

REPORT TO EXECUTIVE			
PORTFOLIO AREA: COMMUNITY ACTIVITIES			
Date of Meeting:	25th March 2002		
Public			
Key Decision:	Yes	Recorded in Forward Plan:	Yes
Outside Policy Framework			

Title: **IMPLEMENTING AN EQUAL OPPORTUNITIES POLICY**

Report of: **DIRECTOR OF HOUSING**

Report reference: **H025/02**

Summary:

The report sets out the proposed Equality Policy for the Authority together with a Race Equality Scheme, which under statute must be published by the 31st May 2002.

It also contains an action plan for the implementation of the Race Equality Scheme together with details of the levels of achievement that are required to comply with the Equality Standard for Local Government.

Recommendations:

The portfolio-holder for Community Activities recommends the Executive to approve the attached Equality Policy for consultation with the Community Overview and Scrutiny Committee on 4th April next with a view to any comments being referred back to the Executive on the 15th April to enable the policy to be finalised and recommended to the full Council on 30th April next.

Contact Officer: S.Tweedie

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H.025/02

To the Chairman and Members of

The Executive Committee

IMPLEMENTING AN EQUAL OPPORTUNITIES POLICY

1. BACKGROUND INFORMATION AND OPTIONS

1. The attached documents (marked 'Equal Opportunities Policy Draft' as at March 2002 and the 'Equality Standard') represent the final draft version of the Equal Opportunities policy proposed to be adopted together with details of the levels of the Equality Standard for Local Government which the authority is to work towards achieving.
2. While there is the option not to adopt the Equal Opportunities Policy in its current format, the Race Equality Scheme contained within it as Appendix A must under legislation be published by the 31st May 2002.

2. CONSULTATION

1. Consultation to Date: A working party has been set up with representatives from all departments. The Equality Standard for Local Government was discussed and each of the representatives subsequently issued questionnaires to the sections within their departments to allow a baseline position for the authority to be established in terms of equality issues.

Consultation with regard to disability issues has been ongoing with the well-established 'Access' group.

2. Consultation proposed: As part of the action plan for implementing the Race Equality Scheme consultative groups are to be established in partnership with the Police & County Council.

To allow issues in relation to gender to be established and developed will require further research and consultation.

3. STAFFING/RESOURCES COMMENTS

1. The Equalities working group established as per 2.1. is headed by the Director of Housing and consists of 6 further officers. Work in relation to the implementation of the policy and achievement of the levels set out under the Equality Standard for Local Government will be an ongoing process. Until responsibilities and actions can be clearly defined it is not possible to specify the time each will need to devote to the policy implementation.

4. CITY TREASURER'S COMMENTS

1. The City Treasurer is satisfied that there are no direct financial implications arising from the adoption of the proposed Equal Opportunities Policy. However there may be administrative and training implications for departments in meeting the actions required by the policy and these will have to be managed within existing resources.

5. LEGAL COMMENTS

1. In accordance with The Race Relations Act 1976 (Statutory Duties) Order 2001, Statutory Instrument 2001 No. 3458, the Authority is required to publish a Race Equality Scheme before the 31st May 2002.

6. CORPORATE COMMENTS

1. The Corporate Management Team have been briefed and discussed the implications of an Equality Policy for Carlisle City Council. A corporate working group has now been established to progress the implementation.

7. RISK MANAGEMENT ASSESSMENT

1. Risk could conceivably arise in two distinct ways:

Risk 1. If the authority does not meet its general duty under the Race Relations Act its actions (or failure to act) can be challenged by an application to the High Court for judicial review. An application can be made by a person or group of people with an interest in the matter or by the Commission for Racial Equality.

Risk 2. If the authority does not meet any of its specific duties, it could face enforcement action by the Commission for Racial Equality under section 71D of the amended Race Relations Act.

2. To manage the risk, the drafting of the Race Equality Scheme has seen the various requirements needed to comply with the general and specific duties considered and incorporated. As part of the on going implementation, The Equality Group, which has been established, will monitor compliance on an ongoing basis.

