



Equality Impact Assessment Screening of Functions and Policies

Dundee City Council started the screening process of its policies and functions with the assumption that all of its policies could potentially have adverse impact on equality groups.

The tables below describe the outcomes of this screening process, which is explained in full in our Equality Impact Assessment Toolkit. This is available by following the link www.dundee.gov.uk/equanddiv and clicking on policy.

The process has identified priorities for equality impact assessments and service action plans for the next three years and have been used to inform the action plans in each of our equality schemes.

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DEPT: ECONOMIC DEVELOPMENT													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Airport													
Check in process			L					L	Complies with Department of Transport and Airline standards		ER		
Handling agent for airlines			L					L	No potential for anti discriminatory practice		ER		
Scheduled service - Access Policy			L					L	Adverse impact previously mitigated		ER		
Security screening/searches			L					L	Complies with Dept of Transport standards		ER		
Tourism Function			L					L	Staff appropriately trained		ER		
Business Development & Marketing													
Dundee International Book Prize			L					M	Documentation could be improved to highlight existence of Dundee Translation Unit	4	SP	Karin Johnston	2007
City of Discovery Funding/Event Project Proposal			L					M	Documentation could be improved to highlight existence of Dundee Translation Unit	4	SP	Karin Johnston	2006
Convention Bureau Funding			L					L	No potential for anti discriminatory practice		ER		
Dundee Development Grant			M					M	The policy relies on the discretion of the advisor and therefore vulnerable to potential discriminatory practices, terms and conditions to be reviewed	4	SP	Stan Ure	2007

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Enterprise Advice Project Client Contact form (establishing eligibility and information gathering)			L					L	No potential for anti discriminatory practice		ER		
Enterprise Advice Project Promotional Literature			L					M	Documentation could be improved to highlight existence of Dundee Translation Unit	4	SP	Eric Peebles	
Enterprise Advice Project Terms of Reference (Kickstart)			L					L	Low Relevance		ER		
Locate Dundee Signposting brochure			L					L	Low Relevance		ER		
Locate-dundee bio properties			L					L	Low Relevance		ER		
Overseas Market Development Grant			L					L	Low Relevance		ER		
Tayscreen Scotland			L					L	Low Relevance		ER		
City Centre Management									Low Relevance		ER		
Dundee City Centre Action Group Business Plan			L					L	Low Relevance		ER		
CCAG Retail PR Strategy			L					L	Low Relevance		ER		
City Centre Ambassadors			L					L	Low Relevance		ER		
City Centre Event Management and Marketing			L					L	Low Relevance		ER		
Continental Market			L					L	Low Relevance		ER		
Craft Markets Terms and Conditions			L					L	Low Relevance		ER		
Dundee Coordinated Anticrime Network			L					L	Low Relevance		ER		

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Farmers' Markets Terms and Conditions			L					L	Low Relevance	ER			
Property Management & Development									Low Relevance	ER			
Acquisition/Disposal of land/buildings			L					L	Low Relevance	ER			
CCTV			L					L	Low Relevance	ER			
Energy Procurement			L					L	Low Relevance	ER			
Letting Procedures			L					L	Low Relevance	ER			
Long Term Estates Management			L					L	Low Relevance	ER			
Missives of Let			L					L	Low Relevance	ER			
Provisional offer of let			L					L	Low Relevance	ER			
Rent Review			L					L	Low Relevance	ER			
Sale of additional garden ground			L					L	Low Relevance	ER			
Policy and Information									Low Relevance	ER			
Community Economic Development Plan 2005 - 2007			L					L	Low Relevance	ER			
Economic Development Plan 2005 - 2007			L					L	Low Relevance	ER			
Local Employment Action Plan 2005 - 2007			L					L	Low Relevance	ER			
Working For Families Childcare Subsidy Fund Guidelines			L					L	Low Relevance	ER			

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Working For Families Crisis Funding Guideline			L					L	Low Relevance		ER		
Working For Families Guidelines for Childcare Subsidy Funding Individual			L					L	Low Relevance		ER		
WfF promotional Literature			M					M	The requirement for translation of materials will be assessed once a minority ethnic link worker has been employed	4	Review	Diane Milne	2006
Administration and Directorate Services													
Council House Sales - Admin Function			L					L	Conforms to Council policy and processes				
Creditors Function			L					L	Conforms to Council policy and processes				
Debtors Function			L					L	Conforms to Council policy and processes				
Payroll Function			L					L	Conforms to Council policy and processes				
Personnel Function			L					L	Conforms to Council policy and processes				
Purchasing Function			L					L	Conforms to Council policy and processes				
Secretarial/Keyboard Support Function									No potential for anti discriminatory practice				

DEPT: IT													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Recruitment Sickness Absence	L L	L L	L L	L L	L L	L L	L L	L L	Update from Personnel	4/6 4/6	ER ER		
IT Installation & Implementation Procurement Installation	L L	L L	L L	L L	L L	L L	L L	L L			ER ER		
IT Support(Hardware, Desktop & Software Service Desk Facility Attendance of Reported Faults Repairs of Faulty Equipment	L L L	L L L	L L L	L L L	L L L	L L L	L L L	L L L			ER ER ER		
IT Training Course Design Course Bookings Course Presentation	L L L	L L L	L L M	L L L	L L L	L L L	L L L	L L M	Impact for sensory impaired people	4,5/6	ER ER ER		
IT Software System Design (incl.Web Site) System Development System Implementation	L L L	L L L	M L L	L L L	L L L	L L L	L L L	M M L	Impact for sensory impaired people	4,5/6 4,5/6	ER ER ER		
It Operations General Operations Distribution	L L	L L	L L	L L	L L	L L	L L	L L			ER ER		

DEPT: CONTRACT SERVICES													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGB T	OFF	REL	RACE					
Housing Repairs and Maintenance Housing Refurbishment and Planned Works	L	L	M	L	L	L	L	M	While there is strong evidence from tenants' satisfaction surveys that DCS tradesmen are seen as helpful and polite there is no evidence that they are aware of the needs of equality groups. 1) DCS to work jointly with Housing to assess impact of communication methods on different groups 2) Train / develop employees on diversity awareness	1,2 & 3	FIA	B Patrick	April 2006
Other Council Property Repairs & Maintenance	L	L	L	L	L	L	L	L	1) Train / develop employees on harassment policy	1,2,3 & 6	SP	B Patrick	April 2006
Grounds Maintenance	L	L	L	L	L	L	L	L	Less direct contact between employees and service users but visual amenity for whole community	5,6			
Vehicles Maintenance	L	L	L	L	L	L	L	L	Little direct contact with users other than via MOT and taxi testing	6			

DEPT: EDUCATION													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Early Years			L	L				M	needs to address the continuing low uptake of services by minority ethnic groups	2,4,6	SP	C Riach	2005-08 planning cycle
Dundee Early Years and Childcare Plan			L	L				L	customised from National Framework		ER		
Improving the quality of Early Years services (3 -5) in Dundee			H	H				H	linked to National Curriculum Framework which is currently under review	All	FIA	C Riach	Review following publication of National Guidance
Early Years and Childcare Training strategy			H	H				H	need to review accessibility to all groups	2,4,6	FIA	C Riach	Next strategy June 2006
Sure Start Strategy & Implementation			L	M				M	need to review accessibility to all groups	2,4,6	FIA	C Riach	Next strategy June 2006
Admission to Nursery Education			M	M				M	continued need to support access and inclusion of all	All	SP	C Riach	Annual Guidance - prepared April 2006
Guidelines for the use of pre-school education Grant Application forms for places in private/voluntary sector nurseries			L	L				M	investigate parental language barriers	2,4,6	SP	C Riach	May 2007

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Improving the Quality of Out of School Care			H	H				H	uptake by minority groups access by young people with complex support needs	1,2,6	FIA	C Riach	current strategy reviewed by August 2007
Provision For Primary Education													
School Attendance Initiative			L	L				L	adverse impact previously mitigated	4 (language)	ER	J Collins	
Guidelines on enrolment & Placing Request procedure in Primary Schools			L	L				M	no mention of additional support needs affecting transfers additional information required on application form	6	SP	L Wighton	June 2007
Provision Of Secondary Education													
Guidelines on P7/S1 transfer & Placing Request procedure in Secondary Schools			M	L				M	no mention of additional support needs affecting transfers additional information required on application form	6	SP	L Wighton	June 2007
Guidelines on Work Placements			L	L				L	adverse impact previously mitigated	6	ER	G Stevenson	February 2006
Revised Strategy for 5 -14 in S1/S2			M	L				H	requires review in light of Curriculum for Excellence Review	1,2	FIA	G Taylor	March 2007
Presentation and Assessment Guidelines - New National Qualifications			L	L				M	needs to be cross referenced with Support for Learning policy needs to recognise qualifications in addition to SQA for families new to English	2	SP	D McVean	April 2007

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Provision Of Special Education													
Integrated Community Schools			L	L				L	adverse impact previously mitigated	6,7	ER	J Collins	
All Schools													
Procedures for dealing with concerns, enquiries and complaints			M	L				M	no mention of translation or language or what to do in case of racist incident need to acknowledge these in procedural document procedures need to be in Plain English and understandable to all leaflet should be revised	4,5,6	SP	S Weston	September 2007
Guidance on the administration of medication during the school day			L	L				L	recently reviewed in partnership with NHS	1,4	ER	A Millar	October 2007
Guidelines on Religious Observance (draft)			L	L				L	contains reference to overarching Equality Policy which is to be built up Parent leaflet will be issued in community languages	4,5	ER	D Johnstone	December 2005
Acceptable Use policy for computers			L	L				L	adverse impact previously mitigated		ER	P Clancy	
Anti-bullying + anti-racist policy and guidelines (bullying part only)			H	H				H	no reference to monitoring proforma is not relevant to all no reference to more recent threats through mobile phones etc.	2,3	FIA	J Collins	August 2007

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Education at Home			M	L				M	some difficulties with language used to communicate to parents about this policy disabled and SEN parents not specifically catered for acknowledgement of different cultural expectations required	4,5,6	SP	J Collins	September 2008
Policy on Exclusion from school			L	L				L	adverse impact previously mitigated	2,3	ER		
Child Protection Guidelines			L	L				L	adverse impact previously mitigated	1,6	ER		
Physical Intervention Policy			L	L				M	Needs to address cultural differences regarding physical contact	5,6	SP	J Collins	
Curricular Policies													
5 -14 Improving Mathematics			M	M				L	no reference to differences in attainment patterns and learning styles needs more references to involving parents	3,5	SP	QIO	September 2007
5 -14 ICT			L	L				L	adverse impact previously mitigated		ER		
5 -14 Social Subjects			L	L				L	adverse impact previously mitigated		ER		2006
5 -14 Expressive Arts (draft)			M	L				L	needs to address issues relating to visual and hearing impaired pupils and cultural sensitivities before final policy is agreed	1,2	SP	L Waghorn QIO	October 2005
5 -14 Modern Languages (draft)			M	M				L	need to include reference to Community languages	1,2	SP	G Taylor QIO	will be included before final version is produced

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Sustainability Policy Statement			L	L				L	adverse impact previously mitigated		ER		
Synthetic Phonics			L	L				L	adverse impact previously mitigated	1,2,3,6	ER		
Learning Together in Dundee			L	L				L	adverse impact previously mitigated		ER		
Assessment 3 -14 policy Guidelines (to be inc. in LtiD)			M	M				M	to be revised in light of National Guidance and included in LTiD documentation	All	SP	G Taylor Assessment Co-ordinator	August 2007
Drug Education based on Being Well Doing Well			L	L				L			ER		
Dealing with drug related incidents			L	L				L	adverse impact previously mitigated		ER		
School Improvement													
A revised Quality Improvement Strategy for schools			M	M				M	does not promote consultation to elicit views from equality groups	5	SP	G Taylor	April 2006
School Development Planning			L	L				M	not currently user friendly software format for sharing with staff and parents	4,5	SP	G Taylor	March 2006
A report on Standards and Quality in education			L	L				L	adverse impact previously mitigated		ER		
Improving Pupil Achievement			M	M				M	needs more reference to the involvement of parents of ethnic minority pupils and access to curriculum in first language needs reference to monitoring of attainment needs more explicit reference to boys' attainment, recognition of needs, celebration of diverse achievement,	1,5,6	SP	D Johnstone	August 2006

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Professional Support			L	L				L	Professional Support G		ER		
Head Teacher Review			L	L				L	Head Teacher Review		ER		
Involved and Informed			L	L				L	Involved and Informed S		ER		
Provision For Additional Support Needs													
Bilingual Pupil Support Policy and Practice			M	M				H	needs to be reviewed in conjunction with Support for Learning Policy	6	FIA	J Collins	August 2006
Support for Learning in Dundee (A Manual)			H	H				H	training only available in English need to survey families to see how satisfied they are with support need development opportunities to help families to support pupils in learning	6,4,5	FIA	J Collins	August 2006
The Education of Children who are 'Looked After' by the Local Authority			M	L				M	Data needed on ethnic background of LAC & Young People Forms need to have reference to name/preferred name, disability, first language etc.	3,6	SP	J Collins	August 2008
Supporting pupils with social, emotional, behavioural difficulties			H	M				M	Needs to be revised	3,6	FIA	Jim Collins	August 2008
SEBD Stage 5 Options			H	M				M	Needs to be revised with above	3,6	FIA	J Collins	August 2008
Policy statement on dyslexia			L	L				L	inclusive practice	1,2,3	ER		

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Code of practice for the Home/School transport of children with additional support needs			M	M				M	Escorts/drivers should undertake training in diversity and equality consider cultural issues which might impact on transport policy Forms need to be revised as above	1,6,5	SP	J Collins	September 2008
Individualised Education Plans			M	L				L	need to re-consider for autistic young people	1,2,3	SP	C Flynn	June 2008
Promotion Of Equality													
Equality Action Scheme			L	L				L	revised within normal timescales	1,2,3	ER	L Ferry	
Race Equality Policy			L	L				L	revised within normal timescales	1,2,3	ER	L Ferry	
Accessibility Strategy			L	L				L	to be reviewed in accordance with nationally framed timelines	1,2,3	ER	J Gibson	
Physical Access - Good Practice Guide			M	L				L	consider needs of hearing impaired	1,2,3,	SP	J Gibson	June 2007
Service Plans And Procedures													
Home School Support Service													
HSSS Individual planning and review			H	L				M	review in light of current legislation	4,5	FIA	S Faichney	July 2008
General Support Services													
Review of Support Staff G			L	L				L	adverse impact previously mitigated	4,5,7	ER		

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Staffing													
Review of Teaching Staff G													
Guidelines on dealing with complaints/allegations made against teachers (DNCT/2)			L	L				L	adverse impact previously mitigated	4,5,7	ER		
Procedures for dealing with breaches of Discipline and substandard work performance (DNCT/2)			L	L				L	adverse impact previously mitigated	7	ER		
Job Sharing scheme for teaching staff			L	L				L	adverse impact previously mitigated	7	ER	S Weston	
Request for leave of absence guidelines			L	L				L	adverse impact previously mitigated	7	ER	S Weston	
Disclosure of criminal convictions of those with access to children			L	L				L	adverse impact previously mitigated	7	ER	S Weston	
Violence against Staff G			L	L				L	adverse impact previously mitigated	7	ER	S Weston	
Sickness absence procedures for teaching staff			L	L				L	adverse impact previously mitigated	7	ER	S Weston	
Grievance procedure for teachers and APT&C			L	L				L	adverse impact previously mitigated	7	ER	S Weston	
Allegations Against Teachers			L	L				L	adverse impact previously mitigated	7	ER	S Weston	
									adverse impact previously mitigated specific policy which deals with teachers , other policies deal with other aspects of allegations	All	ER	S Weston	will have undergone normal review by August 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Finance									adverse impact previously mitigated	All	ER		
Council Financial Regulation and Tender Procedures			L	L				L	adverse impact previously mitigated	All	ER		
Policy Statement & Operating Guidelines for Sponsorship & External funding for schools and services			L	L				L	adverse impact previously mitigated	All	ER		
Devolved School Management (DSM) scheme			L	L				L	adverse impact previously mitigated	All	ER		
DSM related Property			L	L				L	adverse impact previously mitigated		ER		
School Board Finance Section			L	L				L					
Administration													
Administration manual on intranet			L	L				L	under constant review	All	ER		
Use of schools outwith normal hours - Guidelines for users			M	M				H	to be reviewed within 3 years	All	FIA	S Weston	August 2008
Property & Support Services													
Revised guidelines for school trips			M	L				M	fails to give guidance for ethnic minority or disabled groups	1,4,6	SP	A Sayer	June 2006
Recreational swimming policy			M	M				M	review arrangements for Muslim women	6	FIA	A Sayer	August 2006

