

DUNDEE CITY COUNCIL

REPORT TO: Policy & Resources Committee 23 November 2009

REPORT ON: Draft Single Equality Scheme

REPORT BY: Chief Executive

REPORT NO: 548-2009

1.0 PURPOSE OF REPORT

- 1.1 This report requests approval of the City Council's draft first Single Equality Scheme to allow consultation.

2.0 RECOMMENDATIONS

The Committee is recommended to:-

- 2.1 Approve the attached draft Single Equality Scheme for Dundee City Council to allow consultation over the next six weeks.
- 2.2 Remit Officers to publish the Scheme after consultation should there be no substantive changes

3.0 FINANCIAL IMPLICATIONS

- 3.1 All costs associated with this report can be met under existing budgets.

4.0 POLICY IMPLICATIONS

- 4.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues. The report will have a positive impact on the key themes of equality opportunities.

5.0 BACKGROUND

- 5.1 Currently there are 9 major pieces of discrimination legislation. Around 100 statutory instruments, rules and regulations, more than 2,500 pages of guidance and statutory codes of practice aimed at protecting people from discrimination. However this equality scheme relates primarily to the following equality legislation

- Race Relations Act 1976
- Disability Discrimination Act 1995
- Sex Discrimination Act 1975

Amendments to these Acts require public authorities to publish equalities schemes for gender, disability and race equality setting out how they will end discrimination and promote opportunities.

- 5.2 In 2010 a new Equality Bill (currently out for consultation) is expected to come into force. The new Bill aims to "declutter what has become a thicket of legislation and guidance". It will introduce a new equality duty on the public sector to end age discrimination, require transparency, extend the scope of positive action and

strengthen enforcement. Dundee City Council therefore proposes to take forward its requirements under equality legislation by publishing a Single Equalities Scheme as the blueprint of how it will fulfil its commitment to achieve the highest quality standards and involve communities in the development and delivery of equality and diversity in Dundee City.

- 5.3 Reference is made to the Committee reports, to this Committee of the 23 November 2009, regarding Disability Equality Scheme and Race Relations Equality Scheme. Both are their annual reports as required by legislation and both will be taken forward by this Single Equality Scheme in the future. Reference is also made to Agenda Item X11 of the Policy & Resources Committee of 1 July 2009, where the Gender Equality & Diversity Scheme was reported upon. Due to its recent submission it is considered that an update is not required to complete it and to incorporate it into the Single Equality Scheme.
- 5.4 Reference is also made to the Corporate Equality & Diversity Training Strategy mentioned in the Single Equality Scheme. This will be reported to this Committee in the near future.
- 5.5 The Council as Education Authority has a specific duty to produce statements on its equality policies in relation to Race, Disability and Gender. In future this duty will be fulfilled through inclusion within the Single Equality Scheme and a specific Education Action Plan.
- 5.6 The Single Equality Scheme covers the period from 30 November 2009 to 29 November 2012. This first Single Equality Scheme builds upon the progress made under the City Council's existing three equality schemes for disability, gender and race. It also recognises and takes action to end discrimination faced by other groups and individuals because of their age, religion or beliefs, sexual orientation and those facing social exclusion. It sets out an action plan under the three outcomes of:
- Outcome 1 - Meeting our Equality & Diversity Strategy and regulatory duties for age, disability, gender, race, religion or belief and sexual orientation
Outcome 2 - Involve communities in the delivery of Dundee City Council's Single Equality Scheme
Outcome 3 - Mainstream sustainability of equalities in Dundee City Council
- 5.7 The draft Single Equality Scheme has been drawn up utilising guidance from the Equality & Human Rights Commission. The Scheme has also been assessed using the Commission's additional guidance to determine if it met the legal requirements of the public sector duties.
- 5.8 The Committee is asked to approve the following draft Single Equality Scheme for November 2009 to November 2012 to allow consultation with interested groups. The Committee is further requested to remit Officers to publish the Scheme after consultation should there be no substantive changes. Annual reviews of progress will be submitted to the Policy & Resources Committee and quarterly newsletters will be established and distributed to Councillors and the City Council and its Partners in the delivery of the Single Equality Scheme.

6.0 CONSULTATION

- 6.1 Depute Chief Executive (Support Services), Director of Leisure & Communities, Director of Education and Director of Finance have been consulted on this report and are in agreement with its contents.

7.0 BACKGROUND PAPERS

7.1 None

David Dorward
Chief Executive

Date: 11 November 2009

DRAFT

DUNDEE CITY COUNCIL

SINGLE EQUALITY SCHEME

NOVEMBER 2009-2012

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1 FOREWORD

Single Equality Scheme

Dundee City Council believes that tackling inequalities provides a strong foundation for cohesive and confident communities. We believe that all citizens have a right to equal access to life opportunities, including representation, services and employment by the Council. To achieve this we are working towards removing barriers to opportunities and to narrowing the gap between the most disadvantaged and others.

Some people may suffer from inequality due to discrimination because of their age, health, ethnic origin, religion, gender, sexuality or because they have a disability. We value the diversity of people within the City of Dundee and are committed to eliminating unlawful discrimination, promoting equality opportunities, eliminating harassment and promoting positive attitudes towards potentially vulnerable groups.

This is Dundee City Council's first single equality scheme; building upon the good work of the previous equality schemes for Race, Disability and Gender.

Through our experience in delivering our 3 previous schemes, critical self evaluation, published research, external reports and by listening to our communities we identified 3 equality actions:-

- Meeting our equality statutory and regulatory duties for; Age, Disability, Gender, Race, Religion or Belief, Sexual Orientation
- Involving communities in the delivery of Dundee City Council's Single Equality Scheme.
- Mainstreaming and sustaining equality and diversity into all our work.

This scheme attempts to fulfil these outcomes over the next three years.

Councillor Ken Guild
Leader of the Administration

2 INTRODUCTION TO DUNDEE CITY COUNCIL EQUALITY SCHEME

2.1 Commitment

This equality scheme reflects Dundee City Council's commitment to achieving the highest equality standards and involving all communities in the development and delivery of this scheme.

The aim of having a Single Equality Scheme is to minimise duplication and to provide a coherent approach to tackling Equality and Diversity across all the various strands by focussing on the strategic priorities. To put Equality and Diversity central to the way Dundee City Council works by:

- Meeting our statutory and regulatory duties for Equality and Diversity
- Involving communities of interest in the development of relevant policies and practice
- Mainstreaming and sustaining equality good practice in all our work.

2.2 Timescale

This equality scheme covers the period from the 30 November 2009 to 29 November 2012. It describes how Dundee City Council will fulfil its social and legal obligations to put equality at the heart of everything it does.

This is Dundee City Council's first single equality scheme. This scheme builds upon the progress made under the existing three equality schemes for disability, gender and race equality www.dundee.gov.uk and the corporate responsibilities in respect of equalities in education. The single equality scheme also recognises and takes action to end discrimination faced by other groups and individuals because of their age, religion or belief, sexual orientation and those facing social exclusion.

Whilst the three equality duties for disability, gender and race are broadly similar in spirit and intention each of the requirements of each Duty will be separately met and evidenced in a clearly identifiable way with progress recorded and reported.

2.3 What have we done up to now to promote Equality and Diversity?

Dundee City Council has and continues to deliver a huge range of progressive initiatives that promote equality of opportunity and embrace diversity. Full details of these and many other initiatives can be found on www.dundee.gov.uk Equality and Diversity Annual Reports.

3 ABOUT DUNDEE CITY COUNCIL

3.1 Council Departments

- The Corporate Planning Department provides advice and guidance to the leadership of the Council and plays a leading role in the Community Planning process.
- The Information Technology Division provides Dundee City Council's information processing and computing facilities.
- The Personnel Department develops, implements and advises on Personnel policies and all employee relations matters. The Employment Unit creates employment opportunities for disabled people and assists people with disabilities to find and maintain work.