8. EQUALITY ISSUES

1. The report is specific to equality issues.

9. ENVIRONMENTAL IMPLICATIONS

1. Not applicable

10. CRIME AND DISORDER IMPLICATIONS

1. The adoption of the MacPherson report recommendations of the definition of a racist incident as "*any incident which is perceived to be racist by the victim or any other person*" will see reported incidents monitored and analysed in terms of crime- related statistics.

11. RECOMMENDATIONS

1. The portfolio-holder for Community Activities recommends the Executive to approve the attached Equality Policy for consultation with the Community Overview and Scrutiny Committee on 4th April next with a view to any comments being referred back to the Executive on the 15th April to enable the policy to be finalised and recommended to the full Council on 30th April next.

12. REASONS FOR RECOMMENDATIONS

1. The adoption of the policy is intended to enable the Council in particular to:
 - Fulfil its obligations under the Race Relations (Amendment) Act.
 - Adopt and then progress through the stages of compliance with The Equality

Standard for Local Government.

- Fulfil its obligations under the Disability Discrimination Act.

T Bramley

Director of Housing

The 'Equality Standard' at a glance

Level 1: Commitment to a comprehensive equality policy

To achieve Level 1 of the Standard an authority must have adopted a comprehensive equality policy that commits it to achieving equality in race, gender and disability through:

- improving equality practice at both corporate and departmental level
- earmarking specific resources for improving equality practice
- equality action planning and equality target setting within all departments and service areas
- systematic consultation
- a fair employment and equal pay policy
- an impact and needs/requirements assessment
- progress monitoring
- audit and scrutiny

Level 2: Assessment and consultation

To achieve Level 2 of the Standard an authority will need to demonstrate:

- that it has engaged in an impact and needs/requirements assessment
- that it has engaged in consultation with designated community, staff and stakeholder groups
- that it has engaged in the development of information and monitoring systems
- that it has engaged in an equality action planning process for employment, pay and service delivery
- that it is developing a system of self-assessment, scrutiny and audit

Level 3: Setting equality objectives and targets

To achieve Level 3 of the Standard an authority will have to demonstrate:

- that it has completed a full and systematic consultation process with designated community, staff and stakeholder groups
- that it has set equality objectives for employment, pay and service delivery based on impact and needs/requirements assessment and consultation
- that equality objectives have been translated into action plans with specific targets
- that it is developing information and monitoring systems that allow it to assess progress in achieving targets
- that action on achieving targets is started

Level 4: Information systems and monitoring against targets

To achieve Level 4 of the Standard an authority will have to demonstrate that:

- it has developed information and monitoring systems that allow it to assess progress in achieving targets
- it is measuring progress against targets and effectively using its information and monitoring systems
- monitoring reports are being produced at specific intervals and circulated to designated consultation and scrutiny groups
- monitoring systems are providing useful information about progress towards specific targets

Level 5: Achieving and reviewing outcomes

To achieve Level 5 of the Standard an authority will have to demonstrate that it has made considerable progress in achieving equal employment and service provision with regard to race, gender and disability. It will need to show that:

- it has achieved significant progress towards the targets it set at Level 3.
- it has reviewed and revised targets, monitoring and consultation systems with designated community, staff and stakeholder groups
- it has initiated a new round of action planning and target setting
- through its achievements it can be seen as an example of good practice for other local authorities and agencies.

The equality standard

how it works -----

Continuous Improvement through Equality Management



Equal Opportunities Policy

Draft as at March 2002

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CARLISLE CITY COUNCIL

EQUAL OPPORTUNITIES POLICY

1. Introduction

- 1. Everyone has the right to expect good quality services, which are appropriate and relevant to their needs. As such Carlisle City Council is committed to

equality and to ensuring that service provision needs take account of the diversity of the population by meeting the needs of all its residents and customers.

2. National government guidance indicates that there are certain groups of people within the population who may consistently be receiving a lesser service or missing out on the service altogether.

These groups include:-

- Black/minority ethnic people
- Disabled people
- Women
- People in the lower and upper age ranges (including children)
- The infirm
- Members of the gay, lesbian and bi-sexual communities
- People on low income.

This list is not exhaustive and, at times all users will need extra help.

1. In order to address the issues raised in 1.2. above and comply with the aspirations of 1.1. Carlisle City Council has adopted the following policy. Whilst an initial statement is given as to an overview on the general themes surrounding equalities (disability, race and gender) each is then covered individually to ensure none of the issues are diluted.

