their impact on all equality strands	2007 & ongoing	Policy Unit, Section Heads, Corporate Personnel
Identify the most relevant policies to gender inequality as the focus of review and impact assessment	Develop a timetable of policies to be assessed by gender	2007-2008	
Employment			
Take action to address inequalities where these exist in the workplace	Reduce inequalities in the workplace	Ongoing	All Depts
Use positive action where appropriate to allow women to apply for senior positions or in areas where women are under-represented, incl. though review of Recruitment & Selection Policy	Increase the numbers of women in senior positions	Ongoing	All Section Heads, Corporate Personnel
Set up systems to gather information on women and men, both employees and potential employees	Take action to remove any barriers and tackle job segregation	2007 & Ongoing	All depts & Policy Unit

Put in place a new monitoring system for recruitment, selection, training, discipline and grievance and exit, supported by staff training and support	Improve information resource re. gender balance/ barriers	July 2007 & ongoing	Corporate Personnel
Produce a baseline report on equalities monitoring statistics across the Council as an employer	Clear communication to staff	July 2007	Corporate Personnel
Review the Councils pay structures through job evaluation to meet the equal pay requirements	Comply with equal pay legislation	2007	Corporate Personnel
Publish an equal pay statement as required by the general duty	Meet legislative requirements	28 th September 2007	Corporate Personnel & Education
Monitor the impact of our Equal Pay Policy	Ensure equality in pay structures in the Council	Ongoing	Corporate Personnel
Expand on face to face training with priority for managers	Ensure managers are fully trained in the duty	October 2007	Corporate Personnel & Policy Staff
Work with relevant Community Planning partners to ensure employability programmes meet with our requirements as employers	Ensure compatability between employability programmes, equalities groups and ourselves as potential employers	Ongoing	Corporate Personnel & CPP
Develop and review all key personnel policies including – Organisational Change, Family Friendly, Equal Opportunities & Diversity, Performance & Conduct, Recruitment and Contract Management	Update policies and incorporate integrated impact assessment into the process	2007-2008	Corporate Personnel, Policy Unit, working groups
Introduce a computerised HR system	Improve information systems and	2008	Corporate

which collates equalities information across all strands and fill in any gaps in data	collate gender segregated data for analysis		Personnel
Education			
Establish a task group to implement the gender equality action plan for education	Task group established	2007	Education
Use the Equality Impact Assessment Tool to assess impact of education policies in relation to duty to promote gender equality	All education policies checked to ensure they meet the requirement of the duty to promote gender equality	2007-2010	Education
Each educational establishment will audit relevant existing policies and practices to ensure they comply with the duty to promote gender equality	Each school will have policies and practices in place to promote gender equality. Policies will be audited by the quality improvement team.	2007-2010	Education
Examine option choices/ presentations in relation to gender stereotyping	Option choice presentations statistics gathered and used to inform planning	2008	Education
Examine attainment trends in relation to gender	National assessment statistics gathered and used to inform planning	2008	Education
Examine trends in exclusions in relation to gender	Exclusion statistics gathered and used to inform planning	2008	Education
Examine leaver destinations in relation to gender	Leaver destination statistics gathered and used to inform planning	2008	Education
Establish a monitoring system to identify incidents on harassment on the grounds of gender	Incidents of gender related harassments are monitored and tackled where "hot spots" appear	2008	Education

Procedures to be established to ensure that both boys and girls not educated in mainstream establishments within or outwith West Dunbartonshire, are appropriately placed	All children will be appropriately placed	2008	Education
Consult with, and involve parents to identify improvements in the quality of services we deliver	Information available on involvement of both fathers and mothers to be used to inform planning.	2008	Education
Consult with, and involve young people to identify improvements in the quality of services we deliver	Take account of young peoples views in planning and delivering services.	2008	Education
Monitor gender balance in relation to promoted roles in schools	Statistics gathered and used to inform planning	2007	Education
Audit staff in relation to gender imbalance in traditional "caring" roles	Identify barriers to application for such roles and seek to remove these	2008-2009	Education
Deliver awareness training to school staff on the duty to promote gender equality	All staff aware of the duty to promote gender equality	2008-2009	Education
Publish an awareness raising leaflet	All staff and parents aware of the duty to promote gender equality	2008-2009	Education
Identify further training and support needs of staff	Ensure that all staff are adequately trained	2009	Education
Assist in breaking down gender-stereotypes of men's work and women's work in schools, including subject choices and work experience options	Begin to alter patterns of subject choice and career paths for boys and girls	Ongoing	Education, HRES