- The Public Relations Team provides the residents of Dundee, and the local and national media with information about council services, facilities and policies.
- The Waste Management Department provides refuse collection and disposal, street cleaning and recycling.
- The City Development Department has a wide range of responsibilities including: Maintenance of Roads, Street Lighting and Bridges, Winter Maintenance Operations, Parking, Traffic Management, Road Safety and Pedestrian Safety, Community Transport and Sustainable Transport, Property Maintenance and Management, Energy Management, Asset Management, Business Development and Economic Policy, Development Management, Building Standards, Planning Applications, Planning Policy Guidance and Design Guidance, Structure and Local Plans, Information and Statistics, Flood Prevention, Coastal Protection, Public Safety for Dangerous Building and Regeneration of the city.
- Dundee Contract Services provides quality building services covering all building craft trades from joiners and electricians to blacksmiths and tile layers.
- The Education Department provides a service for a pupil population of 17,419 (September 2009 Census) in 37 primary schools, 9 secondary schools and 1 special school. In May 2009 more than 2,200 nursery aged children received services in 29 local authority and private provider nursery settings. The Education Department is dedicated to helping all Dundee's children and young people achieve their full potential including those who suffer disadvantage because of their environment, disability or learning difficulties.
- The Finance Department provides a range of financial services and functions for Council finances and revenues.
- The Housing Department aims to ensure that quality housing is provided for the people of Dundee in a safe and healthy environment.
- The Leisure & Communities Department promotes and encourages participation in lifelong learning opportunities and social, education, cultural and recreational opportunities.
- The Social Work Department works with people when they need it most. Its staff support people through the difficult periods of personal and family crisis, often in partnership with other agencies.
- The Support Services Department provides administrative support to Council committees; registration for elections, births, deaths and marriages; legal advice, guidance and representation to the Council, and support and advice to the council on architectural matters.

3.2 As a buyer of goods and services

As well as providing services, Dundee City Council is a major buyer of goods and services from private businesses, charitable organisations and others.

3.3 Dundee City Council as a partner

Dundee City Council is a community leader and plays an important role in ensuring that all national and local bodies and voluntary agencies work together for the benefit of all the city's communities.

3.4 The Dundee Partnership

This is a joint venture that pools the strengths of key City agencies including Dundee City Council, Scottish Enterprise, Tayside Police and NHS Tayside, along with other local partners and representatives of the business, voluntary and community sectors, provide for co-ordinated multi agency working. The partnership vision for Dundee is:

- being a vibrant and attractive city with an excellent quality of life where people choose to live, learn, work and visit
- offering real choice and opportunity in a city that has tackled the root causes of social and economic exclusion, creating a community which is healthy, safe, confident, educated and empowered
- having a strong and sustainable city economy that will provide jobs for the people of Dundee, retain more of the universities' graduates and make the city a magnet for new talent.

3.5 Single Outcome Agreement

The Single Outcome Agreement "OUR VISION FOR DUNDEE" represents the shared aspirations of the Dundee Partnership, builds on the firm foundation of community planning in the city and promises renewed effort to improve the quality of life for the people of Dundee.

3.6 Equality and Diversity Partnership

The Dundee Partnership is committed to equality and the prevention of discrimination on the grounds of sex, marital status, race, disability, age, sexual orientation, language or social origin, or personal beliefs or opinions.

To make this commitment work in practice, the Partnership established a Dundee Equality and Diversity Partnership which is responsible for ensuring that equality implications are considered across all the community planning themes.

The Partnership has the following functions:

- To encourage and develop consultation on equality and diversity
- To promote good inter-disciplinary practice in equality
- To identify opportunities for collaborative working
- To encourage community involvement
- To share, monitor and review information on equality and the implementation of the equality plan
- To identify inter-agency training and development needs and to take a lead in developing inter-agency programmes
- To obtain expert advice as and when necessary
- To publish regular reports and contribute to the community planning process
- To seek and promote access to external funding sources

Dundee City Council provides both funding support and a dedicated Council officer to the Dundee Equality and Diversity Partnership to ensure an integrated approach to the planning and delivery of mainstream equalities initiatives.

4 ABOUT DUNDEE CITY

4.1 Dundee

Dundee is Scotland's fourth largest city and is geographically the smallest local authority area in Scotland. It is bordered by Perth and Kinross Council to the west, and by Angus Council to the north and east.

4.2 Population

The most recent estimate (2008) of the Dundee city population is 142,170.

4.3 Age

Dundee has an ageing population. The proportion of the population in Dundee in the age bands of 0-15, 16-20 and 30-49 is projected to decrease and in the upper bands of 50-64, 65-74 and 75+ projected to increase. The number of children 0-15 is projected to show a 15% decline between 2006 and 2031 however this decline is true for Scotland as a whole at 7%. Between 2006 and 2031 the working age population in Dundee is projected to decrease by 12.4% compared to Scotland as a whole with a 0.4% increase.

4.4 Gender

It is estimated 67,504 (47%) of the city's population are male and 74,666 (53%) are female.

4.5 Deprivation

The Scottish Index of Multiple Deprivation indicators found that in Dundee 28.3% of the population are living within the 15% most deprived communities in Scotland.

4.6 Disability

Latest Scottish Government figures for 2008 www.scotland.gov.uk indicate that 27% of Dundee's population of working age have health problems that last more than 12 months. The Education census taken in September 2009, recorded 256 young people with an assessed disability in mainstream primary and secondary schools. In Kingspark Special School there are 57 young people with an assessed disability.

4.7 Ethnicity

The latest figures available (2001 Census) shows that the distribution of ethnic backgrounds in the City at the time was:

Ethnicity	Dundee	Scotland
White	96.34%	97.99%
Black	0.26	0.16
Indian	0.7	0.30
Pakistani/Asian	1.63	0.79
Chinese	0.48	0.32
Other	0.59	0.44

The annual Education Ethnicity census taken in September of each year shows that in 2009 over 1,100 pupils attending Dundee schools are from declared minority ethnic backgrounds including Gypsy and other Travellers. This equates to approximately 7% of the school population roles in the city. Children and young people for whom English is an additional language are supported by the Education Department's Bilingual Pupil's Support Service.

Since 2001 immigration in Dundee from Poland and other former Eastern Block nations has increased. Dundee City Council's Interpreting and Translating Service provides a service to individuals and public authorities such as the Court services, NHS Tayside, Tayside Police. The latest figures (April 2008 - March 2009) for requests for translation and interpreting show that Cantonese has the highest number of requests (517), closely followed by Polish (480) then Russian (154).

4.8 Employment

66,200 Dundee City residents are in employment, representing an employment rate of 71.5% of the working age population. 40% of jobs in Dundee are within the public sector (Dundee City Council Company Database 2009). The Council is a major employer in the city (Annual Population Survey Jan-Dec 2008)

4.9 Unemployment

On average, in 2008, there were 3,481 persons claiming unemployment related benefits each month in the city, a resident based rate of 3.9%. (Office for National Statistics; Nomis). The August 2009 monthly jobseekers allowance figures, which reflect the impact of the recession show that 5.7% of the population or 5,033 persons are in receipt of jobseekers allowance.

4.10 Challenges

Dundee faces a number of challenges common to many other Scottish Cities. A declining and ageing population, large areas of deprivation, increasing unemployment, high levels of health related problems, a changing and increasingly diverse ethnic composition of the population and high dependency on public sector employment. As the international recession bites further these challenges will grow and adverse impacts will often be felt most by those who are vulnerable or feel excluded from opportunities others take for granted.

"We are now in recession. As the financial meltdown starts to affect ordinary citizens, protecting equality and fighting disadvantage takes on a new urgency. People who gained the smallest rewards in the good times are now being asked to carry the biggest burdens in the bad times". (Trevor Philips, Chair of the Equalities and Human Rights Commission 2009)

Despite the challenges facing Dundee City Council it is committed to a vision for Dundee that involves communities and puts Equality and Diversity at the core of its work. (Dundee City Council Performance Report 2008-2009)

5 DISCRIMINATION AND EQUALITY LAWS

5.1 Defining Discrimination

There are 4 main types of discrimination:

- Direct discrimination - treating people less favourably than others on grounds of race or ethnic origin, age, disability, gender, sexual orientation or religion or belief.
- Indirect discrimination - applying a provision, criterion or practice which disadvantages people of race or ethnic origin, age, disability, gender, sexual orientation, or religion or belief and which is not justified.
- Victimisation - treating people less favourably because they have used the law to complain of discrimination, given evidence or made allegations.

- Harassment - Unwanted conduct that violates people's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment on grounds of race or ethnic origin, age, disability, gender, sexual orientation, religion or belief.

5.2 Discrimination Legislation

Currently there are nine major pieces of discrimination legislation, around 100 statutory instruments, rules and regulations, more than 2,500 pages of guidance and statutory codes of practice aimed at protecting people from discrimination. However this equality scheme relates primarily to the following equality legislation and regulations:

The Race Relations Act 1976. Amendments to the Act introduced statutory general duties on public authorities to have due regard to the need to:

- Eliminate unlawful racial discrimination. Promote equality of opportunity
- Promote good relations between persons of different racial groups

Amendments to the Disability Discrimination Act 1995 placed similar but distinct general duties to:

- Promote equality of opportunity between disabled persons and other persons.
- Eliminate discrimination that is unlawful under the Disability Discrimination Act 1995.
- Eliminate harassment of disabled persons that is related to their disabilities.
- Take steps to take account of disabled persons' disabilities, even where that means treating disabled persons more favourably than other persons.
- Promote positive attitudes towards disabled people. Encourage participation by disabled people in public life.