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Working at height			L	L				L	guidance based on corporate policy	2	ER		
Lone working			L	L				L	guidance based on corporate policy	2	ER		
Education for Work and Enterprise			L	L				L	adverse impact previously mitigated	1	ER		
Work experience Guidelines			L	L				L	adverse impact previously mitigated	1	ER		
Corporate Infection Control Policy C													
Clinical Waste procedures									corporate H& S toolkit Ed Dept H&S				
Health and Safety Policy (in development)									corporate H & S toolkit Ed Dept H & S (section 9a/b)				
Schools First Aid Policy									corporate H & S toolkit Ed Dept H & S				
Manual handling									corporate H & S toolkit Ed Dept H & S				
Fire evacuation procedures including those for less able bodied personnel									corporate H & S toolkit Ed Dept H & S				
Risk Assessment Guidelines									undertaken annually by contractor				
Procedures for Emergency Property Related matters inc bomb threats and evacuation procedures									corporate H & S toolkit Ed Dept H & S				
Fire Appliance Maintenance									undertaken annually by contractor				

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Security Measures at School Buildings G			H	L				L	needs to be reviewed to ensure compliance with Disability Act	All	FIA	D Currie	October 2006
Access control			L	L				L	Ed Dept H & S	All	ER	D Currie	
Portable Appliance testing			L	L				L	Ed Dept H & S	All	ER	D Currie	
Hungry for Success N			L	L				L					
Outdoor Activity Guidelines C			L	L				L					
School Crossing Patrollers			L	L				L	corporate procedures within ROSPA framework	All	ER	M Quinn	
Facilities Staff			L	L				L	corporate procedures used	All	ER	M Quinn	

DEPT: FINANCE GENERAL													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AG E	DEP	DIS	GE N	LGB T	OFF	REL	RACE					
Exchequer Services	L	L	L	L	L	L	L	L			ER		
Internal Audit	L	L	L	L	L	L	L	L			ER		
Insurance Risk	L	L	L	L	L	L	L	L			ER		
Accounting and Budgeting	L	L	L	L	L	L	L	L			ER		
Financial Advice Services	L	L	L	L	L	L	L	L			ER		
Payroll	L	L	L	L	L	L	L	L			ER		
Purchasing	L	L	L	L	L	L	L	L			ER		
Sales Ledger	L	L	L	L	L	L	L	m	Large print available, but no translation information on invoices	4	SP	B.Fleming	June 2006

DEPT: FINANCE REVENUES													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Council Tax billing and collection	L	L	L	L	L	L	L	M	Council Tax Demands and notices do not have plain English award or reference to Dundee Translation Unit Services where English is not the 1 st language.	4	SP	J Kopel	December 2006
Housing Benefit & Council Tax Benefit determined and awarded	L	L	L	L	L	L	L	M	Some documentation issued does not have plain English award or reference to ethnic minority languages	4	SP	J Kopel	December 2006
1 st contact service to public in respect of Council Tax and Housing Benefit	L	L	L	L	L	L	L	L	All front line staff have undertaken diversity training		ER		
Non Domestic Rates billing and collection	L	L	L	L	L	L	L	M	NDR demand notices and reminders do not have plain English award or reference to Dundee Translation unit Services	4	SP	J Kopel	December 2006

DEPT: HOUSING													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Access to Services:													
standard letters	H	L	H	L	L	L	L	H	Not all letters have up to date translation service. (NB. Full use of this on all letters, etc. is an offer to provide the service free of charge to the service user. This has potentially significant implications for departmental budgets, which must be addressed.) Also letters from IT system cannot be produced in large print.	1, 4 & 6	SP	J Wolstencroft	April 2006
appeals procedure	M	M	M	M	M	M	M	M	Equality proofing to be done as part of policy development.	1-6	SP	J Wolstencroft	December 2005
tenant handbook	M	M	M	M	M	M	M	M	Equality proofing to be done as part of development of handbook.	1, 4 & 6	SP	J Wolstencroft	March 2006
Complaints procedure	M	M	M	M	M	M	M	M	Equality proofing to be done as part of policy development.	1-6	SP	J Wolstencroft	December 2005
welcome pack	L	L	L	L	L	L	L	L	Recently reviewed.	1, 4 & 6	ER		December 2008
customer care standards	M	L	M	L	L	L	L	M	Review as part of Corporate "Customer First" agenda.	1-6	SP	J Wolstencroft	To be determined by corporate timetable
info leaflets	M	M	M	M	M	M	M	M	Format reviewed 2005, contents of various leaflets to be reviewed as part of contact centre development.	4&6	SP	J Wolstencroft	December 2006

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Strategic Planning and Development:													
Equality Monitoring Framework	M	M	M	M	M	M	M	M	Housing specific monitoring and performance indicators will be established through screening and impact assessment and through policy reviews already underway or programmed. These are identified elsewhere in this document.	1-6	SP	J Wolstencroft	See time scales for individual action items.
Building Equalities Assessment into policy and procedural review	M	M	M	M	M	M	M	M	An on-line directory of policies and procedures will be developed. This resource will include guidelines on good practice and hyper-links to Equality assessment tools.	1-6	SP	J Wolstencroft	December 2006
Development and Regeneration Strategy:													
At risk policy								H	May discriminate indirectly as no reference to race in the procedures.	1,3,5 & 6	SP	N Farquharson	December 2006
HRU demolition procedures								H					
Redevelopment procedures								H					

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Private Sector Grants:													
Grants procedures	M	M	M	M	M	M	M	M	Ethnicity & disability information is gathered but neither recorded nor monitored. There is an outstanding proposal to include this information within our existing Customer Survey which is currently recorded and monitored.	1,2,3,4 & 6.	SP	C McCrae	March 2006
Care and repair	L	L	L	L	L	L	L	L	Information booklet reviewed and republished 2005. Unaware of any discrimination as decisions based on state of property, not occupier.	1,2,3,4 & 6	ER	C McCrae	September 2008
HMO procedures	L	L	L	L	L	L	L	L	No discrimination as decisions based on regulations and condition of property.	1,2,3,4 & 6	ER	C McCrae	September 2008
PSSU public info	L	L	L	L	L	L	L	L	Grant conditions etc. have been amended by legislation. All information leaflets, etc. were amended in response to this.	1,2,3,4 & 6	ER	C McCrae	September 2008
Consultation and Participation:													
Tenant Participation strategy:													
Equal opportunities training	L	L	M	L	L	L	M	H	The strategy contains a commitment to ensure staff training arrangements are in place to cover equal opportunities issues relating to all aspects of tenant participation. Training on diversity awareness through an on line package is underway, however no staff training specifically designed to meet the above commitment has been put in place.	1-6	SP	B Rutherford	December 2005

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Abandonments and evictions	M	L	M	L	L	L	L	M	Older tenants and those with learning difficulties or ethnic language requirements may be indirectly discriminated as legal notices in prescribed format in English and type size. All correspondence to be reviewed for Rent Recovery Centre development.	1,2,3,4 & 6.	SP	K Anderson	March 2006
Miscellaneous debt recovery	L	L	L	L	L	L	L	L	Recovery function now transferred to Finance Department for Corporate Debt Recovery.				
Former tenant debt recovery	M	L	M	L	L	L	L	M	Older tenants and those with learning disabilities or ethnic language requirements may be indirectly discriminated by correspondence format and English language. All correspondence to be reviewed for Rent Recovery Contact Centre development.	1.2.3,4 & 6.	SP	K Anderson D Dawn	March 2006
Housing Application and Allocation:													
Access policy	L	L	L	L	L	L	L	L	The establishment of the Lettings Contact Centre will result in all application/ allocation policies/ procedures being reviewed. It is recommended that an EQIA be carried out in tandem with this review	1-6	FIA	J Fenton J Wolstencroft	March 2006
Application procedures	M	M	M	M	M	M	M	M					
Pre tenancy checks	L	L	L	L	L	L	L	L					
Allocation policy	M	M	M	M	M	M	M	M					
Allocation procedures	M	M	M	M	M	M	M	M					
Choice based letting system	M	M	M	M	M	M	M	M					
Mutual exchanges	L	L	L	L	L	L	L	L					
Homes	L	L	L	L	L	L	L	L					

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Tenancy Management:													
Signing process	M	L	M	L	L	L	L	M	Completed in HSA 2001 review. Further EQIA at next target policy review.	1,2,3,4 & 6	SP	K Anderson	September 2006
SST/SSST	M	M	M	M	M	M	M	M	New policy & procedure being developed for SSST's.	1,2,3 & 6	SP	J Fenton	December 2005
Housing Application and Allocation:													
Access policy									The establishment of the Lettings Contact Centre will result in all application/ allocation policies/ procedures being reviewed. It is recommended that an EQIA be carried out in tandem with this review	1-6	FIA	J Fenton J Wolstencroft	March 2006
Application procedures													
Pre tenancy checks													
Allocation policy													
Allocation procedures													
Choice based letting system													
Mutual exchanges													
Homes													
Tenancy Management:													
Signing process	M	L	M	L	L	L	L	M	Completed in HSA 2001 review. Further EQIA at next target policy review.	1,2,3,4 & 6	SP	K Anderson	September 2006
SST/SSST	M	M	M	M	M	M	M	M	New policy & procedure being developed for SSST's.	1,2,3 & 6	SP	J Fenton	December 2005
Assignations	M	L	M	L	L	L	L	M	Completed in HSA 2001 review. Further EQIA at next target policy review.	1,2,3,4 & 6	SP	K Anderson	September 2006
Successions	M	L	M	L	L	L	L	M					
Subletting	M	L	M	L	L	L	L	M					
Permissions	M	L	M	L	L	L	L	M					
Joint tenancies	M	L	M	L	L	L	L	M					
Termination process	M	L	M	L	L	L	L	M					

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Estate Supervision and Management:													
Estate supervision procedures	L	L	L	L	L	L	L	L	Procedures reviewed 02/2005.	1,2,3 & 6	ER	J Fenton	September 2008
Void management policy	L	L	L	L	L	L	L	L		1-6	ER	J Fenton	September 2008
Void management procedures	L	L	L	L	L	L	L	L		1-6	ER	J Fenton	September 2008
Special Needs Housing:													
Allocations	M	M	M	M	M	M	M	M	Will be assessed in general review of application & allocation policies during development of Lettings Contact Centre.	1-6	FIA	J Fenton	March 2006
Special needs committee	M	M	M	M	M	M	M	M	Operation of committee has not been reviewed for several years. Identified as action item in LHS.	1-6	SP	J Fenton	March 2007
Processes	M	M	M	M	M	M	M	M	Identified as action item in LHS.	1-6	SP	J Fenton	March 2006
Referrals	M	M	M	M	M	M	M	M					
Adaptations – procedures and monitoring	M	M	M	M	M	M	M	M		1-6	SP	J Fenton	July 2006
Rent Setting and Rent Account Management:													
Rent setting policy	L	L	L	L	L	L	L	L	Policy agreed 2005.	1,2,3,4 & 6	ER	J Wolstencroft	September 2008
Rent accounting procedures	M	M	M	M	M	M	M	M	Review of procedures ongoing	1,2,3,4 & 6.	SP	D Dawn	March 2006
Public information	M	L	M	L	L	L	L	M	Older tenants and those with learning disabilities or ethnic language requirements may be indirectly discriminated by correspondence format and English language. All correspondence to be reviewed for Rent Recovery Contact Centre development.	1,2,3,4 & 6	SP	D Dawn	March 2006

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Council House Repairs:									Housing Repairs Partnership set up in 2004 to cover years 2004 – 2009. All policies, procedures and information sources were assessed at that time.				
Partnership agreement procedures Information leaflets	L	L	L	L	L	L	L	L		4,5	ER	J Fenton	March 2008
Re-let standard	L	L	L	L	L	L	L	L		1,6	ER	J Fenton	March 2008
Monitors	L	L	L	L	L	L	L	L		1,6	ER	J Fenton	September 2008
Capital Improvements:													
Policy for determining programme								L	No discrimination as programme based on physical evidence unrelated to tenancy.				
Consultation methods								M	May discriminate indirectly in written material although translation service into community languages is offered (on council letterhead). One to one consultation with individual tenants recognises diversity and translators are provided if necessary.	4 & 5	SP	R Seaman K Macey	December 2006
Leaflets, letters, etc								M	As above.	4 & 5	SP	R Seaman K Macey	December 2006
Owners' Charter								M	Not yet published but will take account of requirements and best practice.	4 & 5	SP	F Duff	December 2006

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Anti Social Behaviour Team:													
Policy	M	M	M	M	M	M	L	L	Racial Harassment complaints are given higher priority than other complaints relating to discriminatory harassment.	1	SP	S Stein	July 2006
Procedures	M	M	M	M	M	M	L	L	As above, also all standard letters to be assessed and office area to be assessed to ascertain if there could be areas for improvement.	1, 4 & 6	SP	S Stein	July 2006
Racial harassment processes	L	L	L	L	L	L	H	H	There is a comprehensive process for investigating complaints relating to racial harassment. There are issues relating to raising staff awareness regarding this, in particular the RIMAP process.	1	SP	S Stein	April 2006
Recording complaints	M	M	M	M	M	M	M	M	Victims/complainers details relating to age gender ethnicity etc. are not gathered and therefore service delivery to different groups can't be assessed accurately.	1 & 5	SP	S Stein	July 2006
Monitoring arrangements	M	M	M	M	M	M	M	M	Customer satisfaction surveys have previously been issued to random users with no known details of age, gender ethnicity. The surveys could then be filtered to ascertain satisfaction levels amongst individual groups.	1 & 5	SP	S Stein	July 2006

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Homelessness Assessment & Temporary Accommodation Management:													
Policy	M	M	M	M	M	M	M	M	Currently developing and writing policy.	1 - 6	SP	I Dobson A Whitelaw	January 2006
Temporary accommodation strategy	M	M	M	M	M	M	M	M	Policy currently being developed and written.	1 - 6	SP	I Dobson	March 2006
Reception, & assessment,	L	L	L	L	L	L	L	L	Recently completed revised and re written procedures taking into account equality measures.	1 - 6	ER	I Dobson	September 2008
Re-housing procedures	M	M	M	M	M	M	M	M	Ongoing in conjunction with Housing review of lettings and process mapping.	Refer to Lettings items.		I Dobson A Whitelaw	
Information leaflets	M	M	M	M	M	M	M	M	2 leaflets recently re written but further checks to be made in conjunction with equal opportunities. Remaining leaflets (3) under review.	1 - 6	SP	A Whitelaw	January 2006
Discharge protocols	M	M	M	M	M	M	M	M	Multi agency approach – Tayside Health & Homelessness Steering Group developing protocols for both hospital and prison discharges.	1 - 6	SP	B Fenton	January 2006
Homepoint standard of info given	M	M	M	M	M	M	M	M	Useful training aid for all staff that specifically addresses equality and discrimination. Also Homeless Service will be audited by Communities Scotland prior to being awarded Homepoint status.	1 - 6	SP	A Whitelaw	July 2006

DEPT: PERSONNEL													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Recruitment & Selection													
Application Form	L	L	M	L	L	L	L	M	Review current form	6	FIA	V Ridley	April 2005
Guidance Notes	L	L	M	L	L	L	L	M	Review current notes	6	FIA	V Ridley	April 2005
Standard Letters	L	L	L	L	L	L	L	L	Community language letterhead Para on access arrangements Para on requirements at interview		ER		
Referees questionnaire	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER		
Medical questionnaire	L	L	M	L	L	L	L	L	Wording of questions - new legislation	3/7	SP	V Ridley	June 2006
Verify vacancy details	L	L	L	L	L	L	L	L	Dept training, personnel check		ER		
Issue application forms	L	L	M	L	L	L	L	L	Access to Personnel reception	6	SP/FIA	I Martin	June 2006
Place adverts	L	L	M	L	L	L	L	M	Low no of applications from minority groups	4	FIA	V Ridley	June 2006
Collate returned forms	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER		
Publish equality Monitoring data	L	L	L	L	L	L	L	L	Reported to Personnel Committee	7	ER		
R&S training	L	L	L	L	L	L	L	L	Section covering equality legislation	7	ER		

Policy/Function	Equality Group	Evidence	Equality Indicator	Decision	Lead Officer	Target Date							
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Personnel Teams													
XPT database	L	L	L	L	L	L	L	L	Stats published and sent to departments		ER		
Policy Development													
Absence policy	L	L	M	L	L	L	L	L	Ensure compliance with disability legislation	7	SP/FIA	V Ridley	August 2006
Disciplinary Procedure	L	L	L	L	L	L	L	L	Meets legislative requirements and will be monitored in future		ER		
Grievance Procedure	L	L	L	L	L	L	L	L	Meets legislative requirements and will be monitored in future		ER		
Harassment Procedure	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER		
Retention/redeployment	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER		
Substance misuse	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER		
Smoking	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER		
Stress policy	L	L	L	L	L	L	L	L	Include in handbook		ER		
Flexible working	L	L	L	L	L	L	L	L	Include in handbook		ER		
Internet/email	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER		
Consultation process	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER		
Issue to employees	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER		
Equality monitoring data	L	L	L	L	L	L	L	L	Stats published and sent to depts	7	ER		

