

Race Equality Scheme 2008 – 2011:

Action Plan Review 2009

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Specific Duties:

1. To publish a list of the functions and policies relevant to performance of the general duty to promote race equality.

	TASKS	ACTION BY	TIMESCALE
1	Set up mechanisms for monitoring progress with impact assessment of policies and functions included in prioritised list.	All departments, Policy Unit, Managers	April 2009
	Update: Taken forwarded by departments and carried forward into Equality Scheme 2009, impact assessment programme is ongoing and targets have been set.		
	Carry forward: Actions 15 &16		
2	Review progress of the Council's Race Equality Scheme Action Plan on an annual basis and incorporate into Single Equality Scheme in 2009, or most appropriate timescale.	Equalities Liaison Group, Policy & Development Officer, Diversity	Ongoing, November 2009
	Update: Annual report in 2009, amalgamated into Equality Scheme 2009 and future reporting schedule.		
	Carry forward: Action 1		
3	Publish a progress report as part of the annual equalities report each year and review the list of priorities and functions in November 2011 or as laid out in forthcoming legislation.	Equalities Liaison Group, Policy & Development Officer, Diversity	Each year in November
	Update: as above		
	Carry forward: Review list of policies and functions and carry forward review in 2011 into Equality Scheme 2009		2011
4	Distribute full revised RES to departments and make summary leaflets available to all employees.	Policy & Development Officer, Diversity	January 2009

	TASKS	ACTION BY	TIMESCALE
	Update: RES was distributed – 200 copies in March 2009, decision was taken for a reduced distribution and to carry forward the publication of the leaflets into the Equality Scheme 2009-12 due to the lifespan of the RES prior to being incorporated into the single scheme.		
	Carry forward: Section 8.6, Action 26		
5	Continue to consult with BME Communities on relevant policies and functions to identify any issues.	Policy & Development Officer, Diversity	November 2008
	Update: Focus group carried out in December 2008 as part of review of RES, findings have been incorporated into the Equality Scheme 2009-12, including review of translation services.		
	Carry forward: Actions 4 & 6		
6	Set up mechanisms within council departments to implement the RES and action plan and develop departmental action plans, as appropriate. This will include ensuring that those policies and functions identified on the list are impact assessed.	Equalities Liaison Group, all Council Departments, Departmental Equalities reps	2008 and ongoing
	Update: Equalities Liaison Group set up 2008, regular meetings of this group and working with departments on taking forward equalities schemes, Education Equalities group set up in 2008 also to take this agenda forward in Education. This work will be carried forward into the Equality Scheme 2009-12.		
	Carry forward: Action 15		

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

	TASKS	ACTION BY	TIMESCALE
7	Continue to provide training and support on the Integrated Impact Assessment framework as required, including with community groups where appropriate.	Policy & Development Officer, Diversity, Policy & Development Officer Disability & Access, Lead Officer, Public Health Development	2008-9
	Update: Training carried out in 2008, 80 staff trained, mostly section head & above, future training will be carried out as required and training needs reviewed.		
	Carry forward: Section 5, no specific action point on training at present.		
8	Use the CRE Impact Assessment guide when screening process identifies the need to carry out a Race Equality Impact Assessment.	Policy & Development Officer, Diversity, Policy & Development Officer Disability & Access, Lead Officer, Public Health Development	As required
	Update: CRE guidance has been incorporated into IIA guidance.		
	Carry forward: No further action required. Relevant guidance incorporated into Equality Scheme 2009-12.		
9	Use Assessment framework to assess all new, proposed or significantly changing functions and policies and develop an annual timetable for this	All departments, Managers, Policy Unit	2008 onwards
	Update: Ongoing programme of IIA, targets have been set for departments. Amalgamated into Equality Scheme 2009-12.		
	Carry forward: Section 5		