Amendments to the Sex Discrimination Act 1975 placed general duties on all public bodies to promote gender equality (including in respect of transgender and transsexual men and women). The general duties are:

- The need to eliminate unlawful sex discrimination and harassment
- The need to promote equality of opportunity between women and men.

5.3 Equality Duties

The Race, Disability and Gender equality legislation require public authorities to publish Equality Schemes for Gender, Disability and Race Equality setting out how they will end discrimination and promote opportunity.

Under the current legislation the Education Authority has a specific duty to produce statements of their Equality Policies. The Education Department as part of the Council is committed to delivering a Single Equality Scheme. To ensure our compliance with legislation the Education Department's duty will be fulfilled through inclusion within the Council Single Equality Scheme and a specific Education Action Plan.

Copies of Dundee City Council's existing equality schemes and annual reports are available at www.dundee.gov.uk/equanddiv/

In addition to equality duties for disability, gender and race, regulations are also in place to protect people from discrimination because of their age, religion or belief and sexual orientation. For more details of equalities duties and regulations to www.equalityhumanrights.com

5.4. The Future of Equalities Legislation

In 2010 a new Equality Act (currently out for consultation) is expected to come into force. The new bill aims to 'Declutter what has become a thicket of legislation and guidance'. It will introduce a new Equality Duty on the public sector to end age discrimination, to require transparency to extend the scope of positive action and to strengthen enforcement(Framework for a Fairer Future the Equality Bill, June 2008) www.equalities.gov.uk/equality_bill.aspx

6. HOW DUNDEE CITY COUNCIL WILL DELIVER ITS EQUALITY DUTIES

6.1 Background

In September 2008 Dundee City Council appointed an Equality and Diversity Co-ordinator to fulfil the City Council's statutory equality duties and to make recommendations.

A report submitted to the City Council 's Senior Management Team in February 2009 and subsequent reports put forward a number of recommendations to improve the council's response to equality and diversity, these included establishing the following groups:

6.2 Equality and Diversity Core Group

Made up of representatives across the Council tasked to:

- Develop and deliver an annual equality action plan, setting equalities priorities and reporting on progress to the Dundee City Council Senior Management Team
- Ensure timely and appropriate reporting of current and future statutory duties
- Identify gaps in performance of statutory duties and make appropriate recommendations and take steps to rectify
- Promote the engagement of excluded communities within Equality Working Groups
- Identify areas of work that can be taken forward in partnership
- Work toward developing a Single Equality Scheme by December 2009

6.3 Equality Champions Implementation Group

Made up of representatives from every department tasked to:

- Support continuous improvement and standards in the delivery of Council equality practice.
- Develop and share examples of good practice and areas of positive action across Departments and the public
- Ensure Departmental Service Plans reflect their agreed equality priorities
- Review and report on the implementation of their Departmental Equality Action Plans
- Report on their Departmental monitoring, engagement and evaluation programmes and processes
- Examine areas of under-representation in the workforce and make recommendations
- Raise awareness within the Council of equality issues raised by the public and Dundee City Council staff
- Further their own professional development in the equalities field through access to training and awareness raising.

6.4 Equality Action Groups

for Race/ Faith & Belief, Disability and Age and Gender and Sexual Orientation to include representatives of these communities in Dundee. In order to achieve this an event was held in August 2009 to which community groups and individuals representing all of the 6 strands were invited. Participants were invited to become members of the Equality Action Groups. The task of these groups are to:

- Support Dundee City Council in meeting its statutory duty to involve people with disabilities and other community groups representing the 6 equality strands in the development and delivery of the Single Equality Scheme.
- Establish a dialogue between community representatives, and Council Officers
- Support community involvement in the development of policies and practices.
- Raise awareness within communities of Dundee City Council's proactive approach to reducing the barriers faced by communities.
- Identify community concerns relevant to Dundee City Council as a service provider and employer.
- Develop and share examples of good practice, and areas of positive action.
- Seek continuous improvement and standards in the delivery of Council equality practice.
- Support the development and delivery of the Single Equality Scheme's action plans.

6.5 Education Equalities Group

The Education Equalities Group is charged with developing and monitoring approaches to equality for children and young people. Furthermore, a multi-agency Access and Inclusion Advisory Group hosted by the Education Department develops a rolling three-year Accessibility Strategy that is ensuring children and young people with disabilities have good access to school building and to the curriculum.

The Education-specific action plan was developed through the work of the Education representatives on the various equality planning groups. Stakeholders participated in its development in a number of ways and the action plan was further informed by the developments that have taken place over a number of years during which the Education Department's Race, Disability and Equality Schemes have been in operation and for which annual progress reports have been published.

581 children and young people in P5, P6, P7 and S2 of Dundee's schools, 90 members of staff and 70 parents and carers participated in an anonymous online survey about issues relevant to disability and access to the curriculum, to school-based activities and to premises.

7 HOW THE EQUALITY PRIORITIES AND FUNCTIONS HAVE BEEN SET

A report by the Equality and Diversity Co-ordinator to the City Council's Senior Management Team in February 2009 highlighted concerns over:

- The quality and consistency of information gathered and how it was used to inform practice.
- Limited evidence of sustained consultation and involvement of communities in the development and delivery of equality schemes.
- Equality impact assessments of policies and practices undertaken inconsistently and not well linked to service improvements.
- Council staff found Equality Impact Assessment complex and difficult to relate to improvements in practice.
- Annual reporting process driven rather than outcome based, lacking evidence of practical improvements to people's experiences.

7.1 Equality Action Plan 2008-2009

In April 2009 Equality & Diversity Core Group put forward an equality action plan based upon the April report setting out our initial equality priorities as the Equality & Diversity Action Plan 2008-2009. www.dundee.gov.uk Equality & Diversity

- Prepare for the publication of a Single Equality Scheme by November 2009.
- Plan an event to facilitate the involvement of communities in developing our Single Equality Scheme
- Invite community groups to participate in equality working groups.
- Host regular meetings of the Equality Champions Implementation Group
- Develop Rapid Impact Assessment Tool and associated training
- Review existing sources of equalities research and data and make recommendations for action.
- Review existing service monitoring processes and to take forward as an action in the Single Equality Scheme.
- Develop a corporate Equality Training Strategy and take forward as an action in the Single Equality Scheme.
- Develop Dundee City Council's Equality and Diversity Web site to provide improved public access to equalities information.
- Review our existing accessible communication assets, identify gaps and take forward as an action in the Single Equality Scheme.
- Review existing Procurement practice and to make take forward as an action in the Single Equality Scheme.
- Review existing Hate Crime reporting processes and to work with partners as an action in the Single Equality Scheme.

7.2 Employment Equality Monitoring

A report to the Policy and Resources Committee, April 2009 stated:

There continues to be a relatively high incidence of employees who are either unwilling to provide information or have chosen not to declare their status regarding ethnic origin (23%), disability (39%) and 35% of employees have not provided their religious belief. The non disclosure rates for successful candidates have greatly improved over the previous year with the exception of Religious Belief, however this has still improved over last years return.

7.3 Best Value 2.

A preliminary report in August 2009 for Best Value 2 also helped to establish further priorities and confirm existing priorities namely:

- Improve equalities monitoring relating to the procurement of goods and service
- Improve our service monitoring information gathering, analysis and actions
- Elected members to have formal training in Race equality
- Improve the gender imbalance at a senior level

7.4 Audit Scotland, The Impact of the Race Equality Duty on Council Services' 2008.

Dundee City Council contributed to the original research for this report by Audit Scotland. It found that:

- Scottish Councils find it easier to provide minority ethnic communities with information about services than ensure those services meet their needs.
- There are weak mechanisms for ensuring service level impact assessments are carried out rigorously.
- Impact assessments place insufficient emphasis on outcomes for service users.
- There was limited input from minority ethnic communities into selection, design and conduct of assessments.
- Little feedback was provided to communities about action taken to improve services
- There was no systematic sharing of assessments within and between Council departments

7.5 Community Priorities

On the 24 August 2009 Dundee City Council hosted an event called 'Discovering Equality and Diversity in Dundee'. The event was attended by 78 individuals representing 35 organisations active in the areas of Age, Disability, Gender, Sexual Orientation, Race & Ethnicity, Religion or Belief.

The event had three aims,

- To raise awareness of Dundee City Councils commitment to Equality and Diversity and give a picture of some of the positive actions that have been taken forward.
- To involve communities in setting their priorities to inform this equality scheme.
- Invite organisations and individuals with an interest in ending discrimination and promoting equality of opportunity to participate in our Equality Working Groups.