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Advisory Service													
Attend discipline/grv/ absence	L	L	L	L	L	L	L	L	Advice based on policy and legislation	7	ER		
Training on disc/grv/ absence	L	L	L	L	L	L	L	L	Advice based on policy and legislation	7	ER		
Disc/harassment investigation	L	L	L	L	L	L	L	L	Complies with policy/ legislation	7	ER		
Conditions of service	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	7	ER		
Handbook	L	L	H	L	L	L	L	H	Available in other formats	6	FIA	I Martin	December 2006
Intranet site	L	L	H	L	L	L	L	H	Not BOBBY compliant	6	FIA	I Martin	July 2006
Attend/advise dept/TU meetings	L	L	L	L	L	L	L	L	Advise in accordance with policy and legislation		ER		
Redeployments	L	L	L	L	L	L	L	L	Advise in accordance with policy and legislation		ER		
Advice on restructures	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER		
Application for regarding	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER		

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Health & Safety													
Accident Reporting	L	L	L	L	L	L	L	L	Same form deals with all situations		ER		
Aggression & Violence	L	L	L	L	L	L	L	L	Same form deals with all situations		ER		
First Aid Guidance	L	L	L	L	L	L	L	L	All injured parties treated according to need, by trained first-aiders		ER		
Health & Safety Policy	L	L	L	L	L	L	L	L	Full consultation, approved by Council.		ER		
Asbestos Policy	L	L	L	L	L	L	L	L	Full consultation, approved by Council		ER		
H & S Auditing	L	L	L	L	L	L	L	L	Audits to consider all clients groups, users & providers of Services		ER		
H & S Committees	L	L	L	L	L	L	L	L	Consultative body, meets legislative requirements		ER		
Risk Assessment Manual	L	L	L	L	L	L	L	L	Council approved document, assessments to address all special needs and unique situations.		ER		
Fire Safety Guidance	L	L	L	L	L	L	L	L	Considers less able-bodied		ER		
Lone Working Guidance	L	L	L	L	L	L	L	L	Considers all situations		ER		
Inland Water Safety Guidance	L	L	L	L	L	L	L	L	Meets RoSPA's Guidelines		ER		

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Working at Height Guidance	L	L	L	L	L	L	L	L	Meets Statutory Requirements	1	ER		
H.A.V. Guidance	L	L	L	L	L	L	L	L	Meets Statutory Requirements	1	ER		
Pregnant Worker Guidance	L	L	L	L	L	L	L	L	Ensures pregnant workers H & S is actively considered	1	ER		
Blood Borne Viruses Guidance	L	L	L	L	L	L	L	L	Council approval – full consultation	1	ER		
Managing Vehicles Guidance	L	L	L	L	L	L	L	L	Meets statutory requirements	1	ER		
P.U.W.E.R. Guidance	L	L	L	L	L	L	L	L	Meets statutory requirements	1	ER		
H & S Induction Training	L	L	L	L	L	L	L	L	To be tailored to individual by trainer	1	ER		
Undertaking Risk Assessments	L	L	L	L	L	L	L	L	To consider all needs, with full consultation taking place	1	ER		
Investigation of Accidents	L	L	L	L	L	L	L	L	Training given, person to be independent and competent	1	ER		
Provision of H & S Advice	L	L	L	L	L	L	L	L	To meet legislative requirements	1	ER		
Delivering Training	L	L	L	L	L	L	L	L	To meet needs of delegates. Feedback forms issued and analysed	1	ER		
Undertaking Audits & Inspections	L	L	L	L	L	L	L	L	To address legislative requirements	1	ER		
Development Of Employees And Managers Through Program Of Training													
Training and Development Policy	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	6	ER		
Induction Pack	L	L	L	L	L	L	L	L	Available in other formats	6	ER		
Training Course brochure	L	L	M	L	L	L	L	M	Add information re access arrangements for delegates	6	SP	R Skea	December 2006
Training courses	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	6	ER		
Course Booklets	L	L	L	L	L	L	L	L	Available in other formats	6	ER		
Use of Training Venues	L	L	L	L	L	L	L	L	Select venues which are accessible to all	6	ER		

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Development Of Employees And Managers Through Program Of Training													
Course joining instructions	L	L	L	L	L	L	L	L	Para on any access requirements	6	ER		
Training Course Catering	L	L	L	L	L	L	L	L	Special dietary requirements available	6	ER		
On-Line Learning	L	L	L	L	L	L	L	L	Available in other formats e.g. audio, large text	6	ER		
Advice and Guidance	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	6	ER		
Advisory Service On Design And Improvement Of Jobs And Processes													
Attend/advise meetings/TU meetings	L	L	L	L	L	L	L	L	Advise in accordance with policy and legislation	7	ER		
Advice on restructures	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER		
Applications for regradings	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER		
Advice on policy	L	L	L	L	L	L	L	L	Advise in accordance with policy and legislation		ER		
Advice on staffing levels	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER		
Methods Improvements	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER		
Time Measurement	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER		
Systems Reviews	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER		

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Consultancy & Support Of Corporate Initiatives													
FOISA – Information management – Co-ordination of information	L	L	L	L	L	L	L	L	No evidence of discriminatory practice Information available in other formats	4	ER		
FOISA - Process Improvement	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	4	ER		
FOISA Administration of system	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	4	ER		
Investors in People	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER		
Diversity	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	2	ER		
EFQM Reviews	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER		
Records Management Group	L	L	L	L	L	L	L	L	Advise based on policy and legislation		ER		
Information Security	L	L	L	L	L	L	L	L	Advise based on policy and legislation		ER		
Job Evaluation													
Single Status Questionnaires	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	7	ER		
Interview process	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	7	ER		
Job Overview Documents	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	7	ER		
Verification of Information with Management	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	7	ER		
Pay Modelling	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	7	ER		
Issue of new pay notification	L	L	M	L	L	L	L	M	Access/literacy issues	7	SP/FIA	I Martin	February 2006
Appeals process	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	7	ER		

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DE P	DI S	GE N	LGB T	OF F	RE L	RAC E					
Employment Disability Unit													
The Provision Of Supported Employment Services For People With Disabilities.													
Job Club Service	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	1	ER		
Vocational Guidance	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	2	ER		
Vocational Profile	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	2	ER		
Work Experience Placements	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	3	ER		
Workstep Programme	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	3	ER		
Job Tasters	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	3	ER		
Mentoring Service	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	1	ER		
Child Care Support	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	1	ER		
Welfare Benefit Advice	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	1	ER		
Consultancy And Advisory Service To Local Employers Regarding Disability Issues													
Retention and Redeployment	L	L	L	L	L	L	L	L	Advice in accordance with legislation/good practice	7	ER		
Recruitment and Selection	L	L	L	L	L	L	L	L		7	ER		
DDA (Reasonable Adjustments, Funding)	L	L	L	L	L	L	L	L		7	ER		
Work Experience Placements	L	L	L	L	L	L	L	L		7	ER		

DEPT: PLANNING & TRANSPORTATION														
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date	
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE						
E-Government Agenda - Promote and Implement Project Plans to provide an Electronic Service delivery on the Website for 24 hour, 7 days access to – Planning Services												RTinley		
Property Enquiries									M	Reviewed in Service Plan	1 & 4	SP	I Sherriff	March
Other P&T Services in ESD Plan									L	No potential for discriminatory practice	4 & 6	ER	M Gowans	2006
									L	No potential for discriminatory practice	4 & 6	ER		
Employers/Management Development - Bring forward proposals for implementing the Investors in People standards.									L	No potential for discriminatory practice	2 & 3	ER		
Bring forward specific projects under the SHAW Initiative in order to ensure attainment of the Bronze Award and continue through to the Silver standard using the necessary criteria.									L	No potential for discriminatory practice	2 & 3	ER		

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Partnership & Regeneration Service													
Key Performance Results - The percentage of the population of the city covered by Development Plans which have been finalised or adopted with the last five years: Structure Plan Local Plan								L	No potential for discriminatory practice	3 & 6	ER		
Commencement of Preparation of the Dundee City Region Plan.								L	No potential for discriminatory practice	3, 5 & 6	ER		
Complete statutory and non-statutory information gathering, analysis and reporting in the following areas: <ul style="list-style-type: none"> • Housing Land Audit • Retail Units • Scottish Vacant and Derelict Land • Housing Stock/Demolition • Employment Land Audit • Voluntary Population Survey 								L	No potential for discriminatory practice	1	ER		
Prepare a project plan to assist the development of GIS within the Council.								L	No potential for discriminatory practice	4	ER		
Provide project support and advice in relation to Definitive National Addressing (DNA) and National Land and Property Gazetteer (NLPG).								L	No potential for discriminatory practice	1	ER		
Co-ordinate data analysis and dissemination of the 2001 Census and provide advice and consultation.								L	No potential for discriminatory practice	1	ER		
Develop and provide planning data as requested by the Scottish Executive to support the Transport, Economic and Land use model.								L	No potential for discriminatory practice	1	ER		
Provide overall project co-ordination of the Voluntary Population Survey. Analyse and disseminate results to partner organisation.								M	Verify compliance Service Plan Review	1	SP	I Bunton	Ongoing
Provide assistance to the Communities Department in any review of the SIP Partnering Agreement with the University of Dundee.								L		1 & 2	ER		
Provide information and GIS support to develop neighbourhood profiles and poverty analysis for Community Planning/ Neighbourhood Network.								L		1 & 2	ER		

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Development Quality Service													
To assist in the implementation of the Scottish Executive's E-Compact in relation to the introduction of on-line development control services.								M	Verify compliance Service Plan Review	6	SP	R Anderson	April 2006
To re-constitute and redefine the role and function of the Development Quality Forum.								L	No potential for discriminatory practice	1 & 2			
Building Control Service													
The implementation of electronic service delivery.								M	Verify compliance Service Plan Review	3	SP	K Findlay	2006
The organisation of resources to meet the new challenges of the forthcoming Building (Scotland) Act 2005.								L	No potential for discriminatory practice	6	ER		
The implementation of an advisory service to the Licensing Committee and Licensing Board.								L	No potential for discriminatory practice	4	ER		

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Street Lighting													
Implement a fully computerised system for the recording and management of information associated with the service using the CONFIRM system.								L		M		L McGregor	September 2005
Improve implementation of the customer care element of the CONFIRM system with other sections of the department.								M		M		A Urquhart	Ongoing
Establish a monitor of customer satisfaction of the service and benchmark against similar urban authorities.								M		M		L McGregor	Ongoing
Implement installation of White Light to more than half of all residential areas across the City within the period of the Plan								L		M		L McGregor	December 2007
Monitor the effectiveness of the installation of white light across the city.								L		M		A Urquhart	March 05/06/07
Introduce more energy efficient equipment into street lighting. Reduce energy losses by 28% over the period of the Plan.								L		M		L McGregor	December 2007
Develop policy for the control of light pollution from external lighting within new development.								L		M		L McGregor	Ongoing

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Implement inspection regime to minimise risk to general public from external lighting installations.								L		M		A Urquhart	Ongoing
Conduct annual audit on the use of generic and site-specific risk assessments undertaken by staff.								L		M		T Allan	December 04/05/06/07
Bridge Maintenance													
To enable benchmarking, adopt new national bridge condition indicators method of recording inspections.								L		M		B Barker	Ongoing
Prepare an annual report to P&T Committee advising on outcomes of inspection, risk assessment and residual safety issues.								L		M		F Wilson	May 04/05/06/07
Increase funding, including through partnerships where appropriate, to deal with backlog strengthening and repairs to highway structures.								L		M		F Wilson	March 2006
Conduct Annual Audit on the use of generic and site specific risk assessments undertaken by staff.								L		M		T Allan	December 04/05/06/07

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Engineering Services Consultancy													
Conduct annual customer assessment to augment quarterly review of individual project assessments currently being undertaken.								M		M		F Wilson	May 04/05/06/07
Establish benchmarking groups with similar service providers to compare and improve performance.								L		M		F Wilson	31/03/06
Conduct review of the demolition service in conjunction with the Housing department.								L		M		T Allan	Ongoing
Develop monitoring system to ensure the use of partnering based procurement on all appropriate contracts carried out.								L		M		K Laing	Ongoing
Assess the effectiveness of partnership working against traditional procurement in delivering BV.								L		M		K Laing	Ongoing
Provide training for staff in the Disability Discrimination Act and community safety to ensure good design practice is achieved.								L (in terms of Race)		M		G Storrie	Ongoing
Conduct annual audit of 10% sample of projects to ensure good practice in design for the Disability Discrimination. Act and community safety.								L		M		R Grace	March 05/06/07
Construct new western road alignment and remove pedestrian overbridge to rail station at central waterfront.								L		M		S Brown	September 2005
Complete necessary strengthening of rail tunnel to facilitate central waterfront development.								L		M		S Brown	March 2008
Provide quarterly report on the quality of design risk assessments undertaken on projects.								L		M		G Storrie	Ongoing
Conduct annual audit on the use of generic and site-specific risk assessments undertaken by staff.								L		M		T Allan	December 04/05/06/07

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DE P	DI S	GE N	LGB T	OF F	RE L	RAC E					
Engineering Services Statutory													
Carry out city centre risk assessment on building condition to identify high-risk properties and review extending assessment into other areas.								M		M		J Peters	Ongoing
Prepare committee report and publicise results of the city centre risk assessment.								L		M		J Peters	Ongoing
Implement use of UNIFORM system for recording and managing public safety records.								L		M		J Peters	Ongoing
Review existing procedures for dealing with flooding emergencies and update emergency plan.								L		M		F Guze	Ongoing
Review and rationalise inspection regime required to comply with obligations under the Flood Prevention and Land Drainage (Scotland) Act.								L		M		F Guze	Ongoing
Develop proposal and implement use of GIS to record flood events and condition of coastal and flood defences.								L		M		F Guze	June 2007
Develop proposal and arrange for biennial flooding reports to be placed onto internet together with available flood mapping.								L		M		F Guze	June 2007
Secure external funding for coastal protection works at locations including Broughty Ferry, Douglas Terrace and Riverside.								L		M		F Guze	March 2006

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Road Maintenance													
Prepare an implementation plan and introduce the use of the Confirm asset management software including electronic data capture.								L		M		M Gowans	Ongoing
Establish benchmarking groups with similar service providers to compare and improve performance.								L		M		M Gowans	Ongoing
Conduct review into feasibility of adopting a partnering agreement for the procurement of road maintenance works.								L		M		M Gowans	Ongoing
Review content and continued use of the unit rate contract.								L		M		New S E.	Ongoing
Identify sites and conduct trials into the further use of the 'Re-tread' process including unmade footpaths.								L		M		New S E.	Ongoing
Conduct review of national best practice against current DCC practice in recycling techniques and prepare report recommending future actions.								L		M		New S E.	Ongoing
Conduct review and rationalise the provision of the winter maintenance service including: <ul style="list-style-type: none"> • Gritting routes; • Use of grit bins; • Numbers of gritters • Techniques and materials; and • Method of paying standing charges. 								L		M		L Grubb	Ongoing
Conduct annual audit on the use of generic and site-specific risk assessments undertaken by staff.								L		M		T Allan	December 04/05/06/07

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Network Management													
Participate in the development of a GIS tool to assist the co-ordination role.								L	No potential for discriminatory practice	1	ER		
To report annually to the Planning and Transportation Committee on the performance of Statutory Undertakers in Dundee.								L	No potential for discriminatory practice	6	ER		
To continue the annual survey of the road network to assess its condition using CONFIRM PMS and make available electronically.								L	No potential for discriminatory practice	1	ER		
To extend the digitisation of the List of Public Roads and to make available on the intranet/internet.								L	No potential for discriminatory practice	4	ER		
To provide street gazetteer information for loading into the Master Address Database.								L	No potential for discriminatory practice	4	ER		
Traffic Management													
Implement traffic calming/management project throughout the city.								L	No potential for discriminatory practice	2 & 6	ER		
Participate in the Waterfront development project.								L	No potential for discriminatory practice	6	ER		
Deliver Smartbus Capital Programme throughout the city.								L	No potential for discriminatory practice	6	ER		
Investigate and implement physical road safety measures for all road users and communities.								L	No potential for discriminatory practice	1 & 6	ER		

