



West Dunbartonshire Equality Scheme

2009-2012

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West Dunbartonshire Council Equality Scheme

Foreword

I am happy to present the Council's Equality Scheme 2009-12

West Dunbartonshire Council aims to provide high quality, best value, services which embody the principles of fairness, accessibility and equality of opportunity. These principles should be reflected in day to day customer care and enable the Council to demonstrate that it meets its statutory obligations. As an employer, it should apply the same principles to the recruitment, training and development of its staff.



*by Councillor Marie McNair,
Chair of the Council's Equality
& Diversity Working Group*

Over the past few years, the Council's approach to equalities has been set out in three separate schemes addressing race, disability and gender equality. The new scheme draws these together and paves the way for new legislation that will broaden the Council's equality duties.

A single scheme enables the Council to address core themes such as consultation and communication, its role as an employer, building equality into day to day planning and service delivery, and the way in which it procures services from external suppliers. At the same time, it has been designed to maintain a focus on issues which have a specific impact on race, disability and gender equality.

The publication of the scheme is another important step forward in the Council's approach to the challenge of promoting equality, and I would like to invite our service users, partners and employees to use it as an opportunity to contribute to our goal of equal opportunities for all of our citizens and employees.

1 Introduction

Purpose of the scheme

1.1 West Dunbartonshire Council values the increasing diversity of our communities and is committed to promoting equality of opportunity and equitable outcomes for all of its citizens and service users. This involves

- understanding the diversity of the communities of West Dunbartonshire
- having policies and services to meet the needs and promote the wellbeing of the whole community
- involving diverse communities in the development of policies and services
- having fair and flexible employment practices
- encouraging participation in public life
- promoting good relations between diverse communities, and between those communities and the Council
- reducing harassment
- providing the public with information on the Council's progress in promotion of equality

1.2 The Equality Scheme 2009-12 sets out how the Council will meet these objectives in relation to the promotion of equal opportunities across the following aspects of equality – race, disability, gender, age, religion and belief, sexual orientation and transgender status.

1.3 The scheme replaces three previous schemes;

- Race Equality Scheme 2008–11
- Disability Equality Scheme 2006–09
- Gender Equality Scheme 2007–10

1.4 The three previous schemes have been drawn together into the single Equality Scheme to provide a more coherent approach to the promotion of equality and diversity. The statutory duties to promote race, disability and gender equality will continue to be the main focus of its approach, but the scheme identifies the new demands in other areas of equality that are associated with forthcoming legislation.

1.5 Some concern has been expressed that a single equality scheme may result in a loss of focus on specific equality issues and be to the detriment of, for example, the disabled or black and minority ethnic (BME) communities. The scheme has been structured to maintain focus on each of the equality areas, to identify relevant actions, and to ensure that particular groups' needs and priorities have been recognised.

1.6 The scheme will continue to address the Council's current statutory duties and will provide the basis for anticipated changes in legislation. It has been developed in line with the Equality and Human Rights Commission's guidance on single equality schemes.

Integration of previous schemes

1.7 Each of the three previous schemes had a different timeframe. The start of the new scheme coincides with the end of the Disability Equality Scheme, 2006-9. The Gender Equality Scheme 2007-10 was reviewed a year early to bring it into line with the new scheme. The Race Equality Scheme 2008-11 has been amalgamated as it stands into the new scheme.

Structure of the Scheme

1.8 The scheme comprises four main sections:

- Cross-cutting approaches which should underpin the Council's promotion of all strands of equality. This includes training, impact assessment and employment.
- Approaches which relate to specific equality strands, for example the work to challenge violence against women and the work on disability access improvement.
- Equality in Education
- Action Plan

The scheme is supported by appendices providing background information.

Reporting and Review

1.9 The scheme will be reported to Council in a corporate 'Equality Report' in November 2010 and 2011, with a review of the scheme in 2012. The arrangement will meet the Council's current race, disability and gender duties. It is recognised that this timetable may be overtaken by the enactment of the Equality Bill which may require some revision of the scheme in 2011.

Action 1

The Council will report the progress of the Equality Scheme in an annual 'Equality Report' at the end of each calendar year.