The main priorities identified by the communities were:

Improving access to communication & information:

'Acknowledge that many have poor literacy skills.'

'A lot of people do not claim what they are entitled to; forms are complex and wordy,'

'Need a communication strategy that is workable and meaningful! - involve communities'

'Ethnic and linguistic minorities are not benefiting because they do not know about initiatives.'

Accessing Services & Activities

'Awareness of the range of services in the community e.g. college'

'Explore provision of specialist services e.g. swimming lessons for Deaf people'

'Provide more choice of mainstreamed and specialist provision'

Involvement

'Investment in real community participation – budget setting and agenda'

'Awareness of developments in areas e.g. demolition of walkway at Railway'

'Identifying needs in community / needs identified by the community'

'Activities for communities to be involved in eg. Guy Fawkes, Flower Festival etc'

'Traffic lights – let deaf people know about changes'

Partnerships

'Improve communication between practitioners e.g. GPs and sports coaches to increase incidence and effectiveness of 'social prescribing'

'Link Equality forums to each other to identify common issues'

'More national and local public education campaigns such as 'See Me'

'Health Board should be involved with Equality Action Groups'

Inclusion

'Reduce exclusion – interpretation for other languages is important'

'Encourage diversity within local groups with disability'

'More 'Home Visiting' – home help.

'Give disabled people opportunities to go to regular social activities'

'Help/support before people go 'down hill'

'More effort needed for women' leisure facilities'

Procurement

'Use local authorities 'duties' to influence the wider sector'

8 DUNDEE CITY COUNCIL EQUALITY OUTCOMES

From the above priorities the following 3 key outcomes have been identified for the period of this 3 year Single Equality Scheme.

1. Meeting our equality statutory and regulatory duties
2. Involving communities of interest
- 3, Mainstreaming and Sustainability

Outcome	Intermediate Outcomes	Short-term Actions
1. Meeting our equality statutory and regulatory duties for: Age, Disability, Gender, Race, Religion or Belief, Sexual Orientation	<p>Prepare and publish a Single Equality Scheme and action plans.</p> <p>Education Department to publish an action plan specific to Education.</p>	<ul style="list-style-type: none"> Assess the impact of policies and practices on equality and diversity Give due regard to Disability, Gender and Race equality in prioritising action relevant to equality. List functions and policies having most relevance to Disability, Race and Gender equality to assist prioritisation Consider the impact of equality duties on all our functions and policies, including in partnership with others. Put in place arrangements for gathering information relating to employment, education and functions. Use this information to review the effectiveness of previous action plans Publish an annual report summarising the steps taken in the action plans. Within 3 years complete the action plan
2. Involving communities of interest in the delivery of Dundee City Council's Single Equality Scheme	Establish sound equality, prioritises for the Single Equality Scheme	<ul style="list-style-type: none"> Involved communities in the implementation of the Single Equality Scheme Gather the views of children and young people, parent/carers and staff in the context of education to influence the implementation of the Education Action Plan
3. Mainstreaming and sustainability of equalities in Dundee City Council.	Positive equality and diversity outcomes are mainstreamed into all relevant council management functions.	<ul style="list-style-type: none"> Continue to develop training and support for departmental equality champions Establish Equality and Diversity staff groups within all departments Continue regular Equality and Diversity briefings to City Council Senior Management Team Develop Equality and Diversity Newsletter Support the development of procurement guidance and good practice Sustain involvement of communities within our equality action groups Keep under review policy and practice to ensure an inclusive approach to education.

9 PRIORITIES AND FUNCTIONS SET RELEVANT TO RACE, DISABILITY AND GENDER EQUALITY

9.1 Equality Impact Assessments

Will be mainstreamed into all corporate and departmental practises to ensure that ethnic groups, disabled people and women and men are not unjustifiably discriminated against. We will support council staff undertaking equality impact assessments by introducing a more user friendly impact assessment tool, appropriate guidance, training, publication and review of assessments.

9.2 Involving Communities

The sustained involvement of individuals and community organisations representing race, disability, gender, faith or belief, age and sexual orientation within our equality action groups will be encourage to support the council in the development and delivery of relevant policies and practices.

9.3 Research

Improved use of published national and local research, local knowledge and community input in relation to race, disability and gender to inform the development and delivery of policy.

9.4 Service monitoring

We will work with communities to improve the community understanding and responses to service monitoring for race, disability and gender.

9.5 Work force monitoring

Work with staff and community representatives to identify barriers to disclosure for relating to race, disability and gender. All Council monitoring reports regarding ethnicity will be available on our equality and diversity pages of the City Council's website.

9.6 Training

In line with the Equality and Diversity Training Strategy all council staff and elected members will undertake appropriate equalities training on race, disability and gender equality.

9.7 Communication

We will map out existing communication supports' work with communities to identify gaps and draft accessible communication guidance. This will have particular relevance to people with communication difficulties and impairments, those with poor literacy skills, speakers of other languages and Deaf and Deafblind communities and individuals.

9.8 Accessibility

Take forward event guidance to ensure that all relevant public events, internal and training venues take account of the needs of people of race, disability, gender, faith or belief, sexual orientation, age or others facing social exclusion.

9.9 Procurement

Encourage good equality practice in relation to race, disability, gender with our service, goods and works providers and monitor the impact on providers practice.

9.10 Partnership

Support partner organisations in developing good equality practice in relation to race, disability, gender

9.11 Grant Funding

We will review our criteria for grant funding in relation to race, disability, gender to ensure equality of access to grants and encourage good equality and diversity practice among applicants.

9.12 Hate Crimes

We will work with partner agencies to improve the recording of and responses to Hate Crimes relating to race, disability and sexual orientation.

9.13 Mainstream Equality and Diversity

Equality & Diversity will be on all relevant corporate, departmental and partnership agendas.

9.14 Delivering Equality and Diversity

All Departments will establish internal Equality & Diversity groups to ensure that equality good practice delivery is mainstreamed

9.15 Equality Newsletter

A quarterly newsletter highlighting equality and diversity good practice will be published by Dundee City Council.

10 HOW WE WILL EQUALITY IMPACT ASSESS OUR POLICIES AND PRACTICES

Dundee City Council acknowledges that much work needs to be done to improve our equality impact assessments. Previously identified issues around consistency, links to service improvements and feelings of over complexity and difficulty in relating impact assessments to improvements in practice must be addressed.

To this end Dundee City Council has approved the adoption of a new Equality Impact Assessment Tool that has been extensively tested by Dundee City Council Equality Champions. The aim of the 'Rapid Impact Assessment Tool' (RIAT) is to provide those drafting new or reviewing existing policies, procedures, strategies or practice with a simply designed tool that can aid them, with training and guidance, in completing equality impact assessments and relating the assessment to their practice. The tool will help authors in establishing whether there is a negative or adverse effect or impact on any particular groups or communities who face discrimination and help identify positive changes that can enhance equality of opportunity. The Rapid Impact Assessment tool is not designed to replace Full Equality Impact Assessments that may be more appropriate for larger or more complex issues.

Training on using the RIAT, with appropriate guidance on undertaking and publishing impact assessments, will be rolled out to all departmental staff with responsibility for conducting Equality Impact Assessments in the first quarter of 2010. The Dundee City Council Web page hosting completed assessments will be reviewed by the end of the first quarter.

Action 1.1 sets out how Dundee City Council will mainstream equality impact assessments.

11 HOW WE INVOLVED THE DISABLED AND OTHER COMMUNITIES IN THE DEVELOPMENT OF THIS SCHEME.

On the 24 August 2009 Dundee City Council hosted an event called ' Discovering Equality and Diversity in Dundee'. The event was attended by 78 individuals representing 35 organisations active in the areas of Age, Disability, Gender, Sexual Orientation, Race & Ethnicity, Religion or Belief.

The event had three aims:

- To raise awareness of Dundee City Councils commitment to Equality and Diversity and give a picture of some of the positive actions that have been taken forward.
- To involve communities in setting their priorities to inform this equality scheme.
- Invite organisations and individuals with an interest in ending discrimination and promoting equality of opportunity to participate in our Equality Working Groups.

Action 2.1 sets out how we will sustain their involvement

12 HOW WE WILL EQUALITIES MONITOR STAFFING AND RECRUITMENT

Dundee City Council will continue to monitor its staff during applications for posts, selection and recruitment, promotion, grievances, disciplinary action, ceasing employment, applying for and receiving training in respect the ethnic origin , gender, disability and religious belief. We will continue to work toward improving the level of responses by existing and new staff by engaging with staff and community representatives to identify barriers and make recommendations for action.