10. General Policy Statement

1. Carlisle City Council is bound and complies with various pieces of legislation in respect of equality issues which include The Equal Pay Act 1970, The Sex Discrimination Act 1975, The Race Relations Act 1976, The Race Relations

(Amendment) Act 2000 and The Disability Discrimination Act 1995.

2. In addition to its legislative requirements the Council is committed, wherever practical, to implementing and adhering to Codes of Practice issued by the various bodies dealing with equality issues. This includes bodies such as the Commission for Racial Equality, The Equal Opportunities Commission and The Disabled Rights Commission.
3. When annual service plans are being reviewed and equality issues are relevant to the service area activity, then consideration will be given as to how the needs of the minority groups are to be taken into account.
4. Necessary and reasonable adjustments to services will be made in order to accommodate the needs of customers. This may include:
 - meeting requests, where possible, to provide information about services in alternative formats such as large print and audiotape
 - translating information into other languages where a need exists
 - providing access to an interpreting and translating service
 - promoting the use of the minicom (text telephone) facility and other technology which will assist people to access services
 - making adjustments to premises to improve physical accessibility or undertaking home visits where this would be appropriate.
5. Employees will be provided with information regarding their obligations under this policy through induction training, customer care training, deaf awareness courses, race awareness/racial discrimination training and disability awareness courses where appropriate.

In addition those responsible for recruitment and selection will receive specific training covering Equal Opportunity legislation to avoid unfair discrimination in the selection process.

6. The Council utilises various consultation methods with its residents and they will be used to incorporate equality issues to allow the effectiveness and success of its equality policy to be measured.
7. The Carlisle City Vision, sets out the aspirations of the people of Carlisle, where they want Carlisle to be in 2011 and how we intend to get there. It has been created in conjunction with a number of partners and individuals consulted through focus groups, surveys or meetings. This included young people, disabled people, elderly people and people from ethnic minorities as well as many others. The success of the Vision is to be measured by monitoring the 'Quality of Life' indicators set for each theme.

2.8 A range of Best Value Performance Indicators exist in relation to Equality issues and they will be used to measure the success of the policy.

1. The Council is to adopt the Equality Standard for Local Government as a framework for the implementation and monitoring of its equality policy, and aims to achieve 'level 1' in 2003/04 with the ultimate aim of achieving level 5

of the standards if at all possible.

2.10 Fundamental reviews of services undertaken as part of the Best Value regime will see the theme under review challenged as part of the review process for compliance with the equalities policy.

1. Complaints received against the delivery of services will be monitored by age, disability, ethnicity and gender.

3.0. Responsibility for delivering the policy

1. The Council acting through the Executive portfolio holder for Community Activities has overall responsibility for this Policy. The Director of Housing, acting on behalf of the Town Clerk and Chief Executive, has overall responsibility for its corporate implementation and updating.
2. Chief Officers are responsible for ensuring that service delivery accords with the principles of equal opportunity and that good practice is promoted within their departments.
3. Service Unit Managers, working with Chief Officers, are responsible for the preparation of service delivery plans and practical application of this policy in individual Service Units. They are also responsible for ensuring those they manage are made aware of this policy.
4. All those with management duties have responsibility for implementing, monitoring and actively promoting this policy. Managers must ensure that those they manage are fully aware of it and their responsibilities in relation to it.

All managers are expected to take positive measures to address inequality and promote fairness and equality outcomes for all.

3.5. Each individual member of staff is responsible for understanding his or her responsibility for equal opportunities, avoiding unfair discrimination and to supporting the equalities policy.

Carlisle City Council

Access Policy Statement

Carlisle City Council will follow the principles of Equality and Integration by

- working to ensure that no one is denied access to Council services because their needs may be specialised;
- complying with the law relating to disability, especially the Disability Discrimination Act 1995;
- consulting disabled users to establish their needs and levels of service;
- improving access for disabled people to Council buildings and other buildings used by the Council;
- promoting access for disabled people to public and community buildings generally; e.g. providing specific information, advice, grant aid etc;
- working to ensure that service providers which the Council uses are also complying with the legislation relating to disability;

- identifying, removing or overcoming barriers to communication e.g. providing qualified sign language interpreters for appropriate occasions;
- providing clear, understandable information/application forms in a variety of formats e.g. audio tape, large print, Braille etc. in accordance with the Council's document 'Communicating with Citizens';
- ensuring that all meetings and social occasions involving members of the public comply with the requirements of people with all kinds of disabilities, enabling full participation in public life and the democratic process.