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Transportation													
Prepare supplementary strategy documents on the following: Cycling Walking Road Safety Public Transport Freight								M	Ensure compliance in relation to access to and availability of information.	1, 2 & 6	FIA	N Gellatly	April 2006 April 2006 April 2006 April 2006 April 2006
Monitor and revise Road Traffic Reduction Act report.								L	No potential for discriminatory practice	1	ER	N Gellatly	Dec 2005
Sustainable Transport													
Increased customer satisfaction towards public transport information following completion of BCPT/Smartbus projects.								M	Ensure compliance by following best practice guidance.	4	FIA	N Gellatly	2007
Implement a Bus Quality Partnership that is recognised by bus users as a positive feature.								L	No potential for discriminatory practice	1	ER		
Maintain current Concessionary Fares Schemes to current participants and fare levels.								L	No potential for discriminatory practice	6	ER		
Ensure all public transport vehicles meet the requirements of the DDA 1995.								L	No potential for discriminatory practice	6	ER		
Increase by 2011 the modal share of people walking to work within the city to 22%.								M	Ensure compliance by following government guidance.	1	FIA		2011
To double the level of cycling by the year 2011.								M	Ensure compliance by following government guidance.	1	FIA		2011
Double the amount of travel to work journeys by rail by 2011.								L		1			

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Car Parking Provision													
All city centre car parks achieving Gold Standard Safety Status.								M		M		J Owusu	2006
Introduction of SMART technology to all payment methods for parking.								M		M		J Owusu	2006
To introduce "pay on foot" in all off street variable stay car parks to avoid the need to fine motorists for overstaying time band.								M		M		J Owusu	2006
Establish the need for an additional multi storey car park at the eastern edge of the city.								L		M		J Owusu	2005
Development of Hunter Street Car Park into the Dundee University Campus Plan.								L		M		J Owusu	2005
Investigate and introduce CPZ's where appropriate.								L		M		J Owusu	2004, 2005, 2006, 2007
Introduce customer survey/satisfaction reports and review annually to achieve year on year improvement.								M		M		J Owusu	2005-06

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
City Engineer's Division								L	No potential for anti-racialism practice	4 & 5	ER		
Engineering Design								L	No potential for anti-racialism practice	4 & 5	ER		
Tendering and letting/contract administration								L	No potential for anti-racialism practice	4 & 5	ER		
Project Management								L	No potential for anti-racialism practice	1 & 4	ER		
Planning Supervisor Service								L	Review processes while progressing to inclusion within Divisional QA system	1 & 4	SP	K Laing M Gowans	December 2006
Management/maintenance of roads								L	Review processes while progressing to inclusion within Divisional QA system	1 & 4	SP	K Laing L McGregor	December 2006
Management/maintenance of street lighting								L	Health & Safety Policy	1 & 4	ER		
Health & Safety								M	Review Council Standing Orders/processes for appointing consultants to approved list (Corporate issue)	1 & 4	SP	K Laing	
Appointment of Consultants								M	Review Council Standing Orders/processes for appointing consultants to approved list (Corporate issue)	1 & 4	SP	K Laing	

DEPT: CORPORATE PLANNING													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Corporate Direction, including Council Plan and Community Plan Policy contained in Council Plan and Community Plan. Policies contained in Council Plan and Community Plan	L	L	L	L	L	L	L	L	1) Further information available in minority ethnic languages. 2) Equalities sections included in the text of the reports.	3,4,5 1,2,3,4,5,6	ER ER	-	-
Provide practical assistance and secretarial support to Chief Executive and Elected Members. Support for Elected Members' Surgeries. Policies contained in 'A Quick Guide to Services for Members in Dundee City Council'. Support for Elected Members Surgeries <u>Policies</u> contained in: 'A Quick Guide to Services for Members in Dundee City Council'.	L	L	M	L	L	L	L	L	1) Office equipment access for people with disability 2) Need to examine training materials for plain English	6 4	SP ER	Bill Findlay	November 2006

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Modernisation of customer service approaches including Dundee Discovery Card Policies contained in: (i) Report No. 364-2004 'Dundee Discovery Card', Policy & Resources Committee - 14th June 2004 (ii) Report No. 400-2005 'Corporate & Customer First Strategy' Policy & Resources Committee - 15th August 2005	M	M	M	L	L	L	L	M	1) Aimed specifically at young people, elderly and disabled.	3,4,5,6	FIA	Paul Carroll	Nov 2006
										2) Need to examine impact on multi-ethnic groups e.g. use of photo ID	2,3,4,5,6	FIA	Paul Carroll
Health Improvement is a Corporate Planning responsibility within the Community Planning process. This is discharged through the Community Planning Partnership via the development and implementation of the Dundee Joint Health Improvement Plan	L	L	L	L	L	L	L	L	1) The focus of the Dundee Joint Health Improvement Plan, 2005-2008 (JHIP) is targeted towards identified health inequalities in Dundee. Health Inequalities are recognised as the differences in health between those people who are best off and those who are worst off. This approach places tackling health inequalities in the wider anti-poverty and community regeneration context. 2) Working with partners, areas of health inequalities in Dundee can now be identified using national and local population data sets. Within this context,	1,2,3,5			

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
									<p>a Health Inequalities Population Profile for Dundee has been identified and continues to be developed to support joint health improvement actions.</p> <p>3) The Community Planning Health Action Team, 'Healthy Dundee' is one of the five theme groups of the Community Planning partnership. This multi-agency theme group is responsible for the implementation and evaluation of the Dundee Joint Health Improvement Plan 2005-2008. The JHIP has been developed in line with Scottish Executive guidance and is part of a three year rolling joint health improvement programme</p>				

DEPT: PUBLIC RELATIONS													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Media Relations and Press Liaison								M	Media relations have profiles of ethnic minority communities and contacts for events and media input. All media staff have completed diversity awareness programme. More training on race issues would be beneficial	4	SP	L Roy	December 2006
Design Services to Support Communications								M	Printed publicity material contains basic contact information in community languages. Graphic design staff have completed diversity awareness programme. More training on race issues would be beneficial	4	SP	K Laidlay	December 2006
Printing Services to Support Communications								L	Printing have no editorial input into textual information or visual imagery	4	ER	L Roy	

DEPT: SOCIAL WORK CHILDREN'S POLICIES													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Establishment of Mental Health Officer Team	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	V McFarlane	October 2008
Protocol on the Protection of Vulnerable Adults	L	L	L	L	L	L	L	L	Adverse impact previously mitigated		ER	P Connolly	October 2005
Fostering Allowances	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	L Cameron	October 2008
SW Department Complaints Procedure	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	R Wilson	October 2008
Foster Care Strategy 2001 & Review Feb 2005	L	L	L	L	L	L	L	L	"Foster Care Services recognises and values diversity & promotes the principle of Equal Opportunities"		ER	L Cameron	October 2008
Getting Our Priorities Right for Children Affected by Substance Misuse in Dundee - A Protocol for all Agencies	L	L	L	L	L	L	L	L	"Every child has the rights to be treated as an individual"	1-6	ER	J Tocher	October 2008
Intensive Support and Monitoring Services	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	I Wilson	October 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Establishment of Substance Misuse Pre & Post Birth Assessment and Support Service	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	1-6	ER	L Cameron	October 2008
Children's Rights Service (Annual Reporting)	L	L	L	L	L	L	L	L	Empowerment of all children and YP	1-6	ER	L Cameron	October 2008
The Way Forward for Dundee's Child and Family Centres	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	1-6	ER	F McBride H Gunn	October 2008
Fostering Services and Fostering Panel	L	L	L	L	L	L	L	L	Statements in place	1-6	ER	F McBride M Moys	October 2008
Adoption Service and Adoption Permanence Panel	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	F McBride M Moys	October 2008
Fostering Panel Constitution	L	L	M	L	L	L	M	M	Need to consider the make up of panel	1-6	FIA	F McBride M Moys	December 2006
Adoption Panel Constitution	L	L	M	L	L	L	M	M	Need to consider the make up of panel	1-6	FIA	F McBride M Moys	December 2006
Referring Child Protection - The Statement of Assurance Requested by Ministers for Children and Young People, Justice and Health Communities	L	L	L	L	L	L	L	L	Clear statement in Equality Opportunities Implication	1-6	ER	P Connelly	October 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Provision of Family Support Services in the South West of Dundee by Charleston Child & Family Centre, Lochee Child & Family Centre & Wood Lea Children's Centre	L	L	L	L	L	L	L	L	Re-locating to address local need	1-6	ER	F McBride	October 2008
Developing Services for Children & Young People with Mental Health Issues	L	L	L	L	L	L	L	L	Posts being established, recognising need to support C & YP more		ER	L Cameron	October 2008
Detention of Children a Joint Protocol (Policy & Procedure)	L	L	L	L	L	L	L	L	Adheres to the European Convention on Human Rights & address needs of C&YP not to be detained unnecessarily	1-6	ER	F McBride M Dymock	October 2008
Throughcare and Aftercare Strategy	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Moys	October 2008
Supporting Young People Leaving Care	L	L	L	L	L	L	L	L	To improve services & implement new duties from regularly supporting YP leaving care in Scotland. Report is for additional funding	1-6	ER	M Moys	October 2008
Customer Care Standards	L	L	L	L	L	L	L	L		1-6	ER	R Wilson	October 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Establishment of Mental Health Officer Team	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	V McFarlane	October 2008
Protocol on the Protection of Vulnerable Adults	L	L	L	L	L	L	L	L	Adverse impact previously mitigated		ER	P Connolly	October 2005
Fostering Allowances	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	L Cameron	October 2008
SW Department Complaints Procedure	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	R Wilson	October 2008
Foster Care Strategy 2001 & Review Feb 2005	L	L	L	L	L	L	L	L	"Foster Care Services recognises and values diversity & promotes the principle of Equal Opportunities"		ER	L Cameron	October 2008
Getting Our Priorities Right for Children Affected by Substance Misuse in Dundee - A Protocol for all Agencies	L	L	L	L	L	L	L	L	"Every child has the rights to be treated as an individual"	1-6	ER	J Tocher	October 2008
Intensive Support and Monitoring Services	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	I Wilson	October 2008
Establishment of Substance Misuse Pre & Post Birth Assessment and Support Service	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	1-6	ER	L Cameron	October 2008
Children's Rights Service (Annual Reporting)	L	L	L	L	L	L	L	L	Empowerment of all children and YP	1-6	ER	L Cameron	October 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
The Way Forward for Dundee's Child and Family Centres	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	1-6	ER	F McBride H Gunn	October 2008
Fostering Services and Fostering Panel	L	L	L	L	L	L	L	L	Statements in place	1-6	ER	F McBride M Moys	October 2008
Adoption Service and Adoption Permanence Panel	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	F McBride M Moys	October 2008
Fostering Panel Constitution	L	L	M	L	L	L	M	M	Need to consider the make up of panel	1-6	FIA	F McBride M Moys	December 2006
Adoption Panel Constitution	L	L	M	L	L	L	M	M	Need to consider the make up of panel	1-6	FIA	F McBride M Moys	December 2006
Referring Child Protection - The Statement of Assurance Requested by Ministers for Children and Young People, Justice and Health Communities	L	L	L	L	L	L	L	L	Clear statement in Equality Opportunities Implication	1-6	ER	P Connolly	October 2008
Provision of Family Support Services in the South West of Dundee by Charleston Child & Family Centre, Lochee Child & Family Centre & Wood Lea Children's Centre	L	L	L	L	L	L	L	L	Re-locating to address local need	1-6	ER	F McBride	October 2008
Developing Services for Children & Young People with Mental Health Issues	L	L	L	L	L	L	L	L	Posts being established, recognising need to support C & YP more		ER	L Cameron	October 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Detention of Children a Joint Protocol (Policy & Procedure)	L	L	L	L	L	L	L	L	Adheres to the European Convention on Human Rights & address needs of C&YP not to be detained unnecessarily	1-6	ER	F McBride / M Dymock	October 2008
Throughcare and Aftercare Strategy	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Moys	October 2008
Supporting Young People Leaving Care	L	L	L	L	L	L	L	L	To improve services & implement new duties from regularly supporting YP leaving care in Scotland. Report is for additional funding	1-6	ER	M Moys	October 2008
Customer Care Standards	L	L	L	L	L	L	L	L		1-6	ER	R Wilson	October 2008

DEPT: SOCIAL WORK COMMUNITY CARE													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Prepare and publish plans for the provision of community care services: Public Information Strategy	M	L	M	L	L	L	L	M	What is the impact for disability and race	4,6	FIA	R Wilson	December 2006
Public Information Standards	L	L	L	L	L	L	L	L	May need to be revised in the light of FIA	4,8	FIA	R Wilson	December 2006
Establish complaints procedures: Complaints Policy CR 218-04	L	L	M	L	L	L	L	M	Impact info not known	1,3,4,5,6	FIA	R Wilson	March 2007
Complaints Procedure OP G.1.1	L	L	M	L	L	L	L	M	Complaints of racial harassment, racial or religious discrimination not included	1,3,4,5,6	FIA	R Wilson	March 2007
Promote social welfare by making available advice, guidance and assistance: Providing assistance in terms of section 12 OP 6.6	L	L	L	L	L	L	L	M	No mention of special circumstances on racial grounds and the effect of immigration & nationality legislation	1,6	SP	V McFairlane	December 2006
Establishment of First Contact Team CR 22-05	L	L	M	L	L	L	L	M	No reference to sensory impairment and race issues	1,2,6	SP	V McFairlane	December 2006
Joint Performance Information and Assessment Framework CR 847-04	L	L	L	L	L	L	L	L	No potential for discriminatory practice	1,2,3	ER	V McFairlane	October 2008
Dundee Social Care Training and Employment Academy CR 371-04	L	L	M	L	L	L	L	M	Disability and Race Impact not known	1,2,3,4	FIA	S Penman	December 2006
Assessment of Need: Process of Assessment & Care Management OP 3.1	L	L	L	L	L	L	L	L	Adverse impact previously mitigated	1,2,6	ER	V McFairlane	October 2008
Assessment and Care Management Standards OP3.2	L	L	L	L	L	L	L	L	No potential for discriminatory practice	1,2,6	ER	V McFairlane	October 2008
Case Recording Standards OP 3.3	L	L	L	L	L	L	L	L	No potential for discriminatory practice	1,2,3	ER	V McFairlane	October 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Provision of a Key Safe OP 4.8	L	L	L	L	L	L	L	L	No potential for discriminatory practice	1,6	ER	V McFarlane	October 2008
Moving & Handling OP 5.1	L	L	L	L	L	L	L	L	Adverse impact previously mitigated	1,6	ER	V McFarlane	October 2008
Moving & Handling OP 5.1	L	L	L	L	L	L	L	L	Adverse impact previously mitigated	1,6	ER	V McFarlane	October 2008
Development of the Homecare Service – Social Care Support CR 651-04	L	L	M	L	L	L	M	M	Impact info on sensory impairment, religion and race not known	1,2,6	FIA	L Bannerman	December 2006
Supervise welfare guardians: Intervention orders and Guardianship OP 2.1	L	L	L	L	L	L	L	L	No potential for discriminatory practice	1,2,3,6	ER	D McCaw	October 2008
Provide care and support services, promote wellbeing and social development: Protocol on the Protection of Vulnerable Adults CR 109-05	L	L	L	L	L	L	L	L	No potential for discriminatory practice	1,2,3,6	ER	J Tocher	October 2008
Day Centre Resource for Older People CR 28-05	L	L	L	L	L	L	L	L	No potential for discriminatory practice	All	ER	L Bannerman	October 2008
Day Opportunities for People with Learning Disabilities	L	L	L	L	L	L	M		Impact on race and religion not known	All	FIA	M Crichton	December 2006
Learning Disabilities Strategy	L	L	L	L	L	L	M	M	Review - Religious and Race issues not taken into account	All	SP	M Crichton	July 2006
Partnership in Practice Agreement 2004-07	L	L	L	L	L	L	L	L	Adverse impact previously mitigated	All	ER	M Crichton	October 2008
Strategy for Older People (draft)	L	L	M	L	L	L	M	M	Impact to be assessed	All	FIA	L Bannerman	December 2006
Provide Grant to voluntary organisations. Criteria for Grants	M	M	M	M	M	M	M	M	No written policy. impact on equality groups not known	All	FIA	A McKay	Dec 2006
Appoint Mental Health Officers. Establishment of Mental health Officer Team CR 354-05	L	L	L	L	L	L	L	L	No potential for discriminatory practice	All	ER	L Bannerman	October 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Provision of a Key Safe OP 4.8	L	L	L	L	L	L	L	L	No potential for discriminatory practice	1,6	ER	V McFarlane	October 2008
Moving & Handling OP 5.1	L	L	L	L	L	L	L	L	Adverse impact previously mitigated	1,6	ER	V McFarlane	October 2008
Moving & Handling OP 5.1	L	L	L	L	L	L	L	L	Adverse impact previously mitigated	1,6	ER	V McFarlane	October 2008
Development of the Homecare Service – Social Care Support CR 651-04	L	L	M	L	L	L	M	M	Impact info on sensory impairment, religion and race not known	1,2,6	FIA	L Bannerman	December 2006
Supervise welfare guardians: Intervention orders and Guardianship OP 2.1	L	L	L	L	L	L	L	L	No potential for discriminatory practice	1,2,3,6	ER	D McCaw	October 2008
Provide care and support services, promote wellbeing and social development: Protocol on the Protection of Vulnerable Adults CR 109-05	L	L	L	L	L	L	L	L	No potential for discriminatory practice	1,2,3,6	ER	J Tocher	October 2008
Day Centre Resource for Older People CR 28-05	L	L	L	L	L	L	L	L	No potential for discriminatory practice	All	ER	L Bannerman	October 2008
Day Opportunities for People with Learning Disabilities	L	L	L	L	L	L	M		Impact on race and religion not known	All	FIA	M Crichton	December 2006
Learning Disabilities Strategy	L	L	L	L	L	L	M	M	Review - Religious and Race issues not taken into account	All	SP	M Crichton	July 2006
Partnership in Practice Agreement 2004-07	L	L	L	L	L	L	L	L	Adverse impact previously mitigated	All	ER	M Crichton	October 2008
Strategy for Older People (draft)	L	L	M	L	L	L	M	M	Impact to be assessed	All	FIA	L Bannerman	December 2006
Provide Grant to voluntary organisations. Criteria for Grants	M	M	M	M	M	M	M	M	No written policy. impact on equality groups not known	All	FIA	A McKay	Dec 2006
Appoint Mental Health Officers. Establishment of Mental health Officer Team CR 354-05	L	L	L	L	L	L	L	L	No potential for discriminatory practice	All	ER	L Bannerman	October 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Community Care Operational Procedures (General) Indoor / Outdoor Activities with service users Op G.1.2	L	L	L	L	L	L	L	L	No potential for discriminatory practice	1,6	ER	V McFarlane	October 2006
Notification of Serious incidents OP G.1.4	L	L	L	L	L	L	M	M	RIMAP and Religious offences not included	All	SP	V McFarlane	March 2006
Workload Management OP G.1.5	L	L	L	L	L	L	L	L	No potential for discriminatory practice	1,2	ER	V McFarlane	October 2008
Operating Procedures G.1.6	L	L	M	L	L	L	L	L	Staff with sensory impairment may have difficulty	2,4	SP	V McFarlane	March 2006
Protocol between Housing and Social Work departments for Minimising number of evictions due to rent arrears and anti-social behaviour OP G1.7	L	L	L	L	L	L	L	L	No potential for discriminatory practice	All	ER	V McFarlane	October 2008
Criminal Offences of Abuse of Trust OP G.1.8	L	L	L	L	L	L	L	L	No potential for discriminatory practice	All	ER	V McFarlane	October 2008
Hepatitis B and C and HIV OP G.1.9	L	L	L	L	L	L	L	L	No potential for discriminatory practice	1,6	ER	VM/ H Elgie	October 2008
Young Carers – Needs, Rights and Assessment OP G.1.10	L	L	L	L	L	L	L	L	No potential for discriminatory practice	All	ER	J Currie	October 2008
Standards expected of Staff involved in making presentations to external agencies OP G.1.12	L	L	L	L	L	L	L	L	No potential for discriminatory practice	1,6	ER	J Tocher	October 2008
Guidelines on transporting clients and the use of seat belts and child restraints OP G 1.13	L	L	L	L	L	L	L	L	No potential for discriminatory practice	1,2,6	ER	V McFarlane	October 2008
Management of prolonged tonic seizures and the administration of rectal Diazepam OP G 1.14	L	L	L	L	L	L	L	L	No potential for discriminatory practice	1,6	ER	V McFarlane	October 2008
Acceptance of Hospitality/Gifts OP G 1.15	L	L	L	L	L	L	L	L	No potential for discriminatory practice	7	ER	S Penman	October 2008

