

SOUTH DERBYSHIRE DISTRICT COUNCIL

RACE EQUALITY SCHEME

YEAR-END REPORT (DECEMBER 2004)

Background to the Race Equality Scheme

The purpose of the Race Equality Scheme is to show how South Derbyshire District Council aims to fulfil its duties under the Race Relations (Amendment) Act 2000.

Our Statutory Duties

The Council has had the following general duties under the Race Relations Act 1976,

- to eliminate unlawful discrimination
- to promote equal opportunities
- to promote good relations between people from different racial groups.

There is now a further, specific duty for the Council, under the Race Relations (Amendment) Act 2000. This is to prepare and publish a Race Equality Scheme, summarising the Council's approach to race equality and our corporate aims. The scheme also has to say how we plan to carry out the individual parts of the specific duty:

- by examining our services to decide which are most relevant to race equality
- by assessing and consulting on the likely impact of our proposed policies on the promotion of race equality
- by monitoring our policies for any adverse impact on the promotion of race equality
- by publishing the results of such assessments and consultation
- by ensuring public access to information and our services
- by training our staff on race equality issues.

The Council also has a specific duty to monitor, by reference to the racial groups to which they belong, the numbers of:

- staff in post
- applicants for employment, training and promotion
- staff who receive training, benefit or suffer detriment from performance assessment procedures, are involved in grievance or disciplinary procedures, or cease employment with the Council, and,
- to publish the results of that monitoring annually.

The Year in context

In October 2003 the Council approved and adopted a revised Equality and Diversity Policy Statement to take account of both current and proposed legislation and national guidelines. The Statement reflected the framework provided by the Equality Standard for Local Government in assisting to mainstream equalities into service delivery and employment in all aspects of the Council's work.

Corporate officers' Equal Opportunities & Diversity Action Group chaired by the Deputy Chief Executive was established. The Equal Opportunities & Diversity Action Group considered and approved a draft Race Equality Scheme, where each department had carried out a priority based assessment of its functions and policies, on the basis of which departmental action plans were produced for inclusion in the draft scheme

Following Equal Opportunities & Diversity Action Group approval, the draft Race Equality Scheme was submitted for consultation within the Council and throughout the wider community of South Derbyshire. For example, Elected Members, Staff, Trade Unions, Local Partners and other relevant organisations.

Responses from the consultation exercise were then incorporated into an amended draft Race Equality Scheme, which was then duly approved and adopted by the Council in December 2003.

The main challenge during the first year was putting a considerable amount of time and effort in getting the Race Equality Scheme up and running.

Detailed consideration was given to the provision of a comprehensive training programme for Staff and elected Members, as well as establishing mechanisms for incorporating the Equality and Diversity Policy Statement and the Race Equality Scheme into corporate strategies and service plans, through progressive action plans and ongoing monitoring, review and community involvement.

The Council continued to demonstrate its' commitment to equalities and diversity issues by appointing Councillor Isham as the Members' "Equalities and Diversity" Champion in February 2004.

By March 2004, a commitment was made to make progress on the five levels of the "Equality Standard for Local Government" along with the establishment of a "Values & Attitudes" Advisory Forum.

The inaugural meeting of the "Values & Attitudes" Forum was held in July 2004. Membership of the Forum consists of representatives from various specialist 'Interest' Groups. Currently, steps are being taken to ensure the inclusiveness of the Forum.

In April 2004, Level 1 of the Equality Standard was achieved and duly verified by the District Auditor.

The progress identified below represents the first year of monitoring the Council's Race Equality Scheme Action Plan.

Achievements

Action	Outcomes
Provide suitable awareness training and guidance.	<p>Awareness training has been provided to Staff, Elected Members.</p> <p>The Council's Induction training programme has been amended accordingly.</p>
Publish corporate guidelines on the provision of interpretation services and ensuring that all published information / literature meets the needs of the Black & Minority Ethnic (BME) groups within the community	<p>Draft guidelines have been produced for consultation purposes.</p> <p>Monitoring arrangements are now in place.</p>
Introduce procedures that help develop a workforce whose diversity reflects the local community, subject to the over-riding position that recruitment and selection will always be based on merit.	Complete.
Ensure that National and Local Performance Indicators relating to	Systems are in place for actively monitoring targets set.

equality and diversity issues are monitored and formally reported	Performance is reported in the Best Value Performance Plan
Develop mechanisms for recording racial incidents.	Monitoring systems are now in place.
Review of all Human Resource policies and procedures in relation to employment terms and conditions to ensure that they are fair and comply with relevant legislation and Codes of Practice	A programmed review of employment policies and procedures is underway
Ensure that national performance indicators relating to equality and diversity issues are monitored and formally reported	Performance is monitored and formally reported in the Best Value Performance Plan
Review procedures for the allocation of grants to the Voluntary & Community Sector	All Groups requesting funding or grants will be requested to produce a copy of their Equal Opportunities Policy.
Review the consultation process and procedures (as appropriate) by seeking support and advice from Black & Minority Ethnic groups	Values & Attitudes Forum established. A number of issues being explored.