Carlisle City Council

Race Policy Statement

Carlisle City Council is fully committed to complying with its Statutory duties under the Race Relations Act 1976, the Race Relations Act 1976 (Statutory Duties) Order 2001, various Codes of Practice produced by relevant bodies such as the Commission for Racial Equality and appropriate recommendations from the MacPherson Report.

- In line with the MacPherson report recommendations, Carlisle City Council has adopted the definition of a racist incident as "any incident which is perceived to be racist by the victim or any other person".
- In complying with its statutory duty to produce and implement a Race Equality Scheme the scheme and action plan in relation to its implementation can be seen as an appendix to this document. In accordance with good practice guidelines the Race Equality Scheme, whilst forming part of the authority's equality policy can be clearly identified within the policy.

- The Equality Standard for Local Government was established as a result of partnership working between the Commission for Racial Equality, the Disability Rights Commission, the Equal Opportunities Commission and the Employers' Organisation for local government. The standard is to be used as a vehicle to assist with the implementation of the equality policy and to monitor the progress the Authority makes in mainstreaming equality issues into the policy making process.
- In promoting equality of opportunity, service unit managers are required periodically to consider the impact of the way in which their service is delivered and to ensure they have relevant information about how different racial groups are affected by the delivery.
- In promoting good relations between people of different racial groups the Council aims to establish links with the various racial groups and co-ordinate events to celebrate cultural diversity. This is in line with the Councils' performance plan objective to advance Carlisle as a Regional & Cultural Capital.
- The authority as an employer has systems in place capable of monitoring and reporting on the number and *ethnic mix of staff in post as well as applications received for employment, training and promotion by reference to the racial group to which they belong.

* ethnic mix will only identify individuals from black and other ethnic groups where they have actually declared themselves from such a group.

Carlisle City Council

Gender Policy Statement

In terms of the community that the Council serves there are groups within it such as women, gays and lesbians, those in the lower and upper age ranges, which may describe the basis upon which discrimination is experienced. However, the lived reality of discrimination will be different for different people within those categories.

Discrimination can occur through unwitting prejudice, ignorance, thoughtlessness and

stereotyping. Thoughtlessness often stems from ignorance, a lack of awareness or sensitivity to people's experience.

Carlisle City Council is firmly committed to achieving a consistent and fair delivery of services to meet the different needs of all its residents, service users and employees. This will be undertaken through a series of methods, which will include:

The implementation of the Equality Standard for Local Government. This has been adopted and achievement of the various levels within the standard will be used as a guide to monitor the success of the equality policy.

Consultation with a range of groups within the community to ensure their thoughts and views are considered in relation to the policy making process and the delivery of services.

The Community Support Unit engaging with communities, undertaking courses to develop and support groups as well as raising awareness on issues such as powerlessness and sexism and to challenge perceptions of how individuals view the community in which they live.

Carlisle City Council is also committed to equal opportunities for its workforce and has been for a number of years. It recognises that this approach benefits all concerned – residents of the City, the employees, and the Council.

A number of policies and practices have been designed to promote equality and opportunity for all employees. They include:

- Flexitime
- Maternity Leave
- Maternity Support Leave
- Job Share
- Adoption Leave
- Carer's Leave
- Harassment
- Violence at Work
- Training

The policies are actively promoted and will continue to be monitored and reviewed in line with legislative changes or policy developments.

APPENDIX A

CARLISLE CITY COUNCIL



Race Equality Scheme Draft as at March 2002

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1. Introduction

1.1. Carlisle City Council is firmly committed to its duty to promote Race Equality under section 71(1) of the Race Relation Act.

Section 71(1) states: Every body or other person specified in Schedule 1A or of a description falling within that Schedule shall, in carrying out its functions, have due regard to the need

- a. to eliminate unlawful discrimination
- b. to promote equality of opportunity and good relations between persons of different racial groups.