DEPT: SOCIAL WORK: CRIMINAL JUSTICE													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Court Reports													
National Objectives and Standards (NOS) for Social Work in the Criminal Justice Service	L	L	L	L	L	L	M	M	Not all officers trained in race and religious awareness.	1, 4	FIA	J Martin	December 2006
Probation Service													
National Objectives and Standards for Social Work in the Criminal Justice Service. Plus local policy	M	L	M	L	L	M	M	M	Not all officers trained in race and religious awareness and age and disability may preclude some people fro undertaking certain probation conditions. NOS specify equality factors must be taken into account.	1, 2	FIA	J Martin	December 2006
Community Service													
National Objectives and Standards for Social Work in the Criminal Justice Service. Plus local policy	M	L	M	L	L	M	M	M	As for probation but some offenders may be excluded on offence type. NOS specify equality factors must be taken into account.	1,3	FIA	J Martin	December 2006
Through care													
National Objectives and Standards for Social Work in the Criminal Justice Service	L	L	L	L	L	L	M	M	Equally applied to all discharged prisoners. There is some training to do on the impact of culture on discharged prisoners.	1,4	FIA	J Martin	December 2006
Employment													
National Objectives and Standards for Social Work in the Criminal Justice Service	L	L	L	L	L	L	M	M	Some training needed on the impact of culture on discharged prisoners.	1,4	FIA	J Martin	December 2006
Parole Board reports													
National Objectives and Standards for Social Work in the Criminal Justice Service	L	L	L	L	L	L	M	M	Some training to do on the impact of culture on serving prisoners. NOS specify equality factors must be taken into account.	1,2,3	FIA	J Martin	December 2006

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Drug Treatment and Testing Orders													
National Guidance	L	L	L	L	L	L	M	M	More information is required as to whether intrusive testing is permitted by all religions/cultures.	1,4	FIA	J Martin	December 2006
Residential Provision													
East Port House Admissions Policy	L	L	L	M	L	L	M	M	Males and females are segregated for safety. Possibly some training needed on cultural/disability impacts of residential care.	1	FIA	J Martin	December 2006
Publications													
	M	M	M	M	M	M	M	M	Most new publications have been screened older documents will need some changes.	4,5	FIA	J Martin G Lloyd	December 2006
CJS Strategic Plan/Service Plan.	M	M	M	M	M	M	M	M	This plan is some years old and due for change.	1,4,5	FIA	J Martin J Lewis	December 2006
Operational Procedures													
(These are all taken from the information in National Standards and should be changed to take account of a review of Service Plans)	M	L	M	L	L	L	M	M	Out of date	1,4,5	Review/ FIA	J Martin R Wilson	December 2006
Special Policies													
Potentially Dangerous Offenders (Local Standards).	L	L	L	L	L	L	L	L	No evidence of discrimination	1	ES	J Martin	October 2008

DEPT: SOCIAL WORK CHILDREN'S SERVICES PROCEDURES													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Promote Social Welfare:													
2.1.1 Children in Need	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	6	ER	L Cameron	October 2008
2.1.2 Child & Family Assessment	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	L Cameron	October 2008
2.1.3 Referral by the Children's Reporter for advice, guidance & assistance	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	L Cameron	October 2008
2.1.4 Consent to Medical Treatment	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	L Cameron	October 2008
2.1.5 Family Group Meetings	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	L Cameron	October 2008
2.1.6 Providing Assistance in Terms of Section 22 of the Children (Scotland) Act 1995	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	L Cameron	October 2008
2.1.7 Children's Reporter Case Investigation Framework	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	L Cameron	October 2008
2.1.8 Preparing Reports for the Children's Reporter	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	L Cameron	October 2008
2.1.9 Guidance on Writing Social Background Reports	L	L	L	L	L	L	L	M	No evidence of discriminatory practice		ER	L Cameron	October 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
2.7.2 Schedule 1 Offenders who are HIV Positive and the Implications for Children and Young People who have been Sexually Abused	L	L	M	L	L	L	M	M	Impact on children/YP who have communication difficulties / cultural & language barriers		FIA	P Connolly	December 2006
Responsibilities for children who are looked after by Local Authority:													
3.1.1 Children who are Looked After by the Local Authority	L	L	M	L	L	L	M	M	Impact unknown		FIA	L Cameron	December 2006
3.1.2 Good Parenting, Good Outcomes in Care Planning for Children Looked After Away from Home	L	M	L	L	L	L	L	L	Takes account of key principles and values of welfare of the child	3,5,6	FIA	L Cameron	December 2006
2.7.2 Schedule 1 Offenders who are HIV Positive and the Implications for Children and Young People who have been Sexually Abused	L	L	M	L	L	L	M	M	Impact on children/YP who have communication difficulties / cultural & language barriers		FIA	P Connolly	December 2006
Responsibilities for children who are looked after by Local Authority:													
3.1.1 Children who are Looked After by the Local Authority	L	L	M	L	L	L	M	M	Impact unknown		FIA	L Cameron	December 2006
3.1.2 Good Parenting, Good Outcomes in Care Planning for Children Looked After Away from Home	L	M	L	L	L	L	L	L	Takes account of key principles and values of welfare of the child	3,5,6	FIA	L Cameron	December 2006
3.1.7 Authorisation for Children who are Looked After away from home to leave the country, emigrate or join the armed forces	L	L	L	L	L	L	L	L	Takes account of individual need		ER	L Cameron	October 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
3.1.8 Death or Serious Injury or Illness of Children who are Looked After by the Local Authority and Children on the Child Protection Register	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	L Cameron	October 2008
3.1.9 Role of Safeguarder	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	L Cameron	October 2008
3.1.10 Medical Assessments of Children who are Looked After away from home	L	L	M	L	L	L	M	M			FIA	K Finnan	December 2006
3.1.11 Permanence Planning for Children of 12 years and older (other than adoption)	L	L	M	L	L	L	M	M	No comment on Disability, Religion or Race - needs general statement		FIA	L Cameron	December 2006
Home Supervision													
3.2.1 Home Supervision	L	L	L	L	L	L	L	L	Acknowledges all children are unique.	1, 2, 3, 4, 5, 6	ER	F McBride	December 2008
3.2.2 Home Supervision in Practice	L	L	L	L	L	L	L	L	"Services provided are consistent with the Law agreed standard and procedures" This would apply to all legislation e.g. Race Relations Act DDA		ER	F McBride	December 2008
3.2.3 Supervision Agreements	L	L	L	L	L	L	L	L	Inclusive proc, involving all members of family	1, 2, 3, 4, 5, 6	ER	F McBride	December 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Fostering Services													
3.3.1 Fostering Services	L	L	L	M	M	L	M	M	Recruitment of carers from Ethnic minority groups	1, 3	FIA	M Moys	December 2006
3.3.2 Adoption/Fostering Enquiries, Applications and Decisions	L	L	L	L	M	L	M	M	Needs updated as legislation has changed	1,2,3,4,5,6	FIA	M Moys	December 2006
3.3.3 Link Carer Scheme	L	M	L	M	M	L	L	L	Consideration re paying Link Carers same as Foster Carers Need to take account of Adoption/Review recent research	1,2,3	FIA	M Moys	December 2006
3.3.4 Placement in Foster Homes of Children's Hearing	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	3,4	ER	M Moys	October 2008
3.3.5 Private Fostering	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	1,2,3	ER	M Moys	October 2008
3.3.6 Swimming Activities for Children in Foster/Mainstay Care	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	1,2,3	ER	M Moys	October 2008
3.3.7 Fostering Allowances	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	1,2,3	ER	M Moys	October 2008
3.3.8 Payment of Clothing Allowances for Children who are Looked After in Foster Care	L	L	M	L	L	L	L	L	Need to consider different costings in respect of children with disabilities & clothing need. This is unique for every child	1,2,3,6	FIA	M Moys	December 2006
3.3.9 Occasional Alternative Care for Children in Foster Homes and Residential Establishments	M	L	M	L	L	L	L	L	Need to consider all equality issues for LA Young People and choices and link to risk assessments	1,2,3,6	FIA	M Moys	December 2006

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
3.3.10 Current Carers wishing to amend their Approval to Permanent/Long Term Care	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	1,2,3,6	ER	M Moys	October 2008
Residential Care													
3.4.1 Residential Care	L	L	M	L	L	L	M	M	Included in procedure is statement re information about racial, religious, linguistic and cultural background But need to consider how in practice this is implemented	1,2,3,6,5	FIA	F McBride M Dimock	December 2006
3.4.2 Functions and objectives of Residential Units in Dundee City	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	1-6	ER	F McBride M Dymock	December 2006
3.4.3 Admission to Young People's Residential Units	L	L	M	L	L	L	M	M	Need to consider if placement meets YP needs	1-6	FIA	F McBride M Dymock	December 2006
3.4.4 Keeping Pets in Residential Units for Young People	L	L	L	L	L	L	L	L	Procedure links to the needs of the child and YP	1,2,3	ER	M Dymock	10/08
3.4.5 Administration of Medication in Young People's Residential Units	L	L	L	L	L	L	L	L	Procedure recently renewed and updated	1,6,2, 3	ER	M Dymock	October 2008
3.4.6 Sanctions - Residential Services for Young People (Reviewed May 2005)	M	L	M	L	L	M	L	L	Procedure needs updated For all YP there needs to be consistency in sanctions Procedure states clearly what is not acceptable Issue re development of staff & expectations of YP	1-6	FIA	F McBride M Dymock	December 2006

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
3.4.7 Anti-Bullying in Residential Units	L	L	L	L	L	L	L	L	Procedure refers to zero tolerance	1-6	ER	M Dymock	October 2008
Registration & Inspection - Certain Residential Schools													
3.5.1 Certain Residential Schools - Registration and Inspection	L	L	L	L	L	L	L	L			ER	F McBride	October 2008
Secure Accommodation													
3.6.1 Secure Care	L	L	L	L	L	L	L	L			ER	M Dymock	October 2008
Throughcare and Aftercare													
3.7.1 Throughcare and Aftercare	L	L	L	L	L	L	L	L			ER	M Moys	October 2008
Adoption													
4.1.1 Adoption	L	L	L	M	M	L	L	L	Adoption review out for consultation & will need updating accordingly Passive new legislation will impact on gender and LGBT	1-6	FIA	F McBride M Moys	December 2006
4.1.2 Adoption Allowances	L	M	L	L	L	M	L	L	Adoption review will inform future issues re A.A. need to consider having no means testing	1-6	FIA	M Moys	December 2006
4.1.3 Step Parents and Family Adoption	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	1-6	ER	M Moys	October 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
4.1.4 Guidelines for Preparing Section 22 (2) Adoption (Scotland) Act 1978 Reports	L	L	L	L	L	L	M	M	More of a process but needs to recognise specific religious and racial issues which may affect outcome	3	FIA	L Cameron	December 2006
4.1.5 Temporary Foster Carers wishing to Adopt a Child in Placement	L	L	M	L	M	L	L	L	Acknowledges the child's cultural, linguistic and religious needs Has to include disability and sexuality statement		FIA	L Cameron	December 2006
Parental Responsibilities													
4.2.1 Parental Responsibilities Orders	L	L	M	L	M	L	M	M	Promotes inclusion and views of the child/families but needs to include race, religious, disability and sexuality statement	1,3,5	FIA	L Cameron	December 2006
General													
G.1.1 Complaints Procedure	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	R Wilson	October 2008
G.1.2 Indoor/Outdoor Activities with Service Users	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	L Cameron	October 2008
G.1.3 Asylum Seekers and Refugees	L	L	L	L	L	L	M	M	Needs updated IRO practice	1-6	FIA	L Cameron	December 2006
G.1.4 Notification of Serious Incidents	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	L Cameron	October 2008
G.1.5 Workload Management	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	L Cameron	October 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
G.1.6 Operating Procedures	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	L Cameron	October 2008
G.1.7 Protocol between Housing and Social Work Department for Minimising and Number of Evictions due to Rent Arrears and Anti-Social Behaviour	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	L Cameron	October 2008
G.1.8 Criminal Offence and Abuse of Trust	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	L Cameron	October 2008
G.1.9 Hepatitis B, C & HIV	L	L	L	L	L	L	L	L	Newly updated with protocol		ER	K Fannin	October 2008
G.1.10 Young Carers - Needs, Rights and Assessment	L	M	M	L	L	L	L	L	Needs updated	1-6	FIA	J Currie	December 2006
G.1.12 Standards Expected of Staff when making Presentations to External Agencies	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	L Cameron	October 2008
G.1.13 The Management of Prolonged Tonic Colonic Seizures and the Administration of Rectal Diazepam	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Dymock	October 2008
G.1.14 Acceptance of Hospitality/Gifts	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	L Cameron	October 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Airport													
Check in process			L					L	Complies with Department of Transport and Airline standards		ER		
Handling agent for airlines			L					L	No potential for anti discriminatory practice		ER		
Scheduled service - Access Policy			L					L	Adverse impact previously mitigated		ER		
Security screening/searches			L					L	Complies with Dept of Transport standards.		ER		
Tourism Function			L					L	Staff appropriately trained		ER		
Business Development & Marketing													
Dundee International Book Prize			L					M	Documentation could be improved to highlight existence of Dundee Translation Unit	4	SP	K Johnston	2007
City of Discovery Funding/Event Project Proposal			L					M	Documentation could be improved to highlight existence of Dundee Translation Unit	4	SP	K Johnston	2006
Convention Bureau Funding			L					L	No potential for anti discriminatory practice		ER		
Dundee Development Grant			M					M	The policy relies on the discretion of the advisor and therefore vulnerable to potential discriminatory practices, terms and conditions to be reviewed	4	SP	S Ure	2007

