

DUNDEE CITY COUNCIL

REPORT TO: Policy & Resources Committee - 14 February 2011

REPORT ON: Annual Report of Dundee City Council's Single Equality Scheme 2009-2010

REPORT BY: Director of Leisure and Communities

REPORT NO: 70-2011

1.0 PURPOSE OF REPORT

1.1 This report informs the Committee of the progress of the first year of City Council's Single Equality Scheme in 2009 -2012 and meets the City Council's statutory duty and practice to report annually on meeting our equality duties for Race, Disability and Gender.

2.0 RECOMMENDATIONS

The committee is asked to:

- 2.1 note the contents of this report
- 2.2 approve the recommendations contained within Appendix 1

3.0 FINANCIAL IMPLICATIONS

3.1 The provision of equalities actions can be contained within existing departmental budgets.

4.0 INTRODUCTION

4.1 Reference is made to the Committee report No.548-2009 of the Policy & Resources Committee of 29 November 2009 when the City Council's first Single Equality Scheme (SES) and Action Plan was approved. The SES and its Action Plan covers the period 2009-2012. This report reflects the progress in the implementation of the first year of the SES Action Plan 2009-2010.

4.2 Reference is also made to the 2009 Best Value 2 Audit (BV2). The audit identified the following equality areas for improvement: promoting equalities, ownership and leadership, engaging communities, equality impact assessments and equality monitoring.

4.3 Equality and Diversity is taken forward by Dundee City Council's Equality and Diversity Core Group. The Core group is tasked with producing an annual report on the Council's progress in delivering the Single Equality Scheme.

5.0 SUMMARY REPORT OF THE FIRST YEAR OF SINGLE EQUALITY SCHEME

5.1 During 2010 Dundee City Council raised staff and citizens awareness of the Council's legislative equality duties and how communities are involved in the delivery of the Council's Single Equality Scheme. The City Council also recognised and shared good practice through the publication of all relevant equalities information on the Dundee City Council equalities web pages.

5.2 In 2010 Dundee City Council's Equality Core Group delivered regular equality briefings to the Council Management Team on progress toward meeting the actions set out in the Single Equality Scheme.

- 5.3 In 2010 protected characteristic communities involvement in the delivery of the Single Equality Scheme has progressed through their increasing participation in Dundee City Council's Equality Action Groups for race, ethnicity, religion, belief, disability, age, gender and sexual orientation.
- 5.4 Since September 2010 all relevant policies and practices put before Council Committee have been Equality Impact Assessed and published on the Council Web pages.
- 5.5 In 2010 over two hundred Council staff were been trained in undertaking Equality Impact Assessments.
- 5.7 In 2010 all departmental Equality Champions received regular equalities training.
- 5.8 In February 2010 a corporate Equality and Diversity Training Strategy was adopted.

6.0 POLICY IMPLICATIONS

- 6.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, and Risk Management
- 6.2 An Equality Impact Assessment has been carried out and will be available on the Council Web Site <http://www.dundee.gov.uk/equanddiv/equipact/>

There are no major issues

7.0 CONSULTATION

- 7.1 Chief Executive, Assistant Chief Executive, Deputy Chief Executive Support Services, Director of Finance, Head of Personnel,.

8.0 BACKGROUND PAPERS

- 8.1 City Council Single Equality Scheme 2009 -2012

Stewart Murdoch
Director of Leisure and Communities
24 January 2010

DUNDEE CITY COUNCIL'S SINGLE EQUALITY SCHEME ACTION PLAN, January 2011

RECOMMENDATIONS

Outcome 1: Meeting our equality statutory and regulatory duties for: Age, Disability, Gender, Race, Religion/ Belief & Sexual Orientation Recommendation.