	TASKS	ACTION BY	TIMESCALE
10	Develop clearer links with the list of functions and policies identified in the schemes and existing quality improvement schemes and scrutiny mechanisms	All departments, Manager, Policy Unit	2008 onwards
	Update: Working with departments on this. Links also made via the Improvement Service to a national group looking at PSIF and equalities elements. Work in this area will continue into the Equality Scheme 2009-12.		
	Carry forward: Action 19		
11	Continue to develop and use consultative machinery to establish the needs and satisfaction levels of black and minority ethnic community service users.	All departments, Policy & Development Officer, Diversity	2008 onwards
	Update: periodic use of Citizens panel, Focus group carried out in December 2008, links with groups – staff attending meetings of Ethnic Women’s group, Ethnic Minority Association & Gypsy Traveller Action Group.		
	Carry forward: Section 2. Citizens Panel results can be analysed by race, gender, disability.		
12	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.	Policy & Development Officer, Diversity	2008 onwards
	Update: Continuing work with groups, involvement of representatives in the Equalities Liaison Group		
	Carry forward: Section 2, Action 6, possibility of future work with student placement working with BME & LGBT communities		
13	Take a pro-active approach in involving members of groups at an early stage and trying to include “hard to reach Groups”,	All departments, Managers, Policy & Development Officer, Diversity	2008 onwards

	TASKS	ACTION BY	TIMESCALE
	selecting methods appropriate to the groups, allowing a variety of ways of responding and providing support where appropriate, also giving feedback on how views contribute.		
	Update: As above. Findings from Focus group on December 2009 incorporated into Equality Scheme 2009-12.		
	Carry forward: As above		
14	Pursue options via the Community Planning Partnership to co-ordinate consultation activity where it is possible to do so. Also working in partnership with Trade Unions	Policy & Development Officer, Diversity, other relevant staff within departments	2008 onwards
	Update: Re-organisation of community planning has had an impact on consultation activity. Links to overall community engagement plan, brief currently being developed including engagement with BME community and existing groups.		
	Carry forward: Actions 4 & 6		

3. Arrangements for monitoring policies for adverse impact

	TASKS	ACTION BY	TIMESCALE
15	Ensure that monitoring is in place for functions and policies listed as relevant and as part of the impact assessment process	Policy & Development Officer, Diversity, Equalities Liaison Group	2009 onwards
	Update: An 'Equality Scorecard' has been drawn up consisting of 30 equality measures, some still to be developed, in 9 domains covering key areas of Council responsibility.		
	Carry forward: Section 4, Action 15		
16	Regularly analyse monitoring information to identify any potential areas of discrimination or adverse impact on service delivery to users from particular racial groups	All departments, Equalities Liaison Group	2008 onwards
	Update: Work with departments, being taken forward via development of scorecard as above.		
	Carry forward: Action 16		
17	Ensure established monitoring systems are capturing the correct ethnic monitoring data and look to co-ordinate monitoring and recording throughout the council.	All departments, Policy & Development Officer, Disability & Access, Policy & Development Officer, Diversity	March 2009 onwards
	Update: Being taken forward via development of scorecard as above.		
	Carry forward: Action 16		
18	Publish information on Racist incident reporting for staff, including on-line reporting methods	Policy & Development Officer, Diversity, Police Local Authority Liaison Officer	January 2009
	Update: New forms developed, will be carried forward into		

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	Equality Scheme 2009.		
	Carry forward: Section 9, para 11.3		
19	Racist incident statistics/complaints to be collected, analysed and reported on via Multi-Agency Racist Incident Monitoring group meetings and other reporting mechanisms.	MARIM group, Policy & Development Officer, Diversity	Ongoing, annual reports in November
	Update: Regular meetings of MARIM group re-instated in 2009 & emergency MARIM meetings when required.		
	Carry forward: As above		

4. Arrangements for publishing assessment, consultation and monitoring reports

	TASKS	ACTION BY	TIMESCALE
20	Assessments, consultation and monitoring reports will be made available on the Council website and copies distributed to interested parties	All departments, Policy & Development Officer, Diversity	Ongoing
	Update: Information has been published on websites and continues to be regularly updated. Will be taken forward in Equality Scheme 2009-12 and developed as part of Communication Plan.		
	Carry forward: Section 5		
21	Articles regarding assessment, consultation and monitoring reports will appear in the Council newspaper and staff magazine	Policy & Development Officer, Diversity, Corporate Communications	Annual Equalities Bulletin in April each year, other opportunities as they arise
	Update: Review of council publicity is currently ongoing, publication of WDC new is on hold pending outcome. Will be taken forward in Equality Scheme 2009-12 via communication plan.		
	Carry forward: Section 8, Action 23		
22	Progress on Equality and Diversity will be reported through the Public Performance Reporting process	Policy & Development Officer, Diversity, Corporate Communications	Ongoing
	Update: Equality & Diversity pages on websites regularly updated, as above re. publications.		
	Carry forward: Action 26		