Unfinished Tasks

Action	Reasons
Introduce steps to address any under return of electoral registration forms from Black & Minority Ethnic communities	Position is currently being evaluated
Ensure that equality and diversity issues are built into the Council's Performance Management and Policy Development Frameworks.	Due to lack of resources and other priorities, this will now be reviewed as part of the development of the new theme based Race Equality Scheme Action Plan
Review procedures to ensure compliance with the "Centre for	A review of procedures has been undertaken, resulting in the publication

Sheltered Housing Studies" Code of Practice	of a "Wardens Manual" Accreditation of the procedures is to be undertaken in March 2005
Introduce a system to monitor housing applications, selections and offers of property	Proposals are being developed
Ensure that all tenders and partnerships entered into , comply with equality and diversity issues	Due to lack of resources and other priorities, this will now be reviewed as part of the development of the new theme based Race Equality Scheme Action Plan
Carry out review of access to public buildings, to asses the need for improved signage and facilities to meet the needs of the local Black & Minority Ethnic community	Due to lack of resources and other priorities, this will now be reviewed as part of the development of the new theme based Race Equality Scheme Action Plan
Demonstrate in Final reports how equality and diversity issues have been addressed	To be addressed in the production of corporate guidelines
Encourage active involvement of Black & Minority Groups in "Friends of" groups. Monitor attendance/involvement of Black & Minority groups at events and ensuring that entertainment and sports development programmes reflect the Black & Minority mix of the area	Due to lack of resources and other priorities, this will now be reviewed as part of the development of the new theme based Race Equality Scheme Action Plan
Ensure that projects are developed and delivered with sensitivity to equality issues	Due to lack of resources and other priorities, this will now be reviewed as part of the development of the new theme based Race Equality Scheme Action Plan

Performance Indicators and Targets

Best Value Performance Indicators

BVPI No.	Detail	Actual 2002/03	Target 2003/04	Actual 2003/04	Target 2004/ 05
2a	Level (if any) of the Equality Standard for Local Government to which the Authority conforms?	0	1	1	2
2b	The duty to promote race equality	New indicator / No target set	New indicator / No target set	36.8%	45.0%
11b	The percentage of top 5% earners from Black & Minority Ethnic (BME) communities ^{Note 1}	0%	0.1%	0% Note 2	5.5%
17a	The percentage of local authority employees from BME communities	0.7%	1.0%	0.3% Note 2	0.9%
17b	The percentage of the economically active BME community population in the authority area ^{Note 3}	2.6%.	2.6%.	2.6%.	2.6%.
74	Satisfaction of tenants of council housing with the overall service provided by their landlord: All tenants	No data collected	86.0%	87.0% (C.I = +/-1.7%) Note 4	No target set
74a	Satisfaction of tenants of council housing with the overall service provided by their landlord: BME tenants	No data collected	86.0%	50.0% (C.I = +/-40%)	No target set
74b	Satisfaction of tenants of council housing with the	No data collected	86.0%	87.0% (C.I = +/-1.8%)	No target set

	overall service provided by their landlord: None BME tenants				
75	Satisfaction of tenants of council housing with the opportunities for participation: All tenants	No data collected	75.0%	77.0% (C.I = +/-2.4%)	No target set
75a	Satisfaction of tenants of council housing with the opportunities for participation: BME tenants	No data collected	75.0%	100.0%	No target set
75b	Satisfaction of tenants of council housing with the opportunities for participation: None BME tenants	No data collected	75.0%	77.0% (C.I = +/-2.4%)	No target set
164	Does the authority follow the Council for Racial Equality's Code of Practice in rented housing and follow the good practice standards for social landlords on tackling harassment included in the Code of Practice for Social Landlords: Tackling Racial Harassment	No	Yes ^{Note 5}	No	Yes
174	The number of racial incidents recorded by the Authority per 100,000 population. ^{Note 6}	No data collected	2.0	No data collected	2.0
175	The percentage of racial incidents that resulted in further action. ^{Note 6}	No data collected	50.0%	No data collected	50.0%

Local Indicators

Detail	Total Number of Employees 03/04	Actual BME %age of total 03/04
The composition of the existing workforce by ethnicity	334	0.3%
Recruitment ^{Note 7}	42	0%
Promotion (includes assimilation to a higher grade) ^{Note 7}	5	0%
Grievance & Disciplinary (includes capability) ^{Note 8}	12	0%
Training & Personal Development Review ^{Note 9}	1	100%
Exit interview	1	100%

Notes

- 1 Classification of BME groups used in the 2001 census are as follows:
Mixed - White & Black Caribbean, White & Black African, White & Asian, Other mixed, **Asian or Asian British**, Indian, Pakistani, Bangladeshi, Other Asian, **Black or Black British**, Caribbean, African, Other Black Chinese or other - Chinese, other ethnic group
- 2 Employing one person at senior management level equates to 6%
- 3 Data based on 2001 Census.
- 4 The Confidence Interval (C.I) shows the level of confidence that we can have in the findings taking into account, the number of people answering the question. For example, for the "*satisfaction of tenants of council housing with the overall service provided by their landlord: All tenants*", the satisfaction level is 87% with a Confidence Interval of + / - 1.8%.