Actions 1.4 sets out how Dundee City Council will improve on equalities monitoring.

13 SERVICE MONITORING

We recognise that there have been issues around individual departments undertaking equality service monitoring, and how service monitoring can be used to inform action. While most departments have a good understanding of the need to undertake service monitoring they lack clear guidance on what they should monitor, when to monitor and how to use that data and other sources of information to inform their practice.

Actions 1.2, 1.3 sets out how Dundee City Council will improve its use of equalities service monitoring information.

14 INTRODUCTION TO DUNDEE CITY COUNCIL EQUALITY SCHEME ACTION PLAN

The following action is outcome focussed via a series of Intermediate outcomes, that have short term outcomes or outputs implemented by actions. Each has a lead person and timescale for completion.

The outcomes in the Action Plan are the three main outcomes for the Single Equality Scheme with the addition of the Education Department's particular requirements.

The Action Plan will be monitored and reviewed by the Equality & Diversity Core Group. The results will then influence the subsequent updates or amendments. It will be reported on

annually to Committee and updates placed on the Equality & Diversity web page of the City Council. The actions will be incorporated into the City Council's Strategic Monitoring database.

OUTCOME 1: Meeting our Equality & Diversity (E&D) statutory and regulatory duties for: Age, Disability, Gender, Race, Religion or Belief and Sexual Orientation.
Assessing the impact of policies and practices

Immediate Outcome <i>What are our long-term goals?</i>		Short Term Outcome/Output <i>What we need to do to achieve goals?</i>	Performance Indicator <i>How will we measure success?</i>	Action <i>What will we do?</i>	Lead Person/s <i>Who will take this forward?</i>	Timescale <i>When will we do this?</i>
1.1	Equality Impact Assessments	Relevant staff are briefed on using Rapid Impact Assessment Tool	All relevant new and existing policies and practices are Equality Impact Assessed.	Promote the use of new Rapid Impact Assessment Tool (RIAT)	E&D Core Group	Briefings 02/2010 to 10/2010
				Agree dates and deliver RIAT briefings across departments	E&D Co-ordinator	Review 09/2011
				Review Impact of RIAT	Equality Champions Implementation Group	Guidance 12/2009
		Departmental Equality Champions and relevant Council Officers briefed on Corporate guidance	50% of departmental staff briefed on using RIAT	Develop Corporate guidance on undertaking and publishing Equality Impact Assessments. Forward recommendations to City Council Senior Management Team.	E&D Core Group	Guidance approved by 02/2010
		Improved Impact Assessment processes and practice	80% of relevant policies and practices Impact Assessed and published	Review existing policy. Identify and review 2 new or existing policies annually	Equality & Diversity Core Group	First EQIA review 03/2010
		Publication of Impact Assessments	2 published Impact Assessments reviewed annually	Review and develop existing Dundee City Council Equalities Web site	E&D Co-ordinator	Completed by 03/2010

OUTCOME 1: Meeting our Equality & Diversity (E&D) statutory and regulatory duties for: Age, Disability, Gender, Race, Religion or Belief and Sexual Orientation. Using Equality research and local information to inform policies and practices						
Immediate Outcome <i>What are our long-term goals?</i>		Short Term Outcome/Output <i>What we need to do to achieve goals?</i>	Performance Indicator <i>How will we measure success?</i>	Action <i>What will we do?</i>	Lead Person/s <i>Who will take this forward?</i>	Timescale <i>When will we do this?</i>
1.2	Improved use of published national and local research, guidance, local knowledge and Community input (data) in the development and delivery of policy and practice.	Relevant Council Officers having easy access to information, reports, examples of good practice and sources of help and advice	Publication of all evidence used to inform Equality Impact Assessments	Establish a time limited working group to: Map out relevant sources of Equality data. Develop guidance on using existing data. Provide guidance on addressing any gaps in data needed to inform action. Make recommendations to City Council Senior Management Team	E&D Core Group	Establish Working Group 06/2010 Guidance approved by 09/2010
			Web page hosting relevant equalities data	Development of Web Page	E&D Core Group	Dec 2010
1.3	Service monitoring used to inform policy and practice	Corporate guidance on service monitoring	Annual publication of the results of service monitoring	Establish a time limited working group to develop Corporate guidance on service monitoring.	E&D Core Group	Establish working group 01/2010
		Community aware of the importance of service monitoring in improving services	Evidence used in published Impact Assessments	Engage Communities to identify barriers and solutions	Equality Action Groups	Guidance approved by 06/2010
		Review Impact of changes after 2 years		Recommendations to City Council Senior Management Team	E&D Core Group	Review 06/2012

OUTCOME 1: Meeting our Equality & Diversity (E&D) statutory and regulatory duties for: Age, Disability, Gender, Race, Religion or Belief and Sexual Orientation. Workforce equalities monitoring						
Immediate Outcome <i>What are our long-term goals?</i>		Short Term Outcome/Output <i>What we need to do to achieve goals?</i>	Performance Indicator <i>How will we measure success?</i>	Action <i>What will we do?</i>	Lead Person/s <i>Who will take this forward?</i>	Timescale <i>When will we do this?</i>
1.4	Dundee City Council as a major employer will take steps to ensure that its workforce reflects the Diversity of Dundee	All staff completing Equalities monitoring questionnaires	Annual employment equality monitoring report. (Refer to 1.2)	Establish a time limited working with Dundee City Council staff and Community representatives to identify non-disclosure issues. Improvements to analysis and reporting. Make recommendations	E&D Core Group	Establish Working Groups 02/2010
		Women applying for and securing senior officer posts.		Establish a time limited working group to identify barriers to women at senior officer levels. Make recommendations based on review of impact of changes	Gender Equality Action Group	Recommendations by 08/2010 Review Impact of changes 08/2011

OUTCOME 1: Meeting our Equality & Diversity (E&D) statutory and regulatory duties for: Age, Disability, Gender, Race, Religion or Belief and Sexual Orientation. Training and awareness of E&D issues						
Immediate Outcome <i>What are our long-term goals?</i>		Short Term Outcome/Output <i>What we need to do to achieve goals?</i>	Performance Indicator <i>How will we measure success?</i>	Action <i>What will we do?</i>	Lead Person/s <i>Who will take this forward?</i>	Timescale <i>When will we do this?</i>
1.5	All Dundee City Council elected members and employees are aware of our statutory duties as an employer, provider of services and Community leader to eliminate discrimination, promote positive opportunities and good practice	Appropriate briefings, training and awareness of Race, Disability and Gender equality	50 % of Dundee City Council staff having completed appropriate E&D training	Establish time-limited working group to develop training recommendations for departments	E&D Core Group	Recommendations and review by 08/2010
				Review Corporate induction programme to ensure a focus on E&D		
			75% of elected members attending Equalities briefing sessions	Establishing twice yearly equalities briefing sessions for elected members	Equality & Diversity Co-ordinator	First briefing by 08/2010
			Number of briefings to City Council Senior Management Team	Quarterly E&D briefings to City Council Senior Management Team	Equality & Diversity Co-ordinator	Briefings started 04/2009
			Number of briefings to Equality Champions	Quarterly E&D briefings and training of Equality Champions	Equality & Diversity Core Group	Briefings/training started 01/2010

OUTCOME 1: Meeting our Equality & Diversity (E&D) statutory and regulatory duties for: Age, Disability, Gender, Race, Religion or Belief and Sexual Orientation. Accessible communications						
Immediate Outcome <i>What are our long-term goals?</i>		Short Term Outcome/Output <i>What we need to do to achieve goals?</i>	Performance Indicator <i>How will we measure success?</i>	Action <i>What will we do?</i>	Lead Person/s <i>Who will take this forward?</i>	Timescale <i>When will we do this?</i>
1.6	Provide accessible communication systems and services to meet the diverse needs of Dundee Communities	Knowledge of Community needs	Monitoring and annual reporting on the use of interpreting, translation and other communication supports provided by Dundee City Council	Establish a time limited working group to map out existing communication supports available via Dundee City Council and its partner agencies	E&D Core Group	Report by 06/2010
		Identification of communication support and services required	Undertake customer evaluations	Identify any gaps in provision and sources of support available to fill gaps	E&D Core Group	Report by 06/2010
		Dundee City Council staff aware of guidance on providing communication support		Draft accessible communication guidance	E&D Core Group	Report by 06/2010
		Raise Community awareness of support available		Discuss in Equality Action Groups Develop Web Page	Equality Action Group and E&D Co-ordinator	12/2010

OUTCOME 1: Meeting our Equality & Diversity (E&D) statutory and regulatory duties for: Age, Disability, Gender, Race, Religion or Belief and Sexual Orientation.
Accessible public events

Immediate Outcome <i>What are our long-term goals?</i>		Short Term Outcome/Output <i>What we need to do to achieve goals?</i>	Performance Indicator <i>How will we measure success?</i>	Action <i>What will we do?</i>	Lead Person/s <i>Who will take this forward?</i>	Timescale <i>When will we do this?</i>
1.7	Make reasonable adjustments to ensure that Dundee City Council public events, training venues etc are accessible to everyone	Appropriate staff briefed on using the guidance, in combination with monitoring guidance	Published E&D monitoring data (ref to 1.2, 1.3, 1.4)	Draft Corporate guidance on accessible events. (Refer to 1.6). Raise awareness of guidance to all staff	E&D Core Group	Report by 04/2010
		Publication of guidance	Event evaluations undertaken for every Dundee City Council event	Report to City Council Senior Management Team. Publish guidance on Intranet	E&D Core Group	Briefings by 10/2010

OUTCOME 1: Meeting our Equality & Diversity (E&D) statutory and regulatory duties for: Age, Disability, Gender, Race, Religion or Belief and Sexual Orientation.

