



Race Equality Scheme

Action Plan 2006 - 2007

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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.

	ACTION	ACTION BY	TIMESCALE
1.1	Review all 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 (REWG) All services	November 2008
1.2	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.	REWG	Annually in November

2. Identifying relevant functions and policies

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

	ACTION	ACTION BY	TIMESCALE
2.1	Review RES year 2 priorities and pick up those missed in year 1.	All services Policy and Development Officer, Diversity	By November 2007
2.2	Use year 2 prioritised list of functions and policies to plan monitoring, consultation and impact assessment and include in Best Value Reviews where appropriate.	REWG All services	To November 2007
2.3	Continue to consult with BME Communities on relevant policies and functions to identify any issues.	Minority Ethnic Association (MEA)/Asian Women's Group (AWG)/Community Care Services (CCS), Romany Youth Action group (RYAG)/ Gypsy/Traveller Action Group (GTAG) REWG	Ongoing

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.

	ACTION	ACTION BY	TIMESCALE
3.1	Hold training sessions on Integrated Impact Assessment (IIA) guidance for all policy and strategy staff across services. Use CRE Impact Assessment guide when screening process identifies the need to carry out a full Race Equality Impact Assessment.	Public Health Development officer Policy and Development Officers, Diversity and Disability & Access West Dunbartonshire Community Planning Partnership	By November 2007
3.2	Use Assessment framework to assess all new, proposed or significantly changing functions and policies, including the review of the Procurement Strategy.	All departments with support from Public Health Development Officer and Policy and Development Officers, Diversity and Disability & Access	Ongoing
3.3	Continue to develop and use consultative machinery to establish the needs and satisfaction levels of black and minority ethnic community service users.	REWG AWG/MEA/CCS/RYAG/GTAG West Dunbartonshire Community Planning Partnership	Ongoing
3.4	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.	REWG AWG/MEA/CCS/RYAG/GTAG West Dunbartonshire Community Planning Partnership	Ongoing

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.

	ACTION	ACTION BY	TIMESCALE
4.1	Identify where monitoring is not in place for year 2 priority functions and policies and take action to remedy this.	REWG, Equality and Diversity Working Group (EDWG)	Ongoing
4.2	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
4.3	Racist incident statistics/complaints to be collected and analysed .	REWG, EDWG, MARIM	Ongoing
4.4	Publish Annual Report on Racist incidents reported to the Council, subject to confidentiality issues, and feed into MARIM group.	Policy and Development Officer, Diversity, MARIM	Annually in April
4.5	Work with Strathclyde Police to extend 3 rd party reporting mechanisms, following Police lead.	REWG MARIM Community Safety Partnership	Ongoing

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.

	ACTION	ACTION BY	TIMESCALE
5.1	Assessments, consultation and monitoring reports will be made available on the Council website .	Policy and Development Officer, Diversity	As appropriate
5.2	Articles regarding assessment, consultation and monitoring reports will appear in Council newspaper and staff magazine.	Policy and Development Officer, Diversity	As appropriate
5.3	Progress on Equality and Diversity will be reported through the Public Performance Reporting process.	Policy and Development Officer, Diversity	As appropriate

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.

	ACTION	ACTION BY	TIMESCALE
6.1	Further promote to services Language Line Ltd contract and Communicating Effectively (guide on how to access and provide interpreting and translation services). Investigate becoming a 'Happy to Translate' organisation.	Policy and Development Officer, Diversity Policy Officer, Community and Consultation Policy and Development Officer, Disability and Access	Ongoing April 2007
6.2	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
6.3	Carry out regular service perception studies with BME communities to identify any access problems.	Policy and Development Officer, Diversity MEA/AWG/CCS/RVAG/GTAG	Ongoing
6.4	Hold information sessions for BME community groups on Council services, using interpreters and other appropriate support.	All Departments Policy and Development Officer, Diversity MEA/AWG/CCS/RVAG/GTAG	On demand
6.5	Support MEA/AWG/CCS to develop umbrella organisation to provide information and support to local BME communities and BME people moving into the West Dunbartonshire area.	Policy and Development Officer, Diversity West Dunbartonshire Community Planning Partnership MEA/AWG/CCS/RVAG/GTAG	Ongoing

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.

	ACTION	ACTION BY	TIMESCALE
7.1	Finalise the Equality and Diversity Training Strategy.	Positive Employment Forum	By November 2007
7.2	Investigate possibility of central training budget.	Positive Employment Forum Corporate Management Team	By November 2007
7.3	Service specific training to be identified, especially for front line staff, where required.	Positive Employment Forum All Services	Ongoing
7.4	Continue working with Corporate Personnel to keep department up to date with race equality issues.	Positive Employment Forum	Ongoing
7.5	Work with Education and Cultural Services to assist in development of Equality and Diversity Training programme	Policy and Development Officer, Diversity Policy and Development Officer, Disability and Access	Complete by end 2007

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 publish the results annually of this monitoring.

	ACTION	ACTION BY	TIMESCALE
8.1	Employee management system to be procured to monitor employees.	Corporate Personnel CMT	To be agreed
8.2	Employee Information Checks to be carried out to fill in gaps in current information.	All Services Personnel Officers	By November 2007
8.3	Workforce monitoring to be analysed, and any identified problems investigated and dealt with.	Positive Employment Forum	Ongoing
8.4	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
8.5	Ensure all procedures are consistent with the revised C.R.E Race Relations Code of Practice in Employment.	Positive Employment Forum	By November 2007

	ACTION	ACTION BY	TIMESCALE
8.6	Advertise in Westlife and through pay slips to identify BME staff who wish to be involved in race equality work and/or to identify support mechanisms required.	Policy and Development Officer	January 2007
8.7	Inform new minority ethnic staff about established networks and support groups.	Positive Employment Forum	Ongoing
8.8	Investigate areas of work with the STUC's One Workplace, Equal Rights project.	Positive Employment Forum	April 2006 onwards