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

	TASKS	ACTION BY	TIMESCALE
23	Continue to raise awareness of revised Communicating Effectively guide on how to access and provide interpreting and translation, publicise and distribute summary leaflet	Policy & Development Officer, Diversity, Policy & Development Officer, Disability & Access	Ongoing, December 2008
	Update: Communicating Effectively promoted in equality training and via website, procedural guidance developed and distributed. Carried forward into Equality Scheme 2009-12.		
	Carry forward: Leaflet will be produced as part of Communication Plan. Section 8.3, action 24.		
24	Continue to work with neighbouring authorities and CPP partners to develop joint areas of work in regard to access to information and services	Policy & Development Officer, Diversity, Policy & Development Officer, Disability & Access, CPP Equalities Working Group	Ongoing
	Update: Community planning structures have been re-organised and equalities is now embedded across the 6 themes and it is the responsibility of individual themed groups to take this forward.		
	Carry forward: Section 10		
25	Publicise information via the internet, intranet, leaflets, information in libraries, schools, community learning and development services to promote awareness of these services.	Policy & Development Officer, Diversity, relevant staff within departments	Ongoing
	Update: Information has been publicised via the Equality & Diversity webpages and distributed via libraries and schools, this will be carried forward into the Equality Scheme 2009-12.		
	Carry forward: Section 8, action 26		

	TASKS	ACTION BY	TIMESCALE
26	Maintain contact with BME communities, and groups including Asian Women's Group, Ethnic Minority Association, Gypsy Traveller Community, to identify any access problems and issues regarding provision of services	Policy & Development Officer, Diversity, relevant staff within departments	2008 onwards
	Update: Links with groups via relevant officers, also findings of Focus Group on Race December 2008 carried forward into Equality Scheme 2009-12.		
	Carry forward: Section 2		
27	Hold information sessions for BME community groups on Council services, using interpreters and other appropriate support where appropriate	Policy & Development Officer, Diversity, relevant staff within departments	As appropriate and in response to demand by groups
	Update: Session held on electoral processes/ citizenship in 2009. Will be carried forward as part of Consultation plan.		
	Carry forward: Section 2, Action 4		
28	Ensure that any Council publicity material portrays BME communities in a positive and non-stereotypical way	Corporate Communications, Policy & Development Officer, Diversity	2008 onwards
	Update: Incorporated into practice within Corporate Communications and taken forward into Equality Scheme 2009-12.		
	Carry forward: Section 8.8, Action 28		
29	Further investigate signing up to the Happy to Translate Logo subject to funding being available and evidence to support the benefits of membership of the scheme	Equalities Liaison Group, all departments, Policy & Development Officer, Diversity`	April 2009 onwards
	Update: Information on HTL circulated to departments, decision taken not to go ahead in 2008 due to cost in context of budget cuts. This can be looked at again though similar		

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	restrictions may apply.		
	Carry forward: Consider promoting interpreting and translation services in more pro-active way either via HTL or develop methods within WDC. Action 33.		

6. Arrangements for training staff

	TASKS	ACTION BY	TIMESCALE
30	Detail options for sustaining and developing Equalities Training Programme	Organisational Development Manager	February 2009
	Update: Equalities training is available for new staff via induction training and for existing staff via the online module and bespoke packages of training carried out on demand.		
	Carry forward: An equalities training plan will be developed. Action 21 & 22		
31	Further investigate possibility of a central training budget	Organisational Development Manager	February 2009
	Update: A central training budget is being looked at across the Council as a whole and not only in the context of equalities training.		
	Carry forward: Not being carried forward into the Equality Scheme 2009-12 as applies council wide.		
32	Strengthen monitoring systems across the Council to identify access to equality training, and other training	All Departments and Employment Equalities Officer	Ongoing
	Update: this has been achieved via the workforce management information system for those who apply for and get access to training.		
	Carry forward: Section 3.17		
33	Continue to identify any service specific training, particularly for frontline staff, via PDP and other mechanisms	All Departments, Employment Equalities Officer and Organisational Development Manager	Ongoing
	Update: Some as hoc equalities training sessions have been held for		