Procurement

Immediate Outcome <i>What are our long-term goals?</i>		Short Term Outcome/Output <i>What we need to do to achieve goals?</i>	Performance Indicator <i>How will we measure success?</i>	Action <i>What will we do?</i>	Lead Person/s <i>Who will take this forward?</i>	Timescale <i>When will we do this?</i>
1.8	Dundee City Council procurement processes and procedures meeting our statutory General Duties for Disability, Gender and Race Equality in the procurement of goods, works and services	All relevant departments briefed on procurement guidance	Annual reporting and publication of monitoring data. (ref 1.5)	Establish a time-limited working group to review existing tendering and monitoring processes and procedures.	E&D Core Group	Guidance approved by 05/2010
	Encourage the promotion of good practice, non-discrimination and Equality of opportunity for Age, Religion or Belief and Sexual Orientation with our contractors and suppliers	Procurement documentation updated as required	Publication of tendering documentation	Identify contracts relevant to E&D and identify key areas for review	E&D Core Group	Report to City Council Senior Management Team 06/2010
		Monitoring of procedures and processes agreed		Develop appropriate E&D procurement guidance and monitoring recommendations		Briefings to be rolled out from 09/2010
				Forward recommendations to City Council Senior Management Team		Review by 10/2010

OUTCOME 1: Meeting our Equality & Diversity (E&D) statutory and regulatory duties for: Age, Disability, Gender, Race, Religion or Belief and Sexual Orientation. Partnerships/Grant Funding						
Immediate Outcome <i>What are our long-term goals?</i>		Short Term Outcome/Output <i>What we need to do to achieve goals?</i>	Performance Indicator <i>How will we measure success?</i>	Action <i>What will we do?</i>	Lead Person/s <i>Who will take this forward?</i>	Timescale <i>When will we do this?</i>
1.9	Dundee City Council partner organisations supported in meeting Equality duties.	Within 2 years all partner organisations report as required on E&D good practice	Annual report	Meet with all partner organisations to clarify requirements	E&D Core Group	End of 2011
				Develop guidance to partner organisations	E&D Core Group	End of 2011
				Provide additional support as required	E&D Core Group	End of 2011
1.10	Organisations applying for grant funding from Dundee City Council will provide evidence of their E &D good practice.	Guidance for grant applications available on line	100% of applications submitted with appropriate evidence of E&D good practice	Establish a short term working group to: Review existing grant application guidance to ensure E&D good practice	E&D Core Group	
				Report with recommendations to City Council Senior Management Team	E&D Core Group	Report by 04/2010 Review Impact 04/2011

OUTCOME 1: Meeting our Equality & Diversity (E&D) statutory and regulatory duties for: Age, Disability, Gender, Race, Religion or Belief and Sexual Orientation. Hate Crimes						
Immediate Outcome <i>What are our long-term goals?</i>		Short Term Outcome/Output <i>What we need to do to achieve goals?</i>	Performance Indicator <i>How will we measure success?</i>	Action <i>What will we do?</i>	Lead Person/s <i>Who will take this forward?</i>	Timescale <i>When will we do this?</i>
1.11	Hate crimes in Dundee are reduced through improved recording and Community responses	Have in place appropriate mechanisms tackling hate crimes.	Annual publication of reports of harassment and hate crimes	Work with partner agencies to identify and take forward good practice in reporting, recording, monitoring and actions to protect individuals and communities from hate crimes.	E&D Core Group	11/2012

OUTCOME 2: Involve Communities of interest in the delivery of Dundee City Council's Single Equality Scheme Involving Communities

Immediate Outcome <i>What are our long-term goals?</i>		Short Term Outcome/Output <i>What we need to do to achieve goals?</i>	Performance Indicator <i>How will we measure success?</i>	Action <i>What will we do?</i>	Lead Person/s <i>Who will take this forward?</i>	Timescale <i>When will we do this?</i>
2.1	Sustaining the involvement of Community representation from the 6 Equality strands within reformed Dundee City Council	All departments aware of the role and remit of Equality & Diversity action groups	Participation of community representatives from all the 6 Equality strands	Host a training event to support Equality leads and key Council officers in preparation for Community involvement in Equality & Diversity action groups	E&D Core Group	Training event by 02/2010
2.2	Established Equality & Diversity action groups for Age and Disability, Gender and Sexual orientation, Race, Ethnicity and Religion or Belief in supporting the delivery of the actions set out in Dundee City Council's Single Equality Scheme		Evidence of Community input in all published Equality Impact Assessments	Secure suitable venue, admin support, funding for travel, translation interpretation and other appropriate expenses for the 3 Equality & Diversity Action Groups		Preliminary meeting by 03/2010
				Invite individuals and organisations to preliminary meeting. Identify and meet individual support needs. Agree role and remit of Equality & Diversity Action Groups. Establish a quarterly rota of meetings of the 3 Equality & Diversity Action Groups		First group meeting by 04/2010
2.3	Promote good relations between people of different racial groups and towards disabled persons	Good relations between differing ethnic groups, disabled people, other strands and the wider community	Attendance at and evaluation of community events	With our partners host/support 2 community events over the next 12 months		First event by 08/2010

OUTCOME 3: Mainstreaming and Sustainability of Equalities in Dundee City Council Agendas/Departments/Awareness						
Immediate Outcome <i>What are our long-term goals?</i>		Short Term Outcome/Output <i>What we need to do to achieve goals?</i>	Performance Indicator <i>How will we measure success?</i>	Action <i>What will we do?</i>	Lead Person/s <i>Who will take this forward?</i>	Timescale <i>When will we do this?</i>
3.1	Over the next 3 years Equality & Diversity will be mainstreamed into all relevant Corporate, departmental and partnership agendas.	City Council Senior Management Team aware and involved in Equality & Diversity	Equality & Diversity on all relevant City Council Senior Management Team agendas.	Equality & Diversity briefings to City Council Senior Management Team	E&D Co-ordinator	Quarterly briefings started 04/2009- Ongoing
		Equality Champions supported in their departmental E&D roles		Regular briefings and training input to Equality Champions (Refer to 1.5)		
3.2	Over the next 3 years all Council departments will improve on their good E&D practice	Access to good quality information and advice.	Report on pilot	Review and further develop existing model of departmental E&D team tasked to take forward E&D delivery within departments and sections.	E&D Co-ordinator	Review paper and recommendations by 02/2010
		Support from Senior Managers	Model adopted across all departments	Recommendations to City Council Senior Management Team	E&D Co-ordinator	Progress report 09/2011
			Improved Community satisfaction of services	Roll out lessons learned	E&D Core Group	Roll out 02/2011
3.3	Citizens, elected members and partners having a greater awareness of E&D activities in Dundee City	E&D Newsletter sent to all elected members. Newsletter available to the citizens of Dundee on-line and at Council offices	Readers feedback 80% positive Number of "hits" on Website increased	Establish newsletter group. Community involvement, identify resources. Production and publication of quarterly E&D newsletter	E&D Core Group	First publication by 06/2010