‘The Council recognises the value of having a framework by which it can assess its approach and performance in relation to the promotion of equal opportunities’.

1.10 Services will report on the progress of their equality objectives through their service reporting mechanisms.

Assessing Performance

1.11 The Council recognises the value of having a framework by which it can assess its approach and performance in relation to the promotion of equal opportunities. One option is to adopt the Equality Framework for Local Government which has been developed by the Improvement and Development Agency for English and Welsh local authorities. The Council will evaluate whether the Equality Framework should be used as an assessment framework, and if so will draw up an action plan to achieve this.

Action 2

The Council will consider the use of the Equality Framework for Local Government as the means to assess its performance in promoting equal opportunities.

Legislative Context

1.12 The scheme reflects three key pieces of legislation:

- Race Relations (Amendment) Act 2000
- Disability Discrimination Act 2005
- Equality Act 2006

1.13 These Acts set out broadly similar general duties for public authorities to promote equal opportunity and eliminate unlawful discrimination, and set out a range of specific duties designed to support these general duties. The scheme is designed to meet these duties. Appendices A and B provide a more detailed account of the legislation and the general and specific duties. Where the duties associated with one equality strand set a higher standard, then the scheme should represent a levelling-up to that standard. The requirement for an education authority scheme is reflected in the ‘Equality in Education’ section (Section16) of the scheme.

‘At the 2001 census, black and minority ethnic (BME) groups formed less than 1% of the population’.

1.14 At the time of publication of the scheme, a Bill is in Parliament to consolidate equality legislation and to set out a single Equality Duty for public authorities. A new public authority duty is likely to be introduced in 2011, and the scheme would be reviewed and revised in response to this.

Action 3

The Scheme will be reviewed and revised in response to anticipated changes in legislation.

West Dunbartonshire

1.15 West Dunbartonshire has a population of 91000 which is projected to continue to reduce, with an increasing proportion of people aged over 65. The 2001 census figures showed that over 21000 people (23%) had some form of limiting lifelong illness or disability.

1.16 At the 2001 census, black and minority ethnic (BME) groups formed less than 1% of the population though this is likely to have risen. The BME community is made up of a number of ethnic groups and is widely dispersed across the area, with some local clusters, and is expanded by people travelling to work or owning local businesses in the area. Although the BME community forms a very small minority of the population, the Council's response is based on their needs rather than their numbers.

1.17 Women in West Dunbartonshire outnumber men by 53% to 47%, and have a life expectancy of 77.1 years compared to 70.7 years for men. There is a 50/50 gender balance in the labour market though the average wage for women is only 81% of that for men, mainly due to the higher rate of part-time working. Women make up around 70% of the Council's workforce.

The Council

1.18 West Dunbartonshire is served by a Council of 22 elected members and around 6500 Council employees organised into five directorates:

- Educational Services
- Social Work and Health
- Housing, Environmental and Economic Development
- Corporate Services
- Chief Executive

1.19 The Council has clustered its objectives around six corporate themes and has identified the objectives of promoting equal opportunity as a service provider and as an employer as part of the theme of 'an improving Council'. The Equality Scheme is the primary vehicle for meeting these objectives.

Equality Structures

Policy Development

1.20 The Chief Executive's Policy Unit is responsible for development of equality policy. Corporate Human Resources leads the development of equalities policy and practice in employment.

The Equality and Diversity Working Group

1.21 The Council's Equality and Diversity Working Group (EDWG) has the responsibility for overseeing the development and delivery of the Council's equality scheme. It is made up of elected members, service managers and policy staff, and is chaired by the Council's spokesperson on equality and diversity issues. The Working Group reports to the Corporate and Efficient Governance Committee which has delegated responsibility for equality issues within the Council.

The Equality Liaison Group

1.22 The Equality Liaison Group has developed out of the former race and gender equality groups and now addresses all of the equality strands. It involves departmental staff, trade union representation, community representatives and policy staff, and provides the opportunity to identify and work on potential initiatives and joint working across services. Its agenda has included the equality training programme, monitoring arrangements, guidance for managers and the development of community links.