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Enterprise Advice Project Client Contact form (establishing eligibility and information gathering)			L					L	No potential for anti discriminatory practice		ER		
Enterprise Advice Project Promotional Literature			L					M	Documentation could be improved to highlight existence of Dundee Translation Unit	4	SP	E Peebles	
Enterprise Advice Project Terms of Reference (Kickstart)			L					L	Low Relevance		ER		
Locate Dundee Signposting brochure			L					L	Low Relevance		ER		
Locate-dundee bio properties			L					L	Low Relevance		ER		
Overseas Market Development Grant			L					L	Low Relevance		ER		
Tayscreen Scotland			L					L	Low Relevance		ER		
City Centre Management									Low Relevance		ER		
Dundee City Centre Action Group Business Plan			L					L	Low Relevance		ER		

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
CCAG Retail PR Strategy			L					L	Low Relevance		ER		
City Centre Ambassadors			L					L	Low Relevance		ER		
City Centre Event Management and Marketing			L					L	Low Relevance		ER		
Continental Market			L					L	Low Relevance		ER		
Craft Markets Terms and Conditions			L					L	Low Relevance		ER		
Dundee Coordinated Anticrime Network			L					L	Low Relevance		ER		
Farmers' Markets Terms and Conditions			L					L	Low Relevance		ER		
Property Management & Development									Low Relevance		ER		
Acquisition/Disposal of land/buildings			L					L	Low Relevance		ER		
CCTV			L					L	Low Relevance		ER		
Energy Procurement			L					L	Low Relevance		ER		
Letting Procedures			L					L	Low Relevance		ER		
Long Term Estates Management			L					L	Low Relevance		ER		
Missives of Let			L					L	Low Relevance		ER		
Provisional offer of let			L					L	Low Relevance		ER		
Rent Review			L					L	Low Relevance		ER		

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Sale of additional garden ground			L					L	Low Relevance		ER		
Policy and Information									Low Relevance		ER		
Community Economic Development Plan 2005 - 2007			L					L	Low Relevance		ER		
Economic Development Plan 2005 - 2007			L					L	Low Relevance		ER		
Local Employment Action Plan 2005 - 2007			L					L	Low Relevance		ER		
Working For Families Childcare Subsidy Fund Guidelines			L					L	Low Relevance		ER		
Working For Families Crisis Funding Guideline			L					L	Low Relevance		ER		
Working For Families Guidelines for Childcare Subsidy Funding Individual			L					L	Low Relevance		ER		
WfF promotional Literature			M					M	The requirement for translation of materials will be assessed once a minority ethnic link worker has been employed	4	Review	D Milne	2006
Administration and Directorate Services													
Council House Sales - Admin Function			L					L	Conforms to Council policy and processes				
Creditors Function			L					L	Conforms to Council policy and processes				
Debtors Function			L					L	Conforms to Council policy and processes				
Payroll Function			L					L	Conforms to Council policy and processes				
Personnel Function			L					L	Conforms to Council policy and processes				
Purchasing Function			L					L	Conforms to Council policy and processes				
Secretarial/Keyboard Support Function									No potential for anti discriminatory practice				

DEPT: SUPPORT SERVICES ADMINISTRATION													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Support Council and Committee Meetings	L	L	L	L	L	L	L	L	Public access catered for	6	ER	D Miller	October 2006
Archive and Record Services	L	L	L	L	L	L	L	L	Public access catered for	6	ER	I Flett	October 2006
Licensing	L	L	L	L	L	L	L	L	Public access catered for	6	ER	S Galloway	October 2006
Electoral Registration	L	L	L	L	L	L	L	L	Access, Info format ok	4, 6	ER	S Galloway	October 2006
Voting/Polling Stations	L	L	L	L	L	L	L	L	Access, Info format ok - survey carried out	4, 6	ER	S Galloway	October 2006
Emergency Planning	L	L	L	L	L	L	L	L	Deals with emergency professionals only	1, 4	ER	J Smith	October 2006
Data Protection	L	L	L	L	L	L	L	L		4, 6	ER	S Galloway	October 2006
* Town Twinning	-	-	-	-	-	-	-	-					
Registration of Births, Deaths and Marriages	L	L	L	L	L	L	L	L	Customer survey results show high satisfaction	1, 4, 6	ER	G Law	October 2006
District Court	L	L	L	L	L	L	L	L	Public access catered for	4, 6	ER	N Brown	October 2006
Telephone Network	L	L	L	L	L	L	L	L	490k calls per year - complaints nil	4	ER	R Laird	October 2006
Contact Centre	L	L	L	L	L	L	L	L	Staff trained in customer care SVQs - physical access DDA complaint	4, 6	ER	D Miller	October 2006

DEPT: SUPPORT SERVICES – ARCHITECTURAL SERVICES													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Architectural Design information from inception to completion	L	L	L	L	L	L	L	L	QA Manual & DDA checklist	4/5	ER		
Quantity Surveying; cost control	L	L	L	L	L	L	L	L	QA Manual & DDA checklist	4/5	ER		
Building Services	L	L	L	L	L	L	L	L	QA Manual & DDA checklist	4/5	ER		
Clerk of Works Services	L	L	L	L	L	L	L	L	QA Manual & DDA checklist	4/5	ER		
Health and Safety	L	L	L	L	L	L	L	L	Health & Safety Manual	1	ER		
Project Management	L	L	L	L	L	L	L	L	QA Manual & DDA checklist	4/5	ER		
Procurement of Consultants	H	H	H	H	H	H	H	H	Tendering Process	1/4	FIA	R. Pedersen J. Green	06/06
Procurement of Contractors	H	H	H	H	H	H	H	H	Tendering Process	1/4	FIA	R. Pedersen J. Green	06/06
Property Survey and Building Maintenance	L	L	L	L	L	L	L	L	Tendering Process	1/4	ER		
Access Audits and Appraisals	L	L	L	L	L	L	L	L	QA Manual & DDA checklist	1-6	ER		
Expert Witness	L	L	L	L	L	L	L	L	QA Manual & DDA checklist	4/5	ER		
Computer Aided Design	L	L	L	L	L	L	L	L	QA Manual & DDA checklist	1	ER		

DEPT: SUPPORT SERVICES SCIENTIFIC SERVICES

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Provide EU recognised Official Food and Animal Feeding Stuff Enforcement Lab Service and general analytical laboratory service													
- accept receipt of samples at laboratory	L	L	M	L	L	L	L	L	No wheel chair access to laboratory for sample drop off and no induction loop fitted at reception. In reality most samples submitted by council personnel. Very few private individuals call in unannounced, most would go through Environmental Health. Has major recruitment implications.	6	SP		
- analyse and produce reports on submitted samples	L	L	L	L	L	L	L	L					
- implement provision of new techniques as legislation and standards change	L	L	L	L	L	L	L	L					
Hold statutory appointments of Public Analyst, Food Examiner and Agriculture Analyst	L	L	L	L	L	L	L	L					

DEPT: SUPPORT SERVICES LEGAL													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Legal Advice to Committees and Departments	L	L	L	L	L	L	L	L			ER	R Mennie	July 2008
Court Representation	L	L	L	L	L	L	L	L			ER	R Mennie	July 2008
Tribunal Proceedings	L	L	L	L	L	L	L	L			ER	R Mennie	July 2008
Documentation on Sale Lease and Acquisition Property	L	L	L	L	L	L	L	L			ER	R Mennie	July 2008
Contract Responsibilities	L	L	L	L	L	L	L	L			ER	R Mennie	July 2008

DEPT: LEISURE & COMMUNITIES													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DI S	GEN	LGB T	OFF	REL	RAC E					
Regeneration:													
CRF Management	H	H	H	H	H	H	H	H	Focus on geographic communities rather than communities of interest may lead to exclusion of these groups.	1,2,3,4,5,6.	Joint FIA	N Gunn O Smiles	04/07
Develop local Community Plans	H	H	H	H	H	H	H	H	Geographic basis of planning process may lead to exclusion of these groups. Their needs should be identified within planning process.	1,2,3,4,5,6.			
Consultation with communities	H	H	H	H	H	H	H	H	Community engagement standards include clear reference to inclusion of communities of interest, but there is a lack of clear evidence that this is happening within Dundee's strategy	5			
Implement de-centralisation	H	H	H	H	H	H	H	H	There is a need to ensure that profiling and data gathering includes information on equality and diversity groups	1,2,	S.P.	N Gunn O Smiles	04/07
Implementing DCC's Social Inclusion and Anti-Poverty Strategies:													
Oversee and Anti-poverty Action Plan	H	H	H	H	H	H	H	H	Social Inclusion's workplans address these in detail	1,2,3,4,5,6.	FIA	N Gunn O Smiles	04/07

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Oversee DCC's equality schemes	H	H	H	H	H	H	H	H	Departments have not yet complied with corporate policies that have already been agreed. Action plans need to be agreed across departments	All	SP	S Gunn Equality Task Groups	Dec 2005
									There are no task groups for Age and Religion and Belief. Current task group members are not clear about their remit. Task Group development day will be organised.	2	SP	S Gunn Chairs of task groups	March 2006
Liaise with voluntary sector	H	H	H	H	H	H	H	H	Most equality and diversity issues will be channelled through development of Equalities Forum and Equality Partnership	1,2,3,4,5,6	SP	S Gunn	04/07
Management of Dundee Translation and Interpreting Service	L	L	H	L	L	L	L	H	There is no consistent use of translation services despite current DCC policy to adhere to STIC good practice guidelines. Departments use the cut and paste message to contact DITS without considering translation and interpreting needs fully. Departments do not always have allocated budgets for the service. Some departments feel that customers should pay for the translation services – in breach of TIC guidelines.	4 & 6	RES Action	S Gunn	Nov 2005
Equality and Diversity Fund	M	M	M	M	M	M	M	M	The fund needs to be more widely publicised in accessible formats	4	SP	S Gunn	Feb 2006

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Manage Centres and Projects:													
Let Documentation & Policies, inc. conditions for hire	L	L	M/H	L	L	L	L	M	Lack Of Access To Upper Levels Of Some Centres. Translation Of Document / Format	4,6	SP	D Booth A Cluley	December 2007
Local Management Group Constitutions	L	L	L	L	L	L	L	M	Translation Of Document / Format	4,5	SP	D Booth A Cluley	December 2007
Local Management Group Partnership Agreements	L	L	L	L	L	L	L	M	Translation Of Document / Format	4,5	SP	D Booth A Cluley	December 2007
Dundee Association of Local Management Groups - Constitution	L	L	L	L	L	L	L	M	Translation Of Document / Format	4,5	SP	D Booth A Cluley	December 2007
Local Management Groups Development Plan	L	L	L	L	L	L	L	M	Translation Of Document / Format	4,5	SP	D Booth A Cluley	December 2007
Centre Development Plan	L	L	L	L	L	L	L	M	Translation Of Document / Format	4,5	SP	D Booth A Cluley	December 2007
Centre User / Member Exclusion policy	M/H	L	L	L	L	L	L	L	Y.P / Y. Adults More Likely To Be Subject To Sanctions	1,2,3,6	SP	D Booth A Cluley	December 2007
Centre Programmes / Marketing Publicity	L	M	L	L	L	L	L	M	Access To Programme Activity Taking Place On Upper Floors Of Some Buildings Translation Of Document / Format	4,5,6	SP	D Booth A Cluley	Dec 2007

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Let Holders - individual Policies	H	H	H	H	H	H	H	H	Impact unclear	4	FIA	D Booth A Cluley	December 2007
Community Information Team:													
Adhere to Web Accessibility National Guidelines for content of Council Website	H	L	H	L	L	L	L	H	Website refurbishment ongoing to achieve BOBBY compliance and meet "A" compliancy with Worldwide Web Consortium.	1,4,5,6	FIA	F Robertson	December 2007
Provide printed material for department: brochures, leaflets, posters, fliers, exhibitions and display work, adhering to Council Policy on Accessibility guidelines	H	L	H	L	L	L	L	H	This service is being reviewed continuously to ensure meeting accessibility guidelines	1,4,5,6	ER	F Robertson	Ongoing
Provide IT training for adults in accordance with Community Access to Lifelong Learning Funding plan re Social Inclusion policies and learners with special needs	H	L	H	L	L	L	L	H	Already part of the CALL program requirements	1,2,3	SP	F Robertson	
Liaise with Community Groups with regards to their IT requirements	H	L	H	L	L	L	L	H		1,2,5	SP	F Robertson	
Liaise with DVA with regards to their printed material	H	L	H	L	L	L	L	H		1, 4	SP	F Robertson	

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Provide Library Services													
Acceptable Use Policy	L	L	L	L	L	L	L	M	Include Paragraph highlighting translation services	4	SP	F.Foster J.Dobbie	April 2006
Internet Abuse Warning Letters	L	L	L	L	L	L	L	M	Include paragraph highlighting translation services	4	SP	F.Foster J.Dobbie	April 2006
Discover PC Booking System	L	L	L	L	L	L	L	L	For staff use – no equality issue identified		ER		
Charging for Printing Guidelines	L	L	L	L	L	L	L	M	Investigate production of poster outlining charges into community languages	4	SP	J. Dobbie	Feb 2006
Overdue Letters, Reminders	L	L	L	L	L	L	L	M	Include paragraph highlighting translation services	4	SP	J. Dobbie	Feb 2006
Library Management Rules	L	L	L	L	L	L	L	M	Include paragraph highlighting translation services	4	SP	F.Foster J.Dobbie	March 2006
Library Membership Rules and Procedures Manual	L	L	L	L	L	L	L	M	Imminent introduction of new technology will ensure access to membership services is simpler	3, 4, 6	SP	F.Foster J.Dobbie	Dec 2005

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Children's Use of Library and Information Services	L	L	L	L	L	L	L	M	For staff use no equality issues identified -		ER		
General Policies													
Basic ICT Training for Staff Supporting Users	L	L	L	L	L	L	L	M	Amend document to include reference to support facilities available for people with special needs and speakers of another language	6, 3	SP	F.Foster J.Dobbie	March 2006
Community Library Procedures Manual	L	L	L	L	L	L	L	L	For staff use – no equality issues identified		ER		
Fire Evacuation Procedures (individual buildings)	L	L	L	L	L	L	L	L	For staff use – no equality issues identified		ER		
Reserves/Requests Guidelines	L	L	L	L	L	L	L	L	For staff use – no equality issues identified		ER		
Stock Selection Policy (including graphic novels and reference strategy)	L	L	L	L	L	L	L	L	For staff use – selection of material in other languages highlighted		ER		
Guidance on SMARTCARD use	L	L	L	L	L	L	L	L	For staff use – no equality issues identified		ER		
Guidelines for Learning Centre PC's, Internet Access and Chaperon Filtering System	L	L	L	L	L	L	L	M	Investigate promotional leaflets high-lighting specific support for people with disabilities and speakers of another language	1, 4, 6	SP	J Dobbie	May 2006
Dealing with Inappropriate Behaviour	L	L	L	L	L	L	L	L	For staff use – no equality issues identified		EP		

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Development Plans and Strategies													
Team Plans	L	L	L	L	L	L	L	L	For staff use – equality issues will be highlighted at next review		ER		
Job Targets	L	L	L	L	L	L	L	L	For staff use – equality issues will be highlighted at next review		ER		
Self Evaluation of Library and Information Services	L	L	L	L	L	L	L	L	For staff use – no equality issues identified		ER		
Community Library and Central Library Marketing Strategy	L	L	L	L	L	L	L	M	Strategy to be revised	4	SP	F.Foster J.Dobbie	May 2006
Service Plan	L	L	L	L	L	L	L	L	For staff use – will be amended to include equality actions identified as a result of EQIA screening	6	SP	F.Foster J.Dobbie	April 2006
Support Adult Literacies Initiative/Community Based Adult Learning:													
Communication - Newsletters, Leaflets, Website.	L	L	L	L	L	L	M	M	Need to review current exclusion			M Dailly	