DRAFT

EDUCATION DEPARTMENT

ACTION PLAN

Objective: 1 Meeting our statutory and regulatory duties on equality						
Review Disability Scheme/Involvement						
Outcome <i>What are our long-term goals?</i>		Short Term Outcome/Output <i>What will this achieve?</i>	Performance Indicators <i>How will we measure success?</i>	Action <i>What will we do?</i>	Lead Person/s <i>Who will take this forward?</i>	Timescale <i>When will we do this?</i>
1.1	Final review of the Education Department 06-09 Disability Scheme	Consultation - survey of key stakeholders	The number of positive responses to the survey	Analyse survey results to identify trends and significant issues	Support for Learning Manager	September 2009
		Actions within the 06-09 Action Plan are successfully completed	Summary shows progress with within the Action Plan for 06-09	Provide updates to progress within 06-0 Action Plan	Support for Learning Manager	September/Oct 2009
		A summary of the Education 06-09 Disability Equality Scheme for presentation to Committee	Summary is approved by Committee	Take summary report of 06-09 Disability Scheme to Education Committee for approval	Director of Education	28/08/09
1.2	A Single Equality Scheme (SES) informed by stakeholder involvement with a specific Action Plan for Education	Consultation Event promoting community involvement	Feedback from participants at the event	Participation in the Equality & Diversity event	Support for Learning Manager	24/8/09

Objective: 1	Meeting our statutory and regulatory duties on equality
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Review Disability Scheme/Involvement

Outcome <i>What are our long-term goals?</i>		Short Term Outcome/Output <i>What will this achieve?</i>	Performance Indicators <i>How will we measure success?</i>	Action <i>What will we do?</i>	Lead Person/s <i>Who will take this forward?</i>	Timescale <i>When will we do this?</i>
1.1	Final review of the Education Department 06-09 Disability Scheme	Consultation - survey of key stakeholders	The number of positive responses to the survey	Analyse survey results to identify trends and significant issues	Support for Learning Manager	September 2009
		Actions within the 06-09 Action Plan are successfully completed	Summary shows progress with within the Action Plan for 06-09	Provide updates to progress within 06-0 Action Plan	Support for Learning Manager	September/Oct 2009
		A summary of the Education 06-09 Disability Equality Scheme for presentation to Committee	Summary is approved by Committee	Take summary report of 06-09 Disability Scheme to Education Committee for approval	Director of Education	28/08/09
1.2	A Single Equality Scheme (SES) informed by stakeholder involvement with a specific Action Plan for Education	Consultation Event promoting community involvement	Feedback from participants at the event	Participation in the Equality & Diversity event	Support for Learning Manager	24/8/09

Objective: 1 Meeting our statutory and regulatory duties on equality Review Disability Scheme/Involvement						
		Short Term Outcome/Output <i>What will this achieve?</i>	Performance Indicators <i>How will we measure success?</i>	Action <i>What will we do?</i>	Lead Person/s <i>Who will take this forward?</i>	Timescale <i>When will we do this?</i>
		Write and implement an Action Plan to support the implementation of the SES which reflects the views of key stakeholders on equality issues	Progress with Action Plan	Develop an Education Action Plan support by Core Group and provide regular updates	Support for Learning Manager	Aug-Nov 2009
		The Education Action Plans are a fully integrated part of the Dundee City Council SES to go forward for approval by Policy & Resources Committee	Education Department complies with specific duty under current legislation	As a member of the Core Equality & Diversity Group collaborate on the development of the SES for Dundee City Council	Support for Learning Manager and Core Equality & Diversity Group	Nov 2009

Objective: 1 Meeting our statutory and regulatory duties on equality Review Disability Scheme/Involvement						
Outcome <i>What are our long-term goals?</i>		Short Term Outcome/Output <i>What will this achieve?</i>	Performance Indicators <i>How will we measure success?</i>	Action <i>What will we do?</i>	Lead Person/s <i>Who will take this forward?</i>	Timescale <i>When will we do this?</i>
1.2 contd		Develop an SES Education Action Plan supported by Core Group and Education Department	The draft Action Plans are accepted and agreed by stakeholders and Core E&D Group	Presentation to Policy & Resources Committee	Support for Learning Manager and Core Equality & Diversity Group	Nov 2009
		Approval and publication of corporate SES	The Policy & Resources Committee accept the SES	Publicise the SES and associated action plans	Education Equalities Group	Nov 2009

Outcome 2: Involve Communities of interest in the delivery of Dundee City Council's Single Equality Scheme Involving Communities						
Outcome <i>What are our long-term goals?</i>		Short Term Outcome/Output <i>What will this achieve?</i>	Performance Indicators <i>How will we measure success?</i>	Action <i>What will we do?</i>	Lead Person/s <i>Who will take this forward?</i>	Timescale <i>When will we do this?</i>
				Review census data to establish the balance of gender, the range of ethnic groups and the numbers assessed disabled and declared disabled	Managers and Schools Management Teams	
		Census data is available on race, gender and disability	Data can be accessed which provides information on race, gender and disability	Through the Annual Review process work with schools to explore the achievement and attainment for children and young people within the equality strands.	Managers, Equalities Group	

Outcome 3	Mainstreaming and Sustainability of Equalities in Dundee City Council Agendas/Departments/Awareness
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Outcome <i>What are our long-term goals?</i>		Short Term Outcome/Output <i>What will this achieve?</i>	Performance Indicators <i>How will we measure success?</i>	Action <i>What will we do?</i>	Lead Person/s <i>Who will take this forward?</i>	Timescale <i>When will we do this?</i>
3.1	Our schools are inclusive communities where staff, pupils and parents feel equally valued and respected.	Training is ongoing for teaching and support staff	Evaluations recorded on CPD online	Ensure that a wide range of training opportunities exist to support staff to gain the necessary skills and abilities	Q10(SfL)	
		Training is monitored to ensure effectiveness and quality	Evaluations recorded on CPD online	Monitor the evaluations and comments to ensure training is effective and appropriately targeted	Q10(SfL)	
				Identify the unique skills each agency offers and how this can be incorporated to provide a training programme which builds capacity, skills and abilities of staff		
		Specific training is planned and delivered by multi-agency teams	Evaluations recorded on CPD online and feedback from other agencies	Identify what the trends and issues raised through consultation	Q10(SfL) Support for Learning Manager	

Outcome 3	Mainstreaming and Sustainability of Equalities in Dundee City Council	Agendas/Departments/Awareness
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Outcome <i>What are our long-term goals?</i>		Short Term Outcome/Output <i>What will this achieve?</i>	Performance Indicators <i>How will we measure success?</i>	Action <i>What will we do?</i>	Lead Person/s <i>Who will take this forward?</i>	Timescale <i>When will we do this?</i>
				Develop links with Dundee College to establish pre-recruitment training strategy to ensure a continuous stream of appropriately trained support staff	Co-ordinator (Additional support needs) Senior Administration Officer	2011
		Staffing levels meet the projected demands	Vacancies do not remain unfilled. Recruitment matches demand	Workforce training for Managers to develop skills related to planning for future workforce demand	Human Resources Manager	09-12
		The workforce reflects the diverse communities we serve	Increased applications from people with a disability and from ethnic minority groups.	Ensure our target audience includes diverse communities by advertising using different media and locations are required.	Human Resources Manager	09-12
		Recruitment and selection procedures ensure equal opportunities for all		All managers are appropriately trained in Recruitment & Selection practices	Human Resources Manager	09-12

Outcome 3 Mainstreaming and Sustainability of Equalities in Dundee City Council Agendas/Departments/Awareness						
Outcome <i>What are our long-term goals?</i>		Short Term Outcome/Output <i>What will this achieve?</i>	Performance Indicators <i>How will we measure success?</i>	Action <i>What will we do?</i>	Lead Person/s <i>Who will take this forward?</i>	Timescale <i>When will we do this?</i>
3.3	Ensure that our education establishments maximise resources available	Procurement and commissioning of services follows Corporate policy in relation to equalities	Monitor expenditure to ensure only approved suppliers are utilised	Procurement Officer reviews financial systems to confirm compliance and takes action where appropriate	Finance and Resources Manager	09-12

Rapid Impact Assessment Tool Introduction

The aim of the Rapid Impact Assessment tool is to provide those drafting new or reviewing existing policies, procedures, strategies or practice (policies) with a simple tool that can aid them in completing an Impact Assessments. The tool will help authors in establishing whether there is a negative or adverse effect or impact on any particular groups or communities who face discrimination and to help identify positive changes that can enhance equality of opportunity.

The Rapid Impact Assessment tool is not designed to replace Full Equality Impact Assessments but rather as a practical aid to authors of policies etc. This tool can provide the evidence needed to show that they have gathered relevant data or information needed to identify any potential issues negative issues, steps taken to reduce, eliminate barriers and improve outcomes.

Legislation recognises and protects individuals and groups who face discrimination because of race, disability, sexual orientation, gender, religion or belief and age (6 strands). Those protected include employees, existing and potential service users, the wider community and staff employed in contracted out services. Other social factors can also be taken into consideration such as social exclusion linked to poverty.