MARIM

1.23 The Multi Agency Racial Incident Monitoring (MARIM) group is led by the police and was originally established to bring together community partners to help monitor and tackle racist incidents in the local community. Its remit has recently been extended to deal with homophobic incidents. It meets quarterly, and additional meetings can be convened at short notice to deal with emergencies.

Gypsy Traveller Corporate Forum

1.24 The Gypsy Traveller Corporate Forum was established in 1999/2000 to co-ordinate council services for the Gypsy/Traveller community. As the role and remit has developed it has increasingly become involved in working with partner organisations.

LGBT Equalities Network

1.25 The network was established to carry out short and long-term aims and is open to representatives from local statutory and voluntary sector organisations that are supportive of lesbian, gay, bisexual, transgender (LGBT) equalities issues. In the long term, once community consultation and engagement exercises have been completed, it is hoped that membership will be widened to include representatives from the local LGBT community.

Disability Working Group

1.26 The Disability Working Group (DWG) provides a forum for community representatives and Council officers to identify and consider key disability issues and, in particular, the impact of mainstream policies and services on disabled people.

Crosscutting Approaches to Equalities

Much of the Council's work to promote equality of opportunity is directed at equality issues as a whole rather than at specific strands such as race and disability. The trend toward 'crosscutting' approaches to equality reflects, firstly, the extension of the Council's statutory duties across a wider range of equality issues. Second, there is greater efficiency to be achieved in developing approaches which cover all aspects of equality and in which there are often common themes. Third, there is recognition that individuals cannot be defined in terms of a single characteristic but are each affected by a range of factors such as age, gender, belief and sexual orientation. This section of the scheme sets out these crosscutting approaches.

2 Consultation & Involvement

2.1 Consultation and involvement is such an important aspect of the Council's promotion of equality that the Equality Scheme will include the development of a Consultation Plan, drawing together its objectives for engagement with the local community and with its own workforce, and identifying areas for development. Consultation with the workforce is addressed in Section 3 on Employment, while this section focuses on consultation and involvement with the local community.

2.2 Engagement on the Council's approach to equality issues reflects the Council's Community Engagement Strategy, which is based on national guidelines and which sets a consistent standard for partnership working. It establishes key processes including a consultation recording system, a consultation network for officers, and a training programme to support employees in the use of best practice. It provides the basis for a range of involvement mechanisms appropriate to different people and needs within our communities.

2.3 The Council maintains a database of over 250 local groups that can be consulted on a range of issues. Groups from the disabled and BME communities are supported in their representative role by the Council's Community Work Team, Community Learning and Development Team, and by the local Community Volunteering Services. However, the Council recognises that further work has to be undertaken in engaging with the small but diverse black and minority ethnic community.

2.4 The West Dunbartonshire Partnership's Citizens' Panel has become an increasingly important source of information on the community's opinions and priorities. The panel provides the Council and partner organisations with the opportunity to get a response on

‘The employee survey and citizens panel in particular offer a rich source of data...’

the needs and priorities of service users, and feedback on performance. The panel has a membership over 1400 and broadly reflects the demography of the Council area. Male members comprise 43% of the panel, compared to 46% of the population. Disabled people comprise 28% of the panel, compared to 23% of the population. Panel members tend to be older, with 39% aged 60 or over, compared to 28% of the population. Only 1.1% of panel members are from the minority ethnic community, though this compares to less than 1% in the population as a whole. The results of all of the citizen's panel surveys can be analysed by gender, disability, age and race, though breakdowns based on race are of limited validity because of the small number of panel members from the BME community.

2.5 The Citizens' Panel is managed by the West Dunbartonshire Community Planning Partnership whose members have a shared interest in consulting and involving minorities. The Council will support the partnership in its work to engage with the community on equality issues.

2.6 The Community Participation Committee provides a focus for the Council's approach to community engagement. It consists of elected members, Council managers and community representatives, and includes representation from the BME and disabled communities. The committee's role is to oversee the Council's approach to community engagement and, because of its broad representation, can itself be used as a means of consultation.