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Production of Action Plans, Annual Reports	L	L	L	L	L	L	L	L				M Dailly	
Provision of learning environments.	L	L	H	L	L	L	L	L				M Dailly	
Outdoor Education:													
Health Education:													
Staff Guidelines for dealing with Drugs Related Incidents (1 st Draft) (Communities)	L	L	M	L	L	L	L	M	Draft Guidelines only available in English	4, 6	SP	J Hosie	June 2006
									Not accessible for people with sensory impairments	4, 6		J Hosie	March 2007
									Monitoring and Evaluation framework needs to be developed.			J Hosie	June 2006
Care & Protection Guidelines (The Corner)	L	L	M	L	L	L	L	M	Guidelines only available in English.	4, 6	SP	J Hosie	June 2006
									Lacks accessibility for sensory impaired people.	4, 6	SP	J Hosie	Mar 2007
									No monitoring and evaluation framework.		SP	J Hosie	June 2006
Practice Guidelines (The Shore)	L	L	M	L	L	L	L	M	Guidelines only available in English.	4, 6	SP	J Hosie	June 2006
									No monitoring/review process stated		SP	J Hosie	June 2006
Principles and Policies Statement (The Corner)	L	L	M	L	L	L	L	M	Guidelines only available in English.	4, 6	SP	J Hosie	June 2006
									Not accessible to people with sensory impairments	4,6	SP	J Hosie	March 2007
									No monitoring/review process stated.		SP	J Hosie	June 2006

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Practice Guidelines (The Corner)	L	L	M	L	L	L	L	M	Guidelines only available in English.	4, 6	SP	J Hosie	June 2006
									Not accessible to people with sensory impairments		SP		March 2007
									No monitoring/review process stated		SP		
									Review all documentation stated above and prioritise which languages need to be translated into English		SP		June 2006
									Implement Monitoring system relevant to each of the documents stated		SP		June 2006
									Review all documents in terms of accessibility to people with sensory impairments		FIA		March 2007
Consultation Guidelines (The Corner)	L	L	M	L	L	L	L	M	Only available in English	4 & 6	SP	J Hosie	June 2006
									Not accessible to people with sensory impairments.	4 & 6	SP	J Hosie	March 2007
									Consultation opportunities can be extended to be more inclusive.	5	SP	J Hosie	
Volunteer Policy	L	L	M	L	L	L	L	M	Only available in English	4 & 6	SP	J Hosie	June 2006
									Not accessible to people with sensory impairments.	4 & 6	SP	J Hosie	March 2007

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Develop Community Safety:													
Communication - newsletters/ DVD/website	M	L	H	M	L	L	M	H	Language Translations Visual Strategy to be developed	1, 2, 3, 4, 5, 6	FIA	L Kay	March 2006
Engagement - patrols/events/groups	M	L	M	L	L	L	L	H	Little contact with ethnic communities	1, 2, 3, 4, 5, 6	FIA	L Kay	March 2006
Partnership Arrangements - fire/police/ voluntary sector/ council/CSP	L	L	M	M	L	M	L	M	In most cases, good arrangements in place Investigate Partnership FIA	1, 2, 3, 4, 5, 6	ER	L Kay	March 2006
Issues Of C.S. Equipment - personal alarms/window shed alarms/safe time/awareness raising	H	L	H	L	M	L	L	H	Fear of crime exceeds reality.	1, 2, 3, 4, 5, 6	FIA	C Jenkins	March 2006
Information - notebooks/ intelligence gathering/incident recording	M	L	L	M	L	L	L	M	Use made of intelligence by partners.	1, 2, 4	ER	L Kay	December 2005
Training - diversity/handling violence & aggression/policies & procedures	H	L	M	L	L	L	L	H	Level of contact with public Investigate feasibility of departmental FIA	1, 2, 3	FIA	L Kay	December 2005

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Outdoor & Country Parks													
Parks and Open ground Space Maintenance.	L	L	L	L	L	L	L	L					
Blue and Yellow Flag	L	L	L	L	L	L	L	L	Flag status requires that access ramps are made available.		ER	M Mitchell	April 2008
Water Safety	L	L	L	L	L	L	L	M	Signs in English.	6	SP	M Mitchell	April 2007
Animal Exclusion Procedure	L	L	L	L	L	L	L	L	Assistance Dogs allowed	4	SP	M Mitchell	April 2007
Conservation Sites (Shield Street etc)	L	L	L	L	L	L	L	L	Limited potential for discriminatory practice		ER	M Mitchell	April 2007
Duntrune Demonstration Gardens	L	L	L	L	L	L	L	L	Limited potential for discriminatory practice		ER	M Mitchell	April 2007
Barnhill Rock Gardens	L	L	L	L	L	L	L	L	Disability Garden		ER	M Mitchell	April 2007
CaIRD Stadium	L	L	L	L	L	L	L	L	Limited potential for discriminatory practice		ER	M Mitchell	April 2007
Opening of Pavilions	L	L	L	L	L	L	L	L	Limited potential for discriminatory practice		ER	M Mitchell	April 2007
Events	L	L	L	L	L	L	L	L	Limited potential for discriminatory practice		ER	M Mitchell	April 2007
Meeting with Customers	L	L	L	L	L	L	L	L	Limited potential for discriminatory practice		ER	M Mitchell	April 2007
Hand Held Radio Procedure	L	L	L	L	L	L	L	L	Limited potential for discriminatory practice		ER	M Mitchell	April 2007
Telephone Procedure	L	L	M	L	L	L	L	L/M	1) Type Talk, lack of staff awareness. 2) Language formats.	4 & 5	SP	M Mitchell	April 2007
Cemetery Management Rules	L	L	M	L	L	L	L	M	1) Alternative formats not available	4	SP	M Mitchell	April 2007
Promotional Material	L	L	M	L	L	L	L	M	1) Not available in other formats	4	SP	M Mitchell	April 2007
Ticket Inspections	L	L	L	L	L	L	L	L	Limited potential for discriminatory practice		ER	M Mitchell	April 2007

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Admission to Facilities	L	L	M	L	L	L	L	L	1) Counter at Wildlife Centre is too high for wheelchair users + Reception counters at both golf courses are not disable friendly. 2) No facilities for hard of hearing or sensory impaired customers. 3) While Caird Golf does have facilities for disabled, Campedown does not, but we don't advise our customers of this.	1 & 5	SP	M Mitchell	April 2007
Parks & Outdoor etc. Management Rules	L	L	M	L	L	L	L	M	1) Only hand propelled wheelchairs are allowed. 2) There is no mention of obtaining the Rules in another format.	1 & 4	SP	M Mitchell	April 2007
Cemetery Management Rules	L	L	M	L	L	L	L	L	Limited formats available	1 & 4	SP	M Mitchell	April 2007
Complaints													
Promotional Material	L	L	M	L	L	L	L	M	1) Not available in other formats	4	SP	M Mitchell	April 2007
Leisure Centres													
Admissions And Access													
Access to Sports and Swim centres	L	L	M	L	L	L	L	L	High reception counters in all centres. No Loop System for hard of hearing. Poor access to viewing balconies Olympia and LSLC. Fitness Studio equipment majority not suitable for wheelchair users alternatives not available. No brail access information or equipment.	4&6	SP	M Mitchell	April 2007
Leisure Active Membership	L	L	L	L	L	L	L	L					

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Leisure Concession Card	L	L	L	L	L	L	L	M	Not available in clear print for visually impaired. No translation service offered.	5&6	ER	M Mitchell	August 2008
Management Rules	L	L	L	L	L	L	L	M	No translation service offered.	5&6	ER	M Mitchell	April 2007
Booking Systems Hires Lets													
Facilities Hire	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
MRM system	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Events	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Courses	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Car parking	L	L	M	L	L	L	L	L	No disabled car parking at the Lynch Centre.	6	FIA	M Mitchell	April 2007
Communications													
Customer Feedback Cards	L	L	L	L	L	L	L	M	No service for translation. Not available in clear print.	4&5&6	SP	M Mitchell	April 2007
Customer Charter	L	L	L	L	L	L	L	M	No translation service offered.	1	SP	M Mitchell	April 2007
Helpline	L	L	L	L	L	L	L	L					
Notice boards Information Posters	M	L	M	L	L	L	L	M	No brail information available. No clear print information available. No translation service offered.	4&5&6	SP	M Mitchell	April 2007
Leaflets and Brochures	L	L	M	L	L	L	L	M	No brail information available. No clear print information available. No translation service offered.	4&5&6	SP	M Mitchell	April 2007

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Public Services													
Swimming Lessons	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Parental Consent Form	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Waiting Lists	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Assessments	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Awards	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Fitness Classes	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Beach Lifeguard	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Accident/incident Reports	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Radio Communications	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Aquaerobics	L	L	M	L	L	L	L	L	No disabled access hoist available at Dive Pool.	1&5&6	SP	M Mitchell	April 2007
Advance Bookings	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
COPD	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Cardiac Rehab	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Active for Life	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Coaching Classes	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Parental Consent Forms	L	L	L	L	L	L	L	M	No translation service offered.	1&4	SP	M Mitchell	April 2007
Waiting Lists	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Fitness Inductions	L	L	L	L	L	L	L	L	No evidence of discriminatory practice			M Mitchell	August 2008
Appointments	L	L	L	L	L	L	L	L	No evidence of discriminatory practice			M Mitchell	August 2008
Pre induction Questionnaire	L	L	M	L	L	L	L	M	No clear print available for visually impaired. No translation service offered.	1&4&6	SP	M Mitchell	April 2007
Aqua Gym	L	L	M	L	L	L	L	M	No disabled access hoist at Olympia. Instruction Posters in small writing difficult for visually impaired. No brail available Instructions. No translation service offered for instructions.	1&4&6	SP	M Mitchell	April 2007
Training													
Staff Handbook	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Induction	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
NPLQ unit1 unit 2	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
First Aid Policy	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Fire Procedures	L	L	M	L	L	L	L	L	No brail evacuation indicators.	1&4	SP	M Mitchell	April 2007
Child and Vulnerable Adult Policy	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Safe Systems of Work	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Arts Development													
Business Development													
Child Protection Policy	L	L	L	L	L	M	L	M	Disclosure checks required Not available in different formats Translation service not mentioned	3	SP	M Mitchell	April 2007
Cultural Strategy	L	L	M	L	L	L	L	M	Not available in different formats Translation service not mentioned	1,4	SP	M Mitchell	April 2007
Leisure reactive application form	L	L	M	L	L	L	L	M	Not available in different formats Translation service, photo option not mentioned Membership Counter at Olympia has: glass screen, no induction loop, counter too high	1,4	SP	M Mitchell	April 2007
Golf application form	L	L	M	L	L	L	L	M	Not available in different formats Translation service, photo option not mentioned Membership Counter at Olympia has, glass screen, no induction loop, counter too high	1,4	SP	M Mitchell	April 2007
Leisure concession application	L	L	M	L	L	L	L	M	Not available in different formats Translation service, photo not mentioned Membership Counter at Olympia has, glass screen, no induction loop, counter too high	1,4	SP	M Mitchell	April 2007
Standard Letters	L	L	M	L	L	L	L	M	Not available in different formats Translation service not mentioned	1,4	SP	M Mitchell	April 2007
Service level agreements	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Mrmplus2 user manual	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Leisureactive Website	L	L	M	L	L	L	L	M	Not available in different formats Translation service not mentioned	1,4	SP	M Mitchell	April 2007
Direct Debit collection process	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Marketing Functions	L	L	M	L	L	L	L	M	Not available in different formats Translation service not mentioned	1,4	SP	M Mitchell	April 2007
Member newsletters	L	L	M	L	L	L	L	M	Not available in different formats Translation service not mentioned	1,4	SP	M Mitchell	April 2007
New member process	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Customer first strategy	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Events													
Zurich Municipal Policy Insurance Docs	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Event Guidance Note	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Safety Inspection Checklist.	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Event Risk Assessment.	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Accident Report Form.	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Participation List.	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Missing Person's Form.	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Job Instruction.	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Flower Show Database.	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
including contracts	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
standard letters	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
information sheet	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Competition Applications	L	L	M	L	L	L	L	M	Not available in different formats Translation service not mentioned	1,4	SP	M Mitchell	April 2007
Quality													
Quality Manual	L	L	M	L	L	L	L	M	Not available in different formats Translation service not mentioned	1,4	SP	M Mitchell	April 2007
Quality Policy	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Quality Procedures	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Area Instructions	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Customer Care Policy	L	L	M	L	L	L	L	M	Not available in different formats Translation service not mentioned	1,4		M Mitchell	April 2007
Customer & Employee Surveys	L	L	M	L	L	L	L	M	Not available in different formats Translation service not mentioned	1,4		M Mitchell	April 2007

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Training & Development													
Training & Development Policy	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Development Interview Process	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Requesting Training	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Recording Training	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Pre/Post course Briefing	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Training Record Management	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Applying for Mini Bus Test	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Friends of the Flower Show membership	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Apprentice Reviews	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Induction	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Building Maintenance													
Monitor Contracts	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Respond to requests for building repairs	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Source contractors	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Write orders for repairs.	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Project initiation	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Writing briefs for building projects	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Liasing with other departments especially DCS architects and engineers.	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Checking HS compliance of contractors	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Liasing with outside agencies i.e. Historic Scotland	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Health & Safety													
Departmental HS Policy	L	L	M	L	L	L	L	M	Not available in different formats Translation service not mentioned	1,4	SP	M Mitchell	
Risk Assessments	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
COSHH Assessments	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Health & Safety Committee	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Deliver certain health & safety training.	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
First Aid	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Fire safety	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Manual Handling	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Marketing & Design													
Website	L	L	M	L	L	L	L	M	Not available in different formats Translation service not mentioned	1,4	SP	M Mitchell	April 2007
Marketing & publicity materials	L	L	M	L	L	L	L	M	Not available in different formats Translation service not mentioned	1,4	SP	M Mitchell	April 2007
Environment Development													
Whole Section													
Funding bids	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	April 2007
Partnership work	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	April 2007
Consultation	M	M	M	M	M	M	M	M	Limited targeting	5	SP	M Mitchell	April 2007
Policy document development	M	M	M	M	M	M	M	M	Consultation Targeting evidence unclear	5	SP	M Mitchell	April 2007
Environment Development Team													
Parks Development	M	M	M	M	M	M	M	M	Is policy development based on appropriate consultation?	5	SP	M Mitchell	April 2007
Procurement	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	
Contract administration	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	
Access													
Consultation	L	L	L	M	M	L	M	M	Targeting mainly for physical access	6	SP	M Mitchell	April 2007

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Environment Arts Development													
Events & Activities Publicity	L	L	L	L	L	L	L	H	Under-use of 'translation availability' notes on documents	4	SP	M Mitchell	April 2007
Procurement	M	M	M	M	M	M	M	M	Nominated Contractors	3	SP	M Mitchell	April 2007
Registration	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Delivery	M	M	M	M	M	M	M	M	No formal Equality training undertaken by some core delivery staff	2	SP	M Mitchell	April 2007
Sports Fevelopment													
Coaches Selection & Recruitment													
Amendment Letters	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	7	ER	M Mitchell	August 2008
Coaches Files	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	7	ER	M Mitchell	August 2008
Sports Specific									No evidence of discriminatory practice		ER	M Mitchell	August 2008
Swimming Development Strategy	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	1,4,5	ER	M Mitchell	August 2008
Gymnastics Strategy	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	1,4,5	ER	M Mitchell	August 2008
Pre-school activities Bookings Waiting Lists	H	L	L	L	L	L	L	L	Specific age group (Pre-School)	4	ER	M Mitchell	August 2008
Disability Sport Activities Bookings Waiting lists Pick ups and Drop offs Class procedures	L	L	L	L	L	L	L	L	Brochures, Holiday programmes	1,2,3,4	ER	M Mitchell	August 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Youth Sports	L	L	L	L	L	L	L	L	No evidence of discriminatory practice	3	ER	M Mitchell	August 2008
N2: Sports													August 2008
Bookings procedure	L	L	L	L	L	L	L	L	No facilities to take credit cards/ Only postal Booking during holiday activities		ER	M Mitchell	August 2008
External Funding	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Holiday Programmes									No evidence of discriminatory practice		ER	M Mitchell	August 2008
Festivals / Events	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August
Service Level Agreements	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Cancellation Procedures	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Induction Procedures Staff Coaches	L	L	L	L	L	L	L	L	STAFF HANDBOOK	7	ER	M Mitchell	August 2008
Special Events Checklists	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Type Talk	L	L	H	L	L	L	L	L	Staff not aware of this service		SP	M Mitchell	April 2007
Mini Bus Procedures	L	L	L	L	L	L	L	L	No evidence of discriminatory practice			M Mitchell	August 2008
Abandoned Child policy	L	L	L	L	L	L	L	L	No evidence of discriminatory practice			M Mitchell	August 2008