- 1.1 All relevant departmental policies will be Equality Impact Assessed and the assessments published on the departmental web pages by end of 2011.
- 1.2 Corporate guidance on using equalities research to inform practice will be developed during 2011
- 1.3 Equalities monitoring guidance will be developed during 2011.
- 1.4: Dundee City Council Personnel Department in partnership with Equality Action Group members, will develop during 2011, guidance on using employee data to inform recruitment and retention practice.
- 1.5 Elected members having equality briefings as part of their induction process and access to regular briefings on equality and diversity during 2011.
Community groups should be involved in the design and delivery of equalities training and awareness raising programs during 2011.
- 1.6 Corporate guidance on accessible communication will be developed during 2011.
- 1.7 Corporate guidance on hosting Accessible Events for planning public events, training programs etc, will be developed during 2011.
- 1.8 The Scottish Government does not now plan to include specific duties relating to procurement in the Equality Act 2010 (Statutory Duties) (Scotland) Regulations 2011. Dundee City Council should continue to promote good equalities procurement practice through its Corporate Procurement Strategy Group.
- 1.9 There should be continued development and improvement in equalities partnership working and sharing of resources, to reduce duplication of effort and improve outcomes
- 1.10 Equality and Diversity Grant application guidance be amended to request applicants evidence of their good equality practice in 2011
- 1.11 In partnership with all relevant agencies, the tackling of Hate Crimes in the city will be a priority for all and that appropriate, training, reporting and recording mechanisms will be put in place during 2011.

Outcome 2 : Involving communities of interest in the delivery of Dundee City Council's SES.

- 2.1 All Council departments are encouraged to find innovative and proactive ways to routinely involve protected communities in the design and delivery of policy and practice.
- 2.2 Continue to work with partner agencies to promote and support good relations across communities.

Outcome 3 : Mainstreaming and sustaining equalities good practice in Dundee City Council

- 3.1** A equality newsletter will be published by May 2011 and circulated to Elected Members, Dundee Council Staff and Community groups in the City and circulated six monthly thereafter

DUNDEE CITY COUNCIL'S SINGLE EQUALITY SCHEME ACTION PLAN, JANUARY 2011

1. Introduction to the Single Equality Scheme (SES)

The scheme covers the transition period as the Race Relations Act 1976, the Disability Discrimination Act 1995 and the Sex Discrimination Act 1975 and their amendments are now replaced by the 2010 Equality Act. The new Act came into force in October 2009 and will be introduced in stages. The SES has been developed to ensure that Dundee City Council meets our existing equality duties and is prepared for the full introduction of the Equality Act in 2012.

Dundee City Council's response to equality legislation and the delivery of its SES and Action Plan is taken forward by:

The Equality and Diversity Co-ordinator, whose role is to advise and co-ordinate equalities good practice. The Equality and Diversity Core Group, 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.

Supporting the delivery of equalities good practice, all departments have an Equality Champion. Collectively the Equality Champions meet quarterly as the Equality Implementation Group for equality briefings, training and sharing of good practice. They also have an important role in reviewing published Equality Impact Assessments.

Underpinning Dundee City's commitment to the delivery of services that meet the needs of all its citizens is its proactive approach to the sustained involvement of those who are often face exclusion, who feel their voice is not listened to and / or who face discrimination. Dundee City Council's Equality Action Groups are there to provide them with a voice and an opportunity to influence policy and practice in a way that reduces barriers and promotes active citizenship.

2. Introduction to the report

The Race Relations Act 1976, the Disability Discrimination Act 1995 and the Sex Discrimination Act 1975 and their amendments race, disability and gender legislation require public authorities to provide reports on their progress toward meeting their equality duties. This is the first annual report of Dundee City Council's progress toward meeting its equality outcomes set out in the City's Single Equality Scheme action plan.

3. Equality outcomes

SES established 3 key outcomes that Dundee City Council will meet over the 3 year period of the Scheme.

Outcome 1: Meeting our equality statutory and regulatory duties

Outcome 2: Involving communities of interest in the delivery of Dundee City Council's SES.

Outcome 3: Mainstreaming and sustaining equalities good practice in Dundee City Council.

Each key outcome is further broken down into a series of intermediate outcomes, short-term outcomes, performance indicators and actions.

Outcome 1: Meeting our equality statutory and regulatory duties for: Age, Disability, Gender, Race, Religion/ Belief & Sexual Orientation

Intermediate outcome 1.1

Equality Impact Assessment of policies and practice

Short-term outcomes:

Develop corporate guidance on Equality Impact Assessment.

All relevant staff briefed on using Rapid Impact Assessment Tool (RIAT).