1.2. In drafting the Carlisle City Council Race Equality Scheme the following principles have been considered and applied.

- Public authorities must meet the duty to promote race equality in all relevant functions.
- The weight given to race equality should be proportionate to its relevance.
- The elements of the duty are complementary (which means they are all necessary to meet the whole duty).

1.3. In producing The Race Equality Scheme, Carlisle City Council has drawn on work that is already been done to promote race equality and promote good relations between people of different racial groups.

1.

2. Functions & Policies relevant to the General Duty

2.1. As part of any Race Equality Scheme public authorities must list the functions and policies that are relevant to their performance of the general duty to promote race equality

2.2 Carlisle City Council aims to make the promotion of equalities central to the way it works. Consideration to the various issues covered by this heading will therefore be given at the policy making stage and at any future reviews of the policy.

1. Carlisle City Council has a number of stated Key Objectives, which are relevant to the general duty to promote race equality. They are as follows;
 - Improve, protect and maintain the whole environment, particularly the quality and safety of community environments.
 - Improve the Council's image, service delivery, customer care and community participation.
 - Promote and encourage appropriate provision to meet the community's social, welfare, health and educational needs.
 - Improve access to all leisure and cultural activities for all age groups, particularly community based provision and activities for youth.
 - Consider major new sustainable leisure and cultural facilities.
 - Promote a comprehensive community development programme.
 - Encourage safety and security within communities and give particular

emphasis to issues of crime and anti-social behaviour.

2.4. In terms of the functions seen as relevant to the performance of the general duty the following have been identified;

- In all departments where public counters are in operation, telephone call centres operate or staff are involved in face to face contact with the public. Then staff must be aware of race equality implications in service delivery, anti-discriminatory practices and how to access information in other languages/interpreters.
- Ensuring The Race Relations Act legislation and associated codes of practice are followed in the recruitment and selection process.
- The Housing Departments' Racial Harassment Policy, which is in place to ensure individuals rights to quiet enjoyment of their homes is not threatened by acts of racial harassment.
- Improve access to leisure and cultural activities currently undertaken by the Leisure & Community Development Department.
- All council communications are inclusive and accessible and that equality issues form an integral part of the communications function.
- Ensuring that when third party contractors are employed or associations are affiliated to the Council, that they have Equalities policies in operation or have adopted as part of their constitution commitment to Equality policies.
- The monitoring of corporate complaints to identify complaints that relate directly to racial discrimination or show that a policy is having an adverse impact on racial equality, so that the appropriate follow up action is taken.
- The implementation of the Council's Equality policy in line with the adoption of The Equality Standard for Local Government.

1.

2. Assessing and consulting on proposed policies

1. As part of the consultation process Carlisle City Council consults with its Citizens Panel. The make up of the panel is representative of the community and reflects views of minority groups.
2. A multi cultural focus groups was held as part of the City Vision process in April 2001 and it is planned to revisit the group as part of the implementation process of the vision.
3. Carlisle City Council is currently looking to form a partnership with Cumbria County Council, the Police and other local authorities in the area with a view to consulting minority groups on a range of issues.

The partnership approach is to avoid duplication of effort and minority groups being targeted individually for consultation by the organisations mentioned above, therefore being deluged by questionnaires and meeting requests.

4. The corporate template for Executive & Portfolio Holder reports has two specific headings as part of the reports content requesting details on relevant consultation and equality issues with regard to policy issues to be considered.

3.5. Departmental Service plans are to include comment in relation to the considerations given to Equality issues and how they have been set for the forth coming year.

3.6. Consultation is also carried out as part of the Best Value Fundamental Performance Review process.

1.

2. Monitoring policies for adverse impact

4.1 The Council acting through the Executive portfolio holder for Community Activities has overall responsibility for the Equalities policy. The Head of the Housing Service acting on their behalf, has overall responsibility for its implementation and delivery.

4.2. Service Unit Managers, working with Chief Officers, are responsible for the preparation of service delivery plans and practical application of the policies in individual service units. They are also responsible for ensuring those they manage are aware of the relevant policies and the implications of the Race Equality Scheme.