This means that had we surveyed the entire council tenant population, we can be 95% confident that the result would have been between 85.2% and 88.8% (in other words, 1.8 percentage points either side of 87%)
- 5 Now prioritised within the Housing Services' Service Plan.
- 6 System to monitor incidents established. In the absence of historical data, targets are based on incident levels in neighbouring areas.

- 7 All appointments are made in accordance with the Recruitment & Selection Procedures, and the Equalities and Diversity Policy. Positive advertising undertaken via links to BME community web-sites
- 8 Only grievances raised under the Council's formal procedure are included.
- 9 Based on employee training and development information returned to the Human Resources Division

Emerging issues

In the context of Section 71 of the Race Relations (Amendment) Act 2000, and the Equality Standard for Local Government, the Council has to undertake Equality Impact Assessments.

The main purpose of an Equality Impact Assessment is to determine the extent of differential impacts have upon relevant groups, and in turn whether that impact is adverse on groups or individuals in relation to one or more of equality categories (such as gender, disability, sexual orientation, age, religious belief etc.)

If it is decided that any policy has an adverse impact, the Council must consider alternative policies, which more effectively achieve the promotion of equality of opportunity, or measures that might be employed to mitigate the adverse impact.

Lessons learnt

1. During the first year of monitoring the Race Equality Scheme Action Plan, a considerable time and effort was spent in getting the scheme "up and running."
2. Too many "unrealistic" departmental targets were set, which fragmented the process. In the future, there is a need to simplify the process by setting a small number of theme based actions which are Specific, Measurable, Attainable, Reasonable and Tangible(S.M.A.R.T.)
3. The composition of the Equal Opportunities & Diversity Action Group to be reviewed, in light of recent changes to the organisational structure.
4. The need to develop linkages into Service Plans and ensuring that monitoring is concurrent. Race equality issues need to be 'mainstreamed' into the delivery of services.
5. The need to develop closer working relationships with Black & Minority Ethnic groups, in order to set local performance targets and service delivery standards.

6. In order to promote the wider equality agenda, there is a need in the longer term to subsume the Council's Race Equality Scheme within a Corporate Equality Plan

SOUTH DERBYSHIRE DISTRICT COUNCIL

RACE EQUALITY SCHEME

ACTION PLAN 2005/08

PROPOSED PROJECT BRIEF

Purpose

The purpose of the brief is to

- Determine the format of the Council's Race Equality Scheme Action Plan
- Set out the milestones for the preparation of the Race Equality Scheme action plan, consultation and implementation

Format

The Action Plan will cover the 3 year period from April 2005 to March 2008, and will be rolled forward annually.

The action plan will be based on a small number of priority themes. The possible themes are as follows:

- **Impact assessment** -policy proofing of proposed and existing Council policies, plans and strategies
- **Communication**- written, verbal, e-government etc
- **Members and Employees** - training and development, recruitment and retention
- **Leadership** - within the organisation, within the community
- **Service delivery and standards**- mainstreaming equality and diversity issues
- **Performance management** - Local and national targets

The themes will be subject to consultation.

Resources may not allow the Council to do everything it would like to do. Therefore, priorities will have to be set in consultation with the respective stakeholders, including the Values and Attitudes Forum.

ARRANGEMENTS FOR PRODUCING THE RACE EQUALITY SCHEME ACTION PLAN 2005/08

The Race Equality Scheme Action Plan will be developed via the corporate Equal Opportunities and Diversity Action Group.

The milestones for producing the Race Equality Scheme Action Plan 2005/08 are outlined in the table below:

Milestone	Date
Agree brief	November 2004
Discuss themes with Members and the Values & Attitudes Forum	November / December 2004
Prepare draft Race Equality Scheme Action Plan	Late December 2004
Consultation on draft Race Equality Scheme Action Plan	Early January 2005
Amended draft Race Equality Scheme Action Plan to be considered by EODAG and Values & Attitudes Forum	January /February 2005
Amended draft Race Equality Scheme Action Plan to be considered and finalised by Finance & Management Committee	February 2005
Draft Race Equality Scheme Action Plan to be finalised at Council	March 2005
Implementation of Race Equality Scheme Action Plan	April 2005