Publication of Equality Impact Assessments.

Review of published assessments.

Performance indicators:

All relevant new and existing policies and practices are Equality Impact Assessed by 2012.

Review of published Equality Impact Assessments.

80% of relevant policies and practices impact assessed and published across the Council.

Actions

- September 2010 the adoption of a generic Rapid Impact Assessment Tool (RIAT). All completed assessments are available on the Dundee City Council's Web site. <http://www.dundeeecity.gov.uk/equanddiv/equipact/>
- More than 200 Dundee Council staff involved in the planning, design and delivery of policies and practices have been trained in using the RIAT
- Partner agencies based in Dundee e.g. The Scottish Social Services Council, Tayside Community Justice Authority and the Tay Road Bridge Joint Board have also been trained in using the RIAT assessment tool.
- Since September 2010 all relevant reports to Council committee are equality impact assessed and published on the Dundee City Council Web site.
- To date more than 80 Equality Impact Assessments have been published on the City Council's Equalities Web page. <http://www.dundeeecity.gov.uk/equanddiv/equipact/>
- Departmental Equality Champions receive regular equalities training to support their departments in undertaking Equality Impact Assessments. <http://www.dundeeecity.gov.uk/equanddiv/champsmins/>
- The City Council's Equality Champions Implementation Group reviewed two published assessment. <http://www.dundeeecity.gov.uk/equanddiv/champsmins/>

Recommendations

All relevant departmental policies will be Equality Impact Assessed and the assessments published on the departmental web pages by end of 2011.

Intermediate outcome 1.2:

Improved use of published national and local research, guidance, local knowledge and community input to inform the development and delivery of policy and practice.

Short -term outcome:

Relevant Council Officers having easy access to information, reports, examples of good practice and sources of help and advice

Actions

- The City Council's Equalities web page is populated with equalities relevant research and good practice guidance: <http://www.dundeeecity.gov.uk/equanddiv/goodpractice/>
- Planning Accessible events guidance for council staff has been drafted compiled with the support of the City Council's Disability and Age Equality Action Group.
- Equality Action Groups to be involved in the development of corporate guidance on using equalities research to inform practice.

Performance Indicators:
Publication via the RIAT of evidence used to inform policy and practice

Recommendations
Corporate guidance on using equalities research to inform practice will be developed during 2011.

**Intermediate outcome 1.3:
Service monitoring used to inform policy and practice**

Short -term outcomes:
Develop corporate guidance on service monitoring:

Actions

- A draft monitoring strategy aimed at providing corporate guidance on equality service monitoring practice and reporting has been agreed. The first meeting of the service monitoring group was held in January 2011. Equality Action Group members will be involved in the development of the guidance. A report with recommendations for corporate service monitoring guidance will be forwarded to Council Management Team by June 2011.
- Yusef Youth Initiative has been commissioned by the City Council to conduct a scoping exercise with BME communities in Dundee to establish Youth Work Support Needs for BME young people.

http://www.dundee.gov.uk/dundee/uploaded_publications/publication_1746.doc

Performance Indicators:
Annual publication of equality monitoring data.
Service Monitoring data used to inform Equality Impact Assessments.
Review Impact of service monitoring on policy and practice.

Recommendations
Equalities monitoring guidance will be developed during 2011

**Intermediate outcome 1.4:
Dundee City Council as a major employer will take steps to ensure that its workforce reflects the Diversity of the citizens of Dundee.**

Short -term outcomes:
Annual publication of employment monitoring data.
Improved disclosure rate of employees completing equalities monitoring questionnaires.
Improve gender balance of applications for appointments to Senior Officer Posts.
With partners identify barriers preventing some communities applying for Council vacancies and take appropriate actions

Actions

- Personnel Department routinely gather and publish information on Council staff in relation to Age, Disability, Ethnic Origin, Gender, Religion or Belief
<http://www.dundee.gov.uk/equanddiv/monitoring/>
- Recruitment processes have been amended to comply with Equality Act 2010.
- A sub group of the Gender and Sexual Orientation Action Group has recommendations on addressing gender imbalance at senior levels.

Performance Indicators:
Annual publication of equality monitoring data.