4.3. Carlisle City Council monitors and reports on the Best Value indicators, which are relevant to Race Equality issues. These include;

- BV2 The level (if any) of the Equality Standard for Local Government to which the authority conforms.
- BV17 The percentage of local authority employees from ethnic minority communities compared with the percentage of economically active minority ethnic community population in authority area.
- BV164 Does the authority follow the Commission for Racial Equality's code of practice in rented housing?
- BV174 The number of racial incidents recorded by the authority per 100 000 population.
- BV175 The percentage of racial incidents that resulted in further action.

4.4. As already mentioned in 3.3 above joint consultation is planned to allow ethnic groups satisfaction with service delivery and accessibility to be measured.

4.5. In terms of front line staff awareness of equality issues and accessing information in other languages/interpreters. Training is to be arranged as part of the Personal Development Interview process for front line staff involved in contact with the public.

Monitoring the attendance of relevant equality courses by staff will be undertaken by the Training & Development Section. Numbers of staff attending the courses against the department's assessment of those classed as requiring the training will be set as an indicator to gauge the gap in awareness and training need.

Those staff who have attended the course will be targeted periodically to assess whether the training being given remains relevant and to gauge the services for which contact is being made and why.

4.6. Any breach of tenancy under the grounds of racial harassment has a detailed procedure to be followed. This includes documenting the nature of the complaint, undertaking an investigation, considering the best course of action including supporting the victim and advising senior managers and the portfolio holder what is happening with the complaint.

4.7. All corporate complaint investigations, (regardless of whether they are specific to racial issues) and drawing up the response is undertaken by the

officer tier above the level of the officer that dealt with the original complaint within the Department. Officers will not be investigating themselves.

Whenever practicable all responses to corporate complaints will be read, agreed and signed by the Chief Officer for the department concerned.

Where the investigation shows a policy is not working or is having an adverse impact or harming race equality then remedial action will be taken.

8. The adoption and implementation of The Equality Standard for Local Government should see a systematic framework developing for the mainstreaming of equality issues. The Standard will be reviewed as part of an on-going process as it is implemented.

4.

5. Publishing assessment, consultation and monitoring reports

5. Where consideration has been given to consultation and/or equality issues they will be detailed in the appropriate report to the Executive & Portfolio Holder. Provided the report is not subject to any public access exclusion then the document is open for public scrutiny.
5. The information received as part of Citizen Panel consultations is summarised then made available for inspection along with information as to how the findings will be incorporated into future strategy development.
8. Where focus groups are set up to discuss specific issues, such as that undertaken as part of the City Vision process. Then the views/findings of the group are published in conjunction with the issues that the group was focusing on. They are also used to steer service objectives to ensure service delivery is targeted at what is actually required by the public.

6.

7. Access to information and public services

6.1. The low population numbers of black and other ethnic minority individuals living within the Carlisle area means it is not cost effective to provide information and services in a wide range of languages or cultures.

As stated in the section 2 under the functions relevant to the general duty and the following section on training staff, the emphasis is on staff being made aware of where to seek information or help in dealing with communication issues as they arise.

6.2. The Authority has a website providing details of the functions and services it operates. The address is www.carlisle-city.gov.uk

1. A publication 'Focus' is issued to all households in the Carlisle district on a quarterly basis advising on current developments on service delivery, as well as services that are undertaken by the Council and relevant contact points.

8.

9. Staff Training

1. Training courses are already in place covering Recruitment & Selection issues, which have specific guidance on Race Equality issues. It is a requirement within the Authority that anyone who is to take part in the interviewing and selection process must have attended the Recruitment & Selection training.
2. As stated in Section 4.2 on Monitoring Policies for Adverse Impact, Service Unit Managers, working with Chief Officers are responsible for the practical application of the policies in individual service units. They are also responsible for ensuring those they manage are aware of the relevant policies and the implications of the Race Equality Scheme.

Training needs will be identified through the Personal Development Interview process and appropriate training organised in line with the individual needs. This approach will be fed down through the authority.

3. Staff involved with front line service delivery will attend a training course on equality issues. The course will incorporate the Race Equality Scheme, where assistance may be obtained for those whose first language is not English and the appropriate action and support to be offered when a complaint is being made in relation to racial harassment.

6.