	TASKS	ACTION BY	TIMESCALE
	social work staff and skillseekers, including a race element and will be continued into the Equality Scheme 2009-12 via the training plan.		
	Carry forward: Section 7, Action 22		
34	Continue working with Corporate HR and OD on race equality and wider equality issues	Policy & Development Officer, Diversity Employment Equalities Officer and Organisational Development Manager	Ongoing
	Update: Working closely with relevant officers on training as noted above. Awareness sessions on Dignity at work to all staff and other relevant policies as required. Not specifically carried forward into the Equality Scheme 2009-12 though will be incorporated into training plan.		
	Carry forward: Action 22		

7. Employment

To monitor by racial groups to which they belong, the numbers of staff in post, applications for employment for training and promotion and the number of staff 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. The Council has to annually publish the results of this monitoring.

	TASKS	ACTION BY	TIMESCALE
35	Integrate equalities monitoring into the planned HR Management Information System to ensure that we meet our legal duties. Interim arrangements will continue until an integrated system is procured and operational	Employment Equalities Officer, HR System Project Manager, all departments	Mid 2009
	Update: Equalities monitoring has been integrated and will be incorporated into the HR Management System when it is rolled out in 2010. Interim arrangements have been set up and monitoring reports produced in 2008 and are being compiled for 2009. This is carried forward into the Equality Scheme 2009-12 as accomplished rather than as an action taken forward.		
	Carry forward: Section 3.17		
36	Continue to collate and analyse workforce monitoring information, identify any issues, investigate and formulate and suggest solutions, inform relevant officers (e.g. Head of HR and OD, Head of Policy and Performance) groups and committees (e.g. EDWG, CEGC and CMT).	Employment Equalities Officer, Development Officer, Diversity	Ongoing
	Update: An annual reporting cycle has been established, in November each year. This has been achieved and will be incorporated into the HR Management System.		
	Carry forward: Section 3.17		
37	Continue to provide face to face equalities induction training for all new	Organisational	Ongoing with

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	employees and extend to existing staff where possible, subject to approval by the Council and availability of resources	Development Manager	November Annual reports
	Update: As noted in section on Training above.		
	Carry forward: Action 21		
38	Further promote the online equalities training resource to all employees, particularly targeted at managers and supervisors and linked in with the PDP process	Employment Equalities Officer, Senior Organisational Development & Training Adviser, ELG	Ongoing
	Update: As noted in training section above.		
	Carry forward: Action 21		
39	Take steps to encourage BME 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. This includes forming close links with local partnership organisations, particularly Community Planning Partners involved in labour market and economic regeneration	Employment Equalities Officer, Human Resources Officer, recruitment and Selection	Ongoing
	Update: Steps have been taken via the recruitment portal and links with other agencies, such as the Ethnic Minority Enterprise Centre in Glasgow and the Bridges Project. The Council also signed a Local Employment Partnership Agreement with Jobcentre plus in April 2009.		
	Carry forward: These areas of work are carried forward into the Employment Section of the Equality Scheme 2009-12.		
40	Continue to ensure all procedures are consistent with the revised C.R.E. Race Relations Code of Practice in Employment	Human Resources Officer, recruitment, Employment Equalities Officer, and Selection, all departments	Ongoing
	Update: This has been achieved and included, through impact assessment		February 2010

	TASKS	ACTION BY	TIMESCALE
	of new and revised policies and will be sustained via the Specific organisation guidance for managers and employees on race.		
	Carry forward: section 3.6		
41	Ensure that job description and selection criteria are clear and explicit, and concentrate on competences, through revision of recruitment and selection procedures	Human Resources Officer, recruitment, Employment Equalities Officer	March 2009
	Update: Some revision has been carried out via the recruitment portal and there is further revision to be done in March 2010. No further actions to be carried forward.		
	Carry forward: Section 3.		
42	Inform all new employees including BME staff about any established networks and support groups such as the Equalities Liaison Group (ELG)	Organisational Development Manager (through induction training programme) Employment Equalities Officer through employment equalities intranet page	Ongoing February 2009
	Update: This is done via induction training. This is already included within the materials so there is no further action point to be taken forward into the Equality Scheme 2009-12.		
	Carry forward: Section 3		