2.7 Most of the key consultation exercises undertaken by the council can be analysed separately for responses by gender. The employee survey and citizens panel in particular offer a rich source of data. Some initial work has been carried out to retrospectively review previous surveys, and it is intended to screen responses by gender as a matter of routine.

2.8 Not all equality strands are equally well served in the Council's approach to community consultation. The LGBT community which, by applying Government estimates, may amount to around 5% of the population has, as yet, no significant voice in West Dunbartonshire.

2.9 The scheme itself has been drawn up in consultation with relevant stakeholders. The objectives for race equality were subject to consultation prior to the formulation of the Race Equality Scheme 2008-11 and followed up by further consultation and a focus group on BME issues. Representative groups from the disabled community have been closely involved in identifying objectives. The gender scheme, and in particular its objectives in relation to the key goal of challenging violence against women, reflect input from women's groups.

2.10 In education, a consultation exercise was conducted with a wide range of stakeholders included children and young people, school staff, education directorate, union representatives, parents and carers, quality improvement managers, human resources and equality representatives.

Action 4

The Council will draw up an Equalities Consultation plan in line with its Community Engagement Strategy.

Action 5

The Council will use the Citizens Panel and other partnership approaches to provide an equalities perspective on a range of issues.

Action 6

The Council will seek to identify the means to extend consultation with the BME community and LGBT community.

3 Employment

3.1 The Council has taken a variety of actions on a broad front to ensure recognition of equality and diversity issues in employment and has put in place measures to build a diverse workforce and an inclusive workplace.

Supporting Structures and Processes

3.2 Corporate Human Resources (HR) supports and develops equality and diversity policies through a range of structures and report mechanisms. Regular meetings of the HR Professional Development Group, and departmental and inter-departmental HR meetings, provide the opportunity for knowledge exchange and updates on case law and employment equality issues.

3.3 The Equality Liaison Group and the West Dunbartonshire Intra-agency Domestic Violence Group address issues which straddle employment and community.

‘The Council will continue to identify measures to challenge gender segregation and measures that will assist employees with care responsibilities, such as the introduction of a Child Care Voucher Scheme’.

Leaflets providing employees with information and guidance on Council policy and procedures on equality issues will be completed as part of the communication plan supporting the Scheme.

3.4 All new and revised HR policies are screened for impact across equality strands and summaries of these assessments are included with relevant Council Committee reports, and published on the Council website.

3.5 Corporate HR provides regular reports to the Council’s Equality and Diversity Working Group (EDWG) on all aspects of employment equality, including monitoring, training and recruitment.

Policies, Procedures and Guidance

3.6 Specific organisational guidance covering the role of managers and employees in supporting equality in employment will be provided and rolled out to improve practice and will be underpinned by training and awareness sessions. This will cover all equality strands and will be based on recognised good practice. This will be introduced in parallel with an overall Employment Equalities Policy.

3.7 The Recruitment and Selection process has been augmented by use of the national online recruitment portal for Local Authorities (www.myjobscotland.org.uk). The Council has worked to ensure that awareness of this new resource is high and that local resources such as libraries are utilised by those who do not have access to home computing. Paper applications remain available.

3.8 A programme of HR policy production and review is in place with a revised Dignity at Work (DAW) policy and procedure being put into place in 2008, facilitated by trained confidential contacts, investigators and mediators. The DAW policy covers all seven equality strands, and has been supported by awareness sessions for managers and employees.

3.9 The Council will continue to identify measures to challenge gender segregation and measures that will assist employees with care responsibilities, such as the introduction of a Child Care Voucher Scheme.

3.10 The Council is a member of the Employment Service’s Positive About Employment (‘Double Tick’) Scheme and will maintain the commitments this involves in regard to disability employment in the areas of recruitment, selection, retention and consultation.



3.11 In April 2009, the Council signed a Local Employment Partnership (LEP) Agreement with Job Centre Plus aimed at identifying and targeting disadvantaged groups in local labour markets, including BME groups. The Council will work through existing networks to ensure that members of the BME community have opportunities for work experience, work placement and other initiatives available through the LEP agreement.

3.12 The Council has established a new Well Being and Attendance team, which works proactively with all directorates to improve employee wellbeing generally and ensure early intervention is put in place to address health or disability issues. To achieve this, the team works at a policy and operational level.