7. Employment duties

1. The authority as an employer of more than 150 full-time staff has systems in

place capable of monitoring and reporting on the number and ethnic mix of staff in post as well as applications received for employment, training and promotion by reference to the racial group to which they belong.

The above statement should be clarified in that information requested on ethnic origin is in line with the classifications contained in the 2001 Census.

The information held on applicants for positions and current staff will only identify individuals from black & other ethnic groups where they have actually declared themselves as belonging to such a group.

2. Due to the relatively small number of staff currently employed from black and other ethnic minority groups there is no specific exercise undertaken, that would produce meaningful information, with regard to monitoring training for any group.
3. The authority has no procedures in place to monitor performance assessment procedures, as such procedures are not in operation within Carlisle City Council.
4. In terms of those involved in grievance procedures, due to the numbers involved and usefulness that any such information would provide, only informal monitoring is carried out.
5. Any information with regard to disciplinary procedures is held on an individuals personal file and not in any central monitoring record.
6. The current information held on employees will allow for reports to be produced on the number of staff who ceases employment from a particular group. As with 8.4 due to the numbers involved this information is not produced routinely but is monitored informally.
7. As part of the recruitment process a tear off form is enclosed with applications to allow for Equal Opportunity monitoring. The form clearly states the reason why the information is being collected and that it will not form part of the selection procedure. A clear statement is also included with regard to the Data Protection implications of the information supplied and how it will be used.
8. The results of the monitoring undertaken as part of equal opportunities issues are analysed and reported on annually to the appropriate committee. The content of the report is open to public scrutiny and can be inspected by contacting the Town Clerk & Chief Executives Department at the Civic Centre. Where possible a copy of the report could be sent electronically by e-mail if required.

9.0. RACE EQUALITY SCHEME – ACTION PLAN

Task	Action Required/Monitoring Method	Re

The implementation of the Equality Standard for Local Government.	Equality implementation group to be established from representatives of all departments who will meet on a 4 monthly basis to review progress.	Those appropriate groups
Making the promotion of equalities central to the way the authority works.	Reviewing committee reports to see appropriate considerations are being made under the equalities heading.	Equality implementation group
Formation of a partnership with Cumbria County Council, the Police and other Local Authorities in the area to consult with minority groups.	Partnership to be established, with goals, objectives and targets agreed.	Equality implementation group
Creation of a training course covering equality awareness and the Race Equality Scheme in relation to service delivery.	Course content to be established and delivered. Feedback from those attending the course to be monitored to ensure it remains relevant.	Equality implementation group and Department
Staff working on front line service delivery receiving awareness training on equality issues in service delivery.	Appropriate staff to be identified through the Personal Development Interview process. The number of front line staff trained in equality issues as a percentage of those who are involved in front line service delivery.	Line
Ensuring the Race Relations Act legislation and associated codes of practice are followed in the recruitment & selection process.	Number of complaints received from applicants who feel they have been unfairly treated.	Principal Personnel Officer
Task	Action Required/Monitoring Method	Responsible
Application of the Housing Departments Racial Harassment Policy.	Ensure staff are aware of the policy. Numbers of recorded incidents are reported through a performance indicator.	Housing Management Office

Ensuring communications are inclusive and accessible and equality issues form an integral part of the communications function.	Monitoring of the Communications Unit plan which has been developed as part of the communication strategy.	Principal Communications Officer
Ensuring third party contractors employed by the council have an equality policy in operation or associations affiliated to the council have adopted one as part of their constitution.	To be reviewed as part of the letting of contracts procedure or at the affiliation stage of organisations to the council.	As required
Monitoring of corporate complaints to identify complaints relating to racial discrimination or where policies are having an adverse impact on racial equality so that appropriate follow up action can be taken.	Identification to be incorporated into the existing Corporate Complaint procedure and numbers reported.	Corporate Complaint Monitoring Officer
Departmental service plans to include comments re the consideration given to equality issues where they are relevant.	Service Unit Managers informed of the need for the inclusions of this matter when drafting plans. Service Plans available for public inspection.	All Service Unit Managers responsible for drafting plans
Improve access to leisure & cultural activities.	Community Support Unit to undertake workshops within communities on equality issues. Establish a major event with a multi-cultural theme each year.	Principal & Community Support Unit