	TASKS	ACTION BY	TIMESCALE
43	Re-investigate areas of work with the STUC's One Workplace, Equal Rights project	Employment Equalities Officer and Policy & Development Officer, Diversity and ELG	December 2009
	Update: A speaker attended the Equalities Liaison Group. An initial meeting has been held and the process is ongoing.		
	Carry forward: Engagement with Unions through the ELG group will continue		
44	Continue to use Integrated Impact Assessment Framework and develop a timetable for IIA of employment policies, linking in with list of priorities and functions in Appendix One	Employment Equalities Officer	December 2009 and ongoing
	Update: Impact Assessment of HR policies has been ongoing with assessment of several policies during the year and an ongoing programme to carry forward. No specific action point as embedded into policy review procedures.		
	Carry forward:		
45	Continue to contribute information and discussion to corporate working groups including EDWG and ELG, particularly in terms of employment equalities issues	Employment Equalities Officer and Policy & Development Officer, Diversity and ELG	Ongoing
	Update: Standing agenda items on Employment at EDWG and ELG meetings. This has been embedded into practice – no specific action point required.		
	Carry forward: Section 3.3		

	TASKS	ACTION BY	TIMESCALE
46	Carry out a further Employee Survey in 2009, which will gather further equality information about the workforce, and workforce confidence in the Councils approach to equality and diversity and comparisons can be made with the 2007 results	Organisational Development Manager, Communications & Marketing Manager, with Lead Officer Public Health	March 2009
	Update: The 2009 survey was carried out in May. The response rate improved from the previous survey and the results are due to be published during October. Next survey due 2011.		
	Carry forward: Section 3.19		

8. Education

	TASKS	ACTION BY	TIMESCALE
47	Establish a steering group to consider equalities issues in Education which will feed into corporate working groups such as the Equalities Liaison group and Equality and Diversity Working group	Quality Improvement Officer	September 2008
	Update: Achieved – Education Equality & Human Rights group set up October 2008. Not carried forward as been achieved.		
	Carry forward: The group has identified and is taking forward the Rights Respecting Schools Award (RRSA). Action 60		
48	Design an equalities training strategy for education staff	Education Equalities Group (EEG)	December 2008
	Update: Some work has been done on this and it will be carried forward into the Equality Scheme 2009-12. Training will be delivered within schools and the ICT module utilised as appropriate		
	Carry forward: Section 17.17. Action point 69		
49	Produce a parents' guide to equality and circulate to all parents of early years, primary and secondary pupils in schools	EEG	April 2009
	Update: This is being taken forward as part of the action plan for the Education Equality & Human Rights group and will be carried forward into the Equality Scheme 2009-12.		
	Carry forward: Section 17.13. Actions 65 & 66		
50	Ensure that all schools have an updated equality policy	EEG	June 2009
	Update: Copies of RES distributed within schools and consultation on		

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	Equality Scheme carried out. Quality measures will be established and monitored in schools and the RRSA will assist, with schools having the option to opt in. Not carried forward into Single Scheme 2009-12.		
	Carry forward:		
51	Circulate the corporate race equality scheme to all schools	EEG	December 2009
	Update: RES has been distributed to all schools. Not carried forward into Single Scheme 2009-12.		
	Carry forward:		
52	Support schools to promote equality, eliminate discrimination and promote good relations between different racial groups	QIO Team	Ongoing but by June 2111
	Update: Progress has been made via the Education Equality & Human Rights group. This will be carried forward via the RRSA.		
	Carry forward:		
53	Ensure that all Education policies are subject to integrated impact assessment	Heads of Service and QIO Team	June 2009
	Update: Several impact assessments have been carried out during the year and a target of 5 set for the next year. Carried forward into Equality Scheme 2009-12.		
	Carry forward: Section 17.16, Action 68		
54	Work with the Corporate Policy Unit and via the Education Equalities Steering Group towards an overall equalities approach including race equality and the other equalities strands	QIO	Ongoing
	Update: Progress has been made in working corporately on equalities. The Education Equalities Steering Group has developed an action plan. The		

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	RRSA was identified and plans are being made to implement the pilot. This will be the key vehicle for taking forward the equalities agenda in Education.		
	Carry forward: Action 60		