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Photography at Events/ Classes	L	L	L	L	L	L	L	L	No evidence of discriminatory practice			M Mitchell	August 2008
Grant Awards	L	L	L	L	L	L	L	L	No evidence of discriminatory practice			M Mitchell	August 2008
Screening Forms	L	L	L	L	L	L	L	L	No evidence of discriminatory practice			M Mitchell	August 2008
Purchasing, Booking & Admin													
Cemeteries	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Bookings	L	L	M	L	L	L	L	M	Limited Formats	4	SP	M Mitchell	April 2007
Grant Applications	L	L	M	L	L	L	L	L	Forms in limited formats	4	SP	M Mitchell	April 2007
Recruitment	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Disclosure Checks	L	L	L	L	L	L	L	L	No evidence of discriminatory practice		ER	M Mitchell	August 2008
Development & Q A Team													
Provide Grant aid to Youth and Community Groups:	L	L	L	L	L	L	M	M	Need to review current exclusion "organisations which exist to promote one political or religious opinion to the exclusion of others". Need to improve monitoring of grant distribution. Need to review marketing of grants and language issues from an equalities perspective	3, 4	SP	R Hardie	March 2006 – review Policy April 2006 – begin monitor March 2007 – review impact

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Staff Development and Quality Assurance:													
Manage Induction Process for new staff	L	L	M	L	L	L	M	L	Current induction material does not directly consider issues of disability or religious observance	3, 6	SP	R Hardie	March 2006
Provide access to Staff Development opportunities	L	L	L	L	L	L	L	L	Policy recently revised, with clear criteria for access established. Uptake monitored through Staff development database. Equality and Diversity training under Council review.	2, 3	ER	R Hardie S Gunn	March 2006
Develop and maintain data management systems	M	L	M	M	L	L	M	M	Pilot of intranet-based data management system about to commence, including tables for equalities groups marked M in this table. Full implementation for CL&D services to follow.	3, 5	SP	R Hardie	March 2006 plan for 2006/7
Develop and maintain systems of quality assurance	M	L	M	M	L	L	M	M	Revised HMle quality indicators will include "Inclusion equality and fairness: removing barriers to learning". Self-evaluation mechanisms will be put in place, alongside the data management system above	1, 6	SP	R Hardie	2007 Service Plan Review
Provide Youth Services													
Co-ordinate and support the Care and Protection of children and young people	L	L	L	L	L	L	L	L	Leaflets done in various languages (national) Policy & Training addresses Equalities issues.	4	ER	V Taylor K Lindsay	2007 Service Plan Review
									Revise Guidelines and Training in C & P for staff in response to revised National Standards	2, 3, 6	SP	V Taylor K Lindsay	2006

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Activity Programmes Publicity	L	L	M	L	L	L	M	M	Programmes available on Council website but not in different languages.	4	SP	K Lindsay	2007
Consultation	M	L	M	M	M	L	M	M	Need to produce standards guidance to ensure equality in consultation, as appropriate.	5	SP	K Lindsay	2007
International Work	L	L	L	L	L	L	L	L	Grants available as per guidance.	1+6	ER	K Lindsay	2008
Youth Investment Fund	M	L	L	L	L	L	L	L	Age restriction to 12-25 year olds.	1+6	SP	K Lindsay	2007
Learning Plans	L	L	L	L	L	L	L	L	Planning carried out with all young people who find it useful and relevant.	1+5	ER	K Lindsay	2008
Youth Information	L	L	L	L	L	L	L	L	Largely accessed through electronic means.	6	ER	K Lindsay	2008
Strategic Review (of Youth Work)	M	L	M	M	M	L	M	M	Currently in progress. This review needs to ensure that views are sought as appropriate.	315	FIA	K Lindsay	2005
Engaging Young People & Children	L	L	L	L	L	L	M	M	low levels of engagement with minority ethnic groups.	3+6	SP	K Lindsay	2007

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Activity Programmes Publicity	L	L	M	L	L	L	M	M	Programmes available on Council website but not in different languages.	4	SP	K Lindsay	2007
Consultation	M	L	M	M	M	L	M	M	Need to produce standards guidance to ensure equality in consultation, as appropriate.	5	SP	K Lindsay	2007
International Work	L	L	L	L	L	L	L	L	Grants available as per guidance.	1+6	ER	K Lindsay	2008
Youth Investment Fund	M	L	L	L	L	L	L	L	Age restriction to 12-25 year olds.	1+6	SP	K Lindsay	2007
Learning Plans	L	L	L	L	L	L	L	L	Planning carried out with all young people who find it useful and relevant.	1+5	ER	K Lindsay	2008
Youth Information	L	L	L	L	L	L	L	L	Largely accessed through electronic means.	6	ER	K Lindsay	2008
Strategic Review (of Youth Work)	M	L	M	M	M	L	M	M	Currently in progress. This review needs to ensure that views are sought as appropriate.	315	FIA	K Lindsay	2005
Engaging Young People & Children	L	L	L	L	L	L	M	M	low levels of engagement with minority ethnic groups.	3+6	SP	K Lindsay	2007

DEPT: EHTS TRADING STANDARDS													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Inspection of trade premises									No Access to translator service.	1,3,4	SP	K Daly	April 2006
Compliance with legislation enforced by Department	L	L	L	L	L	L	L	M	Advisory letters/notices not available in non-English languages				
Investigation of consumer complaints	M	M	M	L	L	L	L	M	Needs of elderly to be assessed eg hear loop in interview room; Large print letters/leaflets Disability access Ability of complainer to comprehend advice given Facilities available for children in interview room Out of hour appointments No access to translation service				April 2006
Preparing Prosecution Reports	L	L	L	L	L	L	L	L					
Enforcement Concordat	L	L	M	L	L	L	L	M	Not available in large print or audio. Not available in non-English languages	1, 4	SP	K Daly	June 2006
Preparing Prosecution Reports	L	L	L	L	L	L	L	L					
Enforcement Concordat	L	L	M	L	L	L	L	M	Not available in large print or audio. Not available in non-English languages	1, 4	SP	K Daly	April 2006
Interviewing suspects	L	L	M	L	L	L	L	M	Disability Access Ability of suspect to appreciate seriousness of situation No access to translation service	1, 4	SP	K Daly	April 2006

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Taking Witness Statements	M	M	M	L	L	L	L	M	Needs of elderly to be assessed eg hear loop in interview room; Large print letters/leaflets Disability access Ability of complainer to comprehend advice given Facilities available for children in interview room Out of hour appointments No access to translation service	1, 4	SP	K Daly	April 2006
Issuing Warning Letters	L	L	M	L	L	L	L	M	Not available in large print. Translation service not available. Literacy level of receivers. Use of plain English	1, 4	SP	K Daly	April 2006
Issuing Advisory Letters	L	L	M	L	L	L	L	M	Not available in large print. Translation service not available. Literacy level of receivers. Use of plain English				
Issuing 28 day Notices/Suspension Notices	L	L	M	L	L	L	L	M	Not available in large print. Translation service not available. Literacy level of receivers. Use of plain English	1, 4	SP	K Daly	April 2006
Issuing Traders Guidance Leaflets	L	L	M	L	L	L	L	M	Not available in large print. Translation service not available. Literacy level of receivers. Use of plain English				
Calibration Requests and Certificate Issue	L	L	L	L	L	L	L	M	No translation service available.	1, 4	SP	K Daly	April 2006
Business Request for Advice	L	L	M	L	L	L	L	M	As warning letters				

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Press Releases	L	L	M	L	L	L	L	M	Safety warning by non-written means eg radio. Translation service not available	1, 4	SP	K Daly	April 2006
Under Age Sales	M	L	L	L	L	L	L	M	Child support for use of children in test purchasing. Literacy level and understanding of oral advice. Translation service unavailable	1, 4	SP	K Daly	April 2006
Complaints Against Department													
By consumers By traders Helpline	L	L	M	L	L	L	L	M	Literacy level of complainants. Helpline complaint forms available in non-written format and non-English languages?	1, 4, 5	SP	K Daly	April 2006
Consumer Education													
Schools Clubs/groups External exhibitions Department website	M	M	M	L	L	L	L	M	Leaflets not available in large print, non-English languages or audio. Disabled access to external exhibition Department website in plain English	1, 3, 5	SP	K Daly	April
Local Partnerships													
Trusted Trader Fireworks Anti-counterfeiting CSN	L	L	M	L	L	L	L	M	No access to translation service Applications form etc not available in non-English languages Disability access at external partners	1, 4, 5	SP	K Daly	April 2006

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Special Projects													
SMVTU Electric blankets	M	L	M	L	L	L	L	M	Disability access Communication barriers – no translation service available	1, 4	SP	K Daly	April 2006
Service Deliver Plan (NPF for TS)	L	L	M	L	L	L	L	M	Published results not available in non-English languages, large print or audio.	1, 4	SP	K Daly	April 2006
Recruitment Selection									As per Council policy				

DEPT: EHTS FOOD SAFETY & STANDARDS ENFORCEMENT													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Food Safety and Standards Inspection	L	L	M	L	L	L	L	M	Evidence required on literacy levels within duty holders. Existing good practice not documented in procedures reg. access to translators etc.	1, 4 4	SP	F Feechan	September 2005
CookSafe Strategy/free food safety training (i.e. HACCP Strategy)	L	L	L	L	L	L	L	M	Formats now available in Urdu, Punjabi and Cantonese for inclusion in Phase II of DCC strategy	1, 3, 4	SP	F Feechan	September 2005
CookSafe Strategy/free food hygiene training in community voluntary sector	L	M	M	L	L	L	L	L	Whilst good uptake in existing scheme the funding will run out in early to mid 2006. Barriers have been identified in the past within communities to College style training. Community groups now and in the future have food safety needs	1&3	ER		
Monitoring through sampling of foods	L	L	L	L	L	L	L	M	Lack of documented networks for distribution of poster in ethnic communities	1, 4	SP	F Feechan	July 2006
Lack of documented networks for distribution of poster in ethnic communities	L	L	L	L	L	L	L	M	Lack of information on uptake of service. May be a common problem area in number of service lines.	1, 4	FIA		
Respond to Category A&B food hazard warnings	L	L	L	L	L	L	L	M	Some foods subject to warnings are specifically used by ethnic minorities. Costly translation and no documented distribution networks	1, 4	ER		

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Service Planning	L	L	L	L	L	L	L	L	Current Corporate Service user surveys do not contain prompts on the Environmental health needs of equality groups	G	ER		
Preventative inspection	L	L	M	L	L	L	L	L	As for food inspections				
Partnership working (HSE, HSC) and Joint Working	L	L	L	L	L	L	L	L					
Develop procedures	L	L	L	L	L	L	L	L					
Maintain LAP	L	L	L	L	L	L	L	L					
Provide advice to all sections of the community	L	L	L	L	L	L	L	L	Possible project through Safe and Healthy Working/Communities department	4	SP		
Develop health promotion	L	L	L	L	L	L	L	L					
Alternative engagement methods	L	L	L	L	L	L	L	L					
Respond to fatalities/imminent risk	L	L	L	L	L	L	L	L					
Investigate accidents	L	L	L	L	L	L	L	L					
Respond to complaints reg. working conditions	L	L	L	L	L	L	L	L					
Link with community safety projects	L	L	L	L	L	L	L	L					
Enforcement strategy on asbestos	L	L	L	L	L	L	L	L					
Identify links between EH enforcement and disability laws	L	L	M	L	L	L	L	L	Physical arrangements are also governed by EH legislation (Already in EHTS Service Plan 04-07)	1	SP	F Feechan	2007
	L	L	L	L	L	L	L	M					

DEPT: EHTS ENVIRONMENT PUBLIC HEALTH													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Use informal/ enforcement action to resolve complaints	M	L	M	L	L	L	L	M	All written communications to contain information about translation service/ large print.	4, 6	SP	I Coghill L Matthews	September 2005
Check conditions on board ships – passengers/crew	L	L	L	L	L	L	L	L	English is the internationally recognised Maritime language but Medical Emergency Translation booklet is available within the department for Port Health Officers	3, 4			September 2005
Arrange burial/ cremation of destitute persons	L	L	L	L	L	L	L	L		1, 4			
Provide comprehensive service dealing with infestation/ rodents/ insects/ other pests	L	L	L	L	L	L	L	M	All information leaflets to contain information about the translation service/ large print	4, 6			
Encourage responsible dog ownership, issue fixed penalty notices	L	L	L	L	L	L	L	L	Information posters to be translated into other languages/ large print. Fixed Penalty Notices to be reviewed/ amended to contain information about translation service/ large print.	4, 6 4, 6	SP SP		September 2005
Reduce priority group accidents in the home	L	L	L	L	L	L	L	M	Evidence required of cultural practices that could lead to home accidents. Not all information/ material produced by National Accident Prevention bodies are produced in different languages.	1, 4, 6 4, 6			April 2006

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Provide advice on wide range of public health to all sections of the community	L	L	L	L	L	L	L	L	More use of visual imagery on departmental web site	4, 6			September 2006
Resolve domestic refuse problems via Environmental Warden Scheme	M	L	M	L	L	L	L	M	Age/ disability to be considered (assisted collection scheme) on wheelie bin flyers. All written communications to contain information about translation service/ large print	1, 4, 6	SP	I Coghill L Matthews	September 2006
Assess and review air quality	L	L	M	L	L	L	L	L	Evidence required whether morbidity in the community is linked to air quality	1, 4			
Monitor Clatto Reservoir for blue-green algae	L	L	L	L	L	L	L	M	Blue-green algae – warning notices to contain information about translation service/ large print.	4, 6	SP	I Coghill L Matthews	April 2006
Use informal/ enforcement action to resolve noise/ smoke complaints	L	L	L	L	L	L	L	M	All written communications to contain information about translation service/ large print	4, 6	SP	I Coghill L Matthews	September 2006
Investigate noise complaints from licensed premises	L	L	L	L	L	L	L	L		1, 4		I Coghill L Matthews	September 2006
Monitor industrial premises/ existing smoke control areas	L	L	L	L	L	L	L	L					
Use informal/ enforcement to ensure non-pollution of waters through contaminated land	L	L	L	L	L	L	L	L		1, 4			
Liaise with Planning and Transportation re determination of warrant applications with Environmental Health Implications	L	L	L	L	L	L	L	L		1, 4			
Provide advice on wide range of pollution matters to all sections of the community	L	L	L	L	L	L	L	L	All information leaflets to contain information about translation service/ large print	1, 4			

DEPT: WASTE MANAGEMENT													
Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Waste Strategy													
Waste Minimisation	L	L	L	L	L	L	L	L					
Recycling	L	L	L	L	L	L	L	L					
Composting	L	L	L	L	L	L	L	L					
Energy recovery	L	L	L	L	L	L	L	L					
Waste to landfill	L	L	L	L	L	L	L	L					
Refuse Collection													
Special Collections	L	L	L	L	L	L	L	L					
Skip and Container Hire	L	L	L	L	L	L	L	L					
Domestic Waste	L	L	L	L	L	L	L	L					
Commercial Waste/Trade Sales	L	L	L	L	L	L	L	L					
New Recycling Routes	M	L	M	L	L	L	L	L	No assistance available for groups relating to presentation of waste	1,2,5.6.	SP	S.B.	2007/2008
Refuse Presentation	L	L	L	L	L	L	L	L					
Street Cleaning													
Maintaining Road Channels	L	L	L	L	L	L	L	L					
Littering	L	L	L	L	L	L	L	L					
Manual Street Sweeping	L	L	L	L	L	L	L	L					
Mechanical Sweeping	L	L	L	L	L	L	L	L					
Rapid Response Team Dog fouling, graffiti removal, fly tipping, weeds.	L	L	L	L	L	L	L	L					

Policy/Function	Equality Group								Evidence	Equality Indicator	Decision	Lead Officer	Target Date
	AGE	DEP	DIS	GEN	LGBT	OFF	REL	RACE					
Refuse Disposal													
Thermal Treatment Plant-Baldovie	L	L	L	L	L	L	L	L					
Recycling Points	L	L	M	L	L	L	L	M	The use of symbols in communication/language barriers for instruction. Access to services for disabled group.	1,2,3,4,5,6.	SP	S.B.	2007/2008
Bulky Collections	L	L	L	L	L	L	L	L					
Civic Amenity Sites/recycling centres	L	L	L	L	L	L	L	M	Use of symbols as communication tool for language barriers.	1,2,3,6.	SP	S.B.	2007/2008
Public Conveniences													
Maintenance and repairs	L	L	L	L	L	L	L	L					
Riverside Landfill Site Aftercare and closure plan	L	L	L	L	L	L	L	L					
Environmental Strategy													
Corporate Sustainability Policy	L	L	L	L	L	L	L	L					
Dundee Partnership for the Environment	L	L	L	L	L	L	L	L					
Local agenda 21	L	L	L	L	L	L	L	L					

Explanation of Terms:	Possible Decisions
DEP: People with dependents DIS: People with disabilities GEN: Gender LGBT: People who are lesbian, gay, bisexual or transgender OFF: People with an offending past REL: People with differing religious beliefs	SP: Place as an equality action in service plan* FIA: Complete a full Impact Assessment ER: Complete an equality screening at next review * This may include formal service plans, team plans or individual job plans