Recommendations

Dundee City Council Personnel Department in partnership with Equality Action Group members, will develop during 2011, guidance on using employee data to inform recruitment and retention practice.

Intermediate outcome 1.5:

Dundee City Council employees completing appropriate equality and diversity training.

Short-term outcomes:

Appropriate briefings, training and awareness of Race, Disability and Gender equality

Actions

- In February 2010 Dundee City Council's Management Team approved a corporate Equality and Diversity Training Strategy.
- A section on Equality and Diversity for inclusion in Corporate Induction Pack has been developed by the Personnel Department to raise awareness for all new council staff of equality legislation, good practice and sources of help and advice.
- In 2010 departmental Equality Champions have receive regular equalities awareness training <http://www.dundee.gov.uk/equanddiv/champsmins/>
- The City Council's Social Work Department established an Equality Awareness Training Group to provide generic equality awareness one day training for all staff. Over 170 staff completed this training in 2010.
- Social Work Department has worked with Celebrate Age Network to train volunteers to visit isolated older people.
- Leisure and Communities Department established a departmental Equalities Group. The group has completed an equalities training audit of 549 department staff identifying equality training needs for individual sections within the department.
- An equality Contact and Training Needs Template and Guidance has been developed by the Leisure and Communities Equalities Group is being taken forward by key departments as part of the Corporate Employee Appraisal and Development.
- Since March 2010 the Housing Department has included equality and diversity as a module within induction training for all new starts. Additionally Equality and Diversity is covered in the Chartered Institute of Housing SVQ Level 2 qualification which is being actively pursued with many of the customer facing staff within the department.

Performance indicators:

50 % of Dundee City Council staff having completed appropriate Equality & Diversity training.

75% of elected members attending Equalities briefing sessions.

Quarterly Equalities & Diversity briefings to City Council's Management Team.

Recommendations

Elected members having access to equality briefings as part of their induction process and regular briefings on equality and diversity during 2011.

Community groups involvement in the design and delivery of corporate equalities training and awareness raising programs during 2011.

Intermediate outcome 1.6:

Language and Communication support. Dundee City Council will provide accessible communication systems and services to meet the needs of all Dundee's citizens.

Short-term outcomes:

Mapping of existing communication supports.

Develop guidance for Dundee City Council staff on accessible communication supports.

Raise Community awareness of supports available.

Work with communities to identify any unmet needs and develop appropriate actions.

Annual reporting on the use of interpreting and translation services.

Actions

- An on-line mapping exercise of departmental awareness of and their use of existing communication supports and resources for Non-English Speakers and those with Communication issues is being undertaken with the support of the Council Management Team.
- Social Work Department has produced an 'Accommodation Leaflet' for Adults with a learning Disability in an Easy Read "Boardmaker" Symbol Version in partnership with NHS Tayside and Housing Department.
- Minutes of all Disability Action Group meetings are provided in an Easy Read format.
- An Online British Sign Language (BSL) Translation Service Pilot was set up at the council's public Enquiry Office Dundee following a Scottish wide Government Pilot run with 'Deaf Connections' in Glasgow. Deaf people in Dundee took part in the Scottish pilot which offered BSL translation via a web-link to a deaf person's home. It was decided at this time not to continue with the pilot, as Deaf Connections are unable to continue a 'pay-as-you-go' service. Technical difficulties experienced while trying to use the system has also been a contributing factor.
- The City Council's Interpreting and communication services in 2010 provided 2020 appointments over 28 languages. Of these, approx 50% were NHS appointments, 35% City Council departments and 15% other agencies.

Performance indicators:

Publication of and awareness raising of accessible communication guidance.
Community involvement in addressing unmet communication needs.
Annual reporting on the use of interpreting and translation services.
Customer satisfaction surveys.

Recommendations

Corporate guidance on accessible communication will be developed during 2011.

Intermediate outcome 1.7:

Dundee City Council will take steps to ensure that all its public events, training venues etc are accessible.

Short-term-outcomes:

Drafting accessible event guidance with Equality Action Groups involvement.
Appropriate staff briefed on guidance.
The publication of Accessible Events Guidance.