It is essential that staff, who are the author or the reviewer of any policy, procedure or strategy undertake Equality and Diversity training and Equality and Diversity impact assessment training.

Who should undertake a Rapid Equality and Diversity Impact Assessment?

The person who drafts a policy, procedure, strategy, who initiates a new document or organises an event is responsible for conducting an Equality and Diversity Impact Assessment.

Assessing the impact and analyse the data

This involves gathering relevant data and information to identify any negative impacts in relation to the six strands of Equality and Diversity. It is often advisable to seek the views of departmental Equality Champions and other colleagues who may have relevant experience or knowledge. Other departments may have faced similar issues or are engaged with the relevant communities, give them a call. There may also be published examples of completed Impact Assessments on the DCC web site or from other sources that can be used to inform policy. If we lack relevant information or are unsure or the potential impact on communities we MUST allow time to consult and involve individuals and the communities affected before going ahead with the policy. Community feedback will help us identify any strengths or negative impacts and more importantly potential solutions before a policy is finalised. This approach will help ensure that our policy will not discriminate and will enhance equality in practice. DCC Equality Working Groups can be a great source of advice and guidance providing you with the direct links to the communities you need to involve.

If a negative or adverse impact is found we either need to justify that negative impact for example on health and safety grounds or eliminate it by amending or replacing the policy, procedure or strategy. It is necessary to consider if additional measures to reduce or remove a negative impact can be carried out without changing the overall aim of the policy. We can take this opportunity to explore possible alternatives. We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another.

Full Equality and Diversity Impact Assessment

If a policy, procedure or strategy after undergoing a rapid impact assessment identifies a negative impact that cannot be eliminated by amending or replacing the policy, procedure or strategy then it would then be necessary to carry out a full Equality and Diversity impact assessment. Copies of Full Impact Assessment are available on DCC Intranet Web Site or contact scott.mands@dundeecity.gov.uk

DUNDEE CITY COUNCIL

Equality and Diversity Rapid Impact Assessment

Date 11/11/2009	Title DCC Single Equality Scheme and Action Plan 2009 - 2012	
Is this a new document? <input type="checkbox"/> YES		Is this an existing document under review? <input checked="" type="checkbox"/> N
Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.	DCC publications: <ul style="list-style-type: none"> • Equality schemes and annual reports for disability, race and gender equality. • Employee Equality Monitoring (April 2009) • The council plan 2007 - 2009 • DCC Equality Action Plan 2009 - 2010 • Performance Report 2008 -2009 • About Dundee - 2009 	
	DCC equality reports: <ul style="list-style-type: none"> • Equality and Diversity Involvement Process (April 2009) • Education ethnicity census 2009 • EQUALITIES FRAMEWORK: Support Arrangements for Delivery of Equalities Work in Dundee. (February 2008) • Mainstreaming Equalities presentation to SMT (February 2009) • Rapid Impact Assessment Tool Introduction (June 2009) • Draft Equality and Diversity Training Strategy (September 2009) 	
	Dundee Partnership: <ul style="list-style-type: none"> • Our Vision for Dundee, Single Outcome Agreement • Equality and Diversity Partnership 2007 -2008 report 	
	East Lothian Council: <ul style="list-style-type: none"> • Guide to Equalities Legislation (2007) 	
	Audit Scotland : <ul style="list-style-type: none"> • Best Value 2 (preliminary report August 2009) • The impact of race equality duty on council services (November 2008) 	
	Disability Rights Commission: <ul style="list-style-type: none"> • The Duty to Promote Disability Equality, Statutory Code of Practice (2006) 	
	Equality and Human Rights Commission (EHRC): <ul style="list-style-type: none"> • Developing equality schemes to meet the three existing duties.(April 2009). • Public sector duties assessment template for England and Wales. • Guidance for completing the EHRC assessment template. • Bringing Equality to Scotland: The Three Public Sector Duties (January 2007) • Ethnic Monitoring: A Guide to Public Authorities in Scotland. • EHRC Single Equality Scheme 2009- 2012 	
	Communities Scotland: <ul style="list-style-type: none"> • National Standards for Community Engagement 	
	HM Government:	

	<ul style="list-style-type: none"> • Framework for a Fairer Future- The Equality Bill (June 2008) • The Sex Discrimination Act 1975 and the Sex Discrimination, Gender Re-assignment) Regulations 1999 • The Race Relations Act 1976 and the Race Relations (Amendment) Act 2000 • The Disability Discrimination Act 1995 and the Disability Discrimination (Amendment) Act 2006 • The Employment Equality (Sexual Orientation) Regulations 2003 • The Employment Equality (Religion or Belief) Regulations 2003 • The Employment Equality (Age) Regulations 2006
What is the description of the policy, procedure or strategy?	This is Dundee City Council's first single equality scheme. It brings together our statutory duties to produce equality schemes for race, disability and gender equality into a single scheme. The scheme applies to all council departments and where relevant partner organisations. The scheme covers the period from 30th November 2009 - 29th November 2012.
What is the intended outcome of this policy, procedure or strategy?	<ul style="list-style-type: none"> • Meeting our equality statutory and regulatory duties for: Age, Disability, Gender, Race, Religion or Belief, Sexual Orientation • Involving communities in the delivery of Dundee City Council's Single Equality Scheme • Mainstreaming and sustaining equality and diversity into all our work.
Which individuals are responsible for undertaking Equality and Diversity Impact Assessment?	DCC Equality and Diversity Core Group Chair: Merrill Smith, E&D Co-ordinator Scott Mands, Lead for Disability Equality Dorothy Wilson, Lead for Gender Equality Jane Ling, Lead for Race Equality Bruce Patrick. Joyce Barclay (Social Work), Elspeth Walker (Education), Laura Christie (Housing), Val Ridley (Personnel)

Which groups of the population will be positively or negatively affected by this policy, procedure or strategy?

	Positively	Negatively	No Impact	Not Known
Ethnic Minority Communities including Gypsies and Travellers	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender including transgender people	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or Faith	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People with a disability	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, Gay and Bisexual	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Socio-economic status	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other please state	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Equality and Diversity Rapid Impact Assessment Checklist

Have any positive impacts been identified?	<ul style="list-style-type: none"> • YES : • Meeting our equality statutory and regulatory duties for: Age, Disability, Gender, Race, Religion or Belief, Sexual Orientation • Involving communities in the development and delivery of Dundee City Council's Single Equality Scheme • Mainstreaming and sustaining equality and diversity into all our work
Have any negative impacts been identified?	NO
What action is proposed to overcome any negative impacts?	N/A
What recommendations have you made to eliminate or reduce negative impacts?	N/A

<p>If any negative impacts have been found please indicate if a Full Equality and Diversity Impact Assessment has been recommended?</p>	<p>N/A</p>
<p>Give details of any consultation or involvement which has been undertaken.</p>	<p>On the 24 August 2009 Dundee City Council hosted an event called 'Discovering Equality and Diversity in Dundee'. The event was attended by 78 individuals representing 35 organisations active in the areas of Age, Disability, Gender, Sexual Orientation, Race & Ethnicity, Religion or Belief. The event had three aims,</p> <ul style="list-style-type: none"> • To raise awareness of Dundee City Councils commitment to Equality and Diversity and give a picture of some of the positive actions that have been taken forward. • To involve communities in setting their priorities to inform this equality scheme. • Invite organisations and individuals with an interest in ending discrimination and promoting equality of opportunity to participate in our Equality Working Groups. <p>The responses from participants fell into 6 broad categories Improving access to communication & information, Accessing Services & Activities, Involvement, Partnerships, Inclusion and Procurement.</p>
<p>Is there a need to collect further evidence in regard to data and research?</p>	<p>The completed single equality scheme will be subject to a 6 week consultation period before formal adoption by DCC.</p>
<p>How will monitoring be measured?</p>	<p>An annual report on the schemes action plan. Each action within the single equality scheme has details of individual performance indicators</p>

Department

Dundee City Council, Equality and Diversity Core Group

Type of Document

Human Resource Policy	<input type="checkbox"/>
General Policy	<input type="checkbox"/>
Strategy/Service	<input type="checkbox"/>
Change Papers/Local Procedure	<input type="checkbox"/>
Guidelines and Protocols	<input type="checkbox"/>
Other	Statutory Duty x <input type="checkbox"/>

Contact Information

Manager Responsible	Author Responsible
Name Merrill Smith	Name Scott Mands
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Email merrill.smith@dundeecity.gov.uk	Email scott.mands@dundeecity.gov.uk

Signature of author of the policy, procedure or strategy:

Head of Department and Service area:

Date of next review: 30/Nov/2010

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