Actions

- A draft accessible events guidance for council staff has been compiled with the support of the City Council's Disability and Age Equality Action Group. After consultation the guidance will be published on the City Council's Equalities Web Page and staff briefed on using the guidance.
- The Dundee Schools Physical Access Good Practice Guide has been introduced to Head Teachers at their respective meetings and a copy sent to all educational establishments. The Guide has been circulated within the Property Services, Architect Services and NHS Tayside to promote informed planning.

Recommendations

Corporate guidance on hosting Accessible Events will be developed during 2011.

**Intermediate outcome 1.8:
Dundee City Council's will meet its statutory equality Duties for Disability, Gender and Race Equality in the procurement of goods, works and services**

Short-term outcomes:

Review monitoring of procurement procedures and processes
Procurement documentation updated as required

Actions:

Equalities procurement good practice brought to Dundee City Council Corporate Procurement Strategy Group

Performance indicators:

Annual publication of procurement equalities monitoring data.
Tendering documentation to include Equality & Diversity statements

Recommendations:

The Scottish Government does not now plan to include specific duties relating to procurement in the Equality Act 2010 (Statutory Duties) (Scotland) Regulations 2011. Dundee City Council should continue to promote good equalities procurement practice through its Corporate Procurement Strategy Group.

**Intermediate outcome 1.9:
Dundee City Council will support its partner agencies in meeting equality duties.**

Short-term outcomes:

Appropriate support provided to partner agencies.

Actions:

- In line with other community planning theme groups, the Equality and Diversity Partnership is currently undertaking a 'Fit for Purpose' Review during 2010-2011. This process will review equalities practice across the public sector including policy commitments, reporting and monitoring on equalities, consultation and engagement with equalities groups, equality impact assessments and commitment to partnership working. The outcome of the 'Fit for Purpose' Review will be reported to the Dundee Partnership Management Group in February 2011.

Recommendations:

There should be continued development and improvement in equalities partnership working and sharing of resources, to reduce duplication of effort and improve outcomes.

**Intermediate outcome 1.10:
Develop corporate guidance for all Council grants to ensure recipients provide evidence of equalities good practice**

Short-term outcomes:

Leisure and Communities Department pilot changes to Equality and Diversity Grant application process. Expected completion of pilot by May 2011

Recommendations

Equality and Diversity Grant application guidance be amended to request applicants evidence of their good equality practice in 2011.

Intermediate outcome 1.11:

Hate Crimes are reduced through improved recording and community responses.

Short-term outcomes

By end of 2012 have in place appropriate mechanisms tackling hate crimes.

Actions:

- In June 2010 The Dundee Community Safety Partnership agreed the establishment of a new Dundee Hate Incident Multi Agency Partnership (HIMAP) to replace the Racial Incident Multi Agency Partnership.

Recommendations

In partnership with all relevant agencies, the tackling of Hate Crimes in the city will be a priority for all agencies and that appropriate, training, reporting and recording mechanisms will be put in place during 2011.

Outcome 2: Involving communities of interest in the delivery of Dundee City Council's SES.

Intermediate outcome 2.1:

Involve protected communities in supporting the delivery of Dundee City Council's Single Equality Scheme

Short-term outcomes:

Secure appropriate training to support Equality Action Group lead officers in preparation for the establishment of Equality Action Groups.

Establish and sustain community involvement in Dundee City Council's Equality Action Groups for Age and Disability, Race, Ethnicity, Religion and Belief, Gender and Sexual Orientation.

All departments to be aware of the role and remit of Equality Action Groups.

Evidence the input of Equality Action Groups in the development of policy and practice.

Actions:

- A one day training program delivered by the Scottish Community Development Centre on The National Standards for Community Engagement was attended by all Equality Action Group lead officers.
- Disability & Age, Gender & Sexual Orientation and Race Ethnicity Religion and Belief : Three Equality Action Groups have been established and meet quarterly to support Dundee City Council in the delivery of its Single Equality Scheme. <http://www.dundeeecity.gov.uk/equanddiv/actiongroups/>
- We are actively promoting the Equality Action Groups to expand community and trade union involvement, to better prepare for the Equality Act 2010 duties to involve communities in setting equality objectives.
- Environmental Health and Trading Standards, met with members of SPEAKEASY Tayside Aphasia Self Help Group to seek their views on the 'Scores on the Doors' scheme. http://www.dundeeecity.gov.uk/dundeecity/uploaded_publications/publication_1662.doc
- Dundee City Council is a key member of the Dundee Violence Against Women Partnership (DVAWP). Through their membership of DVAWP Dundee City Council recognises violence against women as gender-based violence and bases its strategic response to the issues on a gender-based analysis of domestic abuse and the many other forms of violence against women. The Dundee Chief Officer Group, which is chaired by the Chief Executive of Dundee City Council, has oversight of the DVAWP and the protecting people agenda.
- In advance of the 2010 General Election, the Electoral Registration Officer delivered a pro-active program advising on how to register to vote and the supports and options available. The program targeted disability organisations and groups such as Carr-

Gomm Scotland and the City Council's Equality Action Group for Age and Disability. They worked with Deaf links and the Dundee Visually Impaired Society to improve the Electoral Registration web site and to get their message out to often very excluded communities. By attending Friday prayers at every Mosque in the city they raised awareness of the election and anyone had the opportunity to check they were registered or apply for a postal vote. In addition they participated in a Community Road Show aimed at young people and raising awareness with university students in the city.

Recommendations

All Council departments are encouraged to find innovative and proactive ways to routinely involve protected communities in the design and delivery of policy and practice.

Intermediate outcome 2.2: Promote good relations across communities.

Short-term outcomes:

With partners host and or support at least 2 events annually that promote good relations between and across racial and ethnic groups, disabled people, lesbian gay bi-sexual and transgender people (LGBT) and other protected communities.

Actions:

- The City Council provided funding through its Equality and Diversity Grant Fund to the Dundee Inter Faith Association to produce leaflets on the theme of equality using words and images from the diverse faith traditions in the city.
- Dundee City Council has piloted the provision of a Peace Room at 17 City Square to enable employees of all faiths and none to address spiritual or religious needs or to take time out to reflect and contemplate on matters of importance to them.
- Dundee City Council provided funding through its Equality and Diversity Grant Fund to Amina, The Muslim Women's Resource Centre to help fund a national conference being held in Dundee highlighting important issues affecting Muslim women such as social integration and health issues including mental health and general well-being.
- The City Council provided funding through its Equality and Diversity Grant Fund to LGBT Youth Scotland to secure a place for a young Dundee person on the LGBT National Youth Council.
- LGBT Youth Scotland has recently appointed a worker from who's remit includes direct schools work within the Challenge Homophobia Together Project and it is hoped will support the City Council's work toward achieving an LGBT Scotland Charter Mark.
- Dundee City Council provided funding through its Equality and Diversity Grant Fund to Dundee Community Language Advisory Group (DCLAG). The project provides formal language tuition at the weekends for up to 40 children and young people from ethnic minority backgrounds in their community languages living in the Dundee Area. All examinations are supported by Dundee City Education Department who also provide free access to school facilities at the weekend.
- The City Council provided funding through its Equality and Diversity Grant Fund to support the Dundee Voluntary Action Women's Festival in the City.
- The City Council provided funding through its Equality and Diversity Grant Fund for the provision of trained British Sign Language Interpreters to attend Tayside Deaf Forum meetings in Dundee. The meetings aimed to bring in external speakers to support the deaf communities access to information, advice and the promotion of Deaf Rights with Service Providers.

- Dundee City Council provided funding through its Equality and Diversity Grant Fund to the Dundee Malayalee Association to host an event to promote the cultural heritage of the South Indian state of Kerala and foster goodwill in the wider Dundee community.

Recommendations

Continue to work with partner agencies to promote and support good relations across communities.

Outcome 3 : Mainstreaming and sustaining equalities good practice in Dundee City Council

Intermediate outcome 3:1

Citizens, Elected Members staff and partners have a greater awareness of equality and diversity good practice and activities in the city.

Short-term outcomes

The publication of equality.

Actions:

- The publication of an Equality Newsletter has been delayed. Expected publication date of May 2011.

Recommendations

A equality newsletter by will be circulated to Elected Members, Dundee Council Staff and Community groups in the City and circulated six monthly thereafter