3.13 The recently expanded and improved occupational health provision for employees is an effective resource for employee wellbeing, and supports the Council's commitment to ensuring that reasonable adjustments are identified, implemented and reviewed. The Council is fully committed to ensuring that all potential sources of support such as Access to Work are integrated into the Council's Practice.

3.14 The integrated Workforce Management Information System, to be introduced from April 2010, will aid early intervention in identifying issues and channelling support. An absence management pilot is already being carried out within the Corporate Services Department.

Equal Pay

3.15 A new employee pay and grading structure was introduced in March 2009 in response to the requirement for Councils to address historic inequalities in pay. The job evaluation process which was used in implementation of the new structure underwent an external Equality Impact Assessment and was verified as meeting the Council's Equality Duty.

3.16 The Workforce Management System will be used to monitor and review pay and grading structures in order to maintain the use and integrity of the Scottish Councils' Job Evaluation Scheme as used by WDC.

3.17 The Council's objective of addressing the gap between men's and women's pay was acknowledged formally in its equal pay statement in September 2007. The statement, which will be reviewed in 2010, is as follows:

‘A new Workforce Management System going live in April 2010 will provide the Council with the means to develop and use the wide range of information that it already gathers on equality in employment’.

Equal Pay statement – September 2007

West Dunbartonshire Council is committed to the principle of equal opportunities for all, in every aspect of employment.

As an employer the Council will continuously strive to treat all staff equally as individuals free from any prejudice or other bias and will take action to eliminate any form of discrimination it encounters.

As part of this principle all employees should receive equal pay for the same or broadly similar work, for work rated as equivalent, and for work of equal value.

With this in mind West Dunbartonshire Council will operate a pay and benefits system which is transparent, based on objective criteria, and free from bias.

In support of this commitment to equality in pay, West Dunbartonshire Council will:

- examine existing and future pay practices for all employees to ensure that they comply with best equal pay practice and most current legislation*
- carry out regular monitoring of the impact of these practices*
- inform employees of how these practices work and how their pay and benefits are arrived at*
- provide training and guidance for those involved in making decisions about pay and benefits*
- consult on all changes to pay policy with trade union representatives*

Through these actions, West Dunbartonshire Council will aim to avoid unfair discrimination in its pay and benefits system and reward fairly the skills, knowledge and competences of all employees.

Action 7

The Council will review its equal pay statement in September 2010.

Equality Monitoring and Workforce Management

3.18 Accurate information is vital to the building and maintenance of a diverse workforce and an inclusive workplace. A new Workforce Management System going live in April 2010 will provide the Council with the means to develop and use the wide range of information that it already gathers on equality in employment. Data has been gathered on 'race', sex/gender, disability and age in the following areas of employment responsibility.

- Staff in Post
- New Starts
- Training
- Discipline
- Employment Applications
- Promotion
- Grievance
- Exit

3.19 This data is already used to produce annual employment equalities reports, including comparisons with the local community and relevant labour markets. The new Workforce Management System will enable it to be used to ensure that workforce planning, and associated targets, are in line with the Council's equalities commitments. The system will be used to record adjustments to take account of the needs of disabled employees.

Employee Surveys

3.20 Employee Surveys are carried out every two years, with data from the 2007 and 2009 surveys being used to monitor progress and set targets. The percentage of respondents replying that they believed the Council's commitment to equality and diversity was 'good' or 'very good', increased from 46% to 58% between these two surveys, reflecting the training carried out since 2007 and the greater visibility of equalities in general. The Council has set a target of 80% for this figure by 2013, demonstrating the importance of this performance indicator.

Employment in West Dunbartonshire

3.21 The Council recognises that access to employment is a major contributor to equality. The Council works with other agencies and community representatives in the West Dunbartonshire Community Planning Partnership to support unemployed people into jobs and training, and takes account of the need to respond to issues of disability, race and gender in this objective. The work includes specific projects to support people with learning disabilities and mental health conditions into employment.

Action 8

A revised Equality Employment Policy will be supported by guidance for managers and employees covering all equality strands.

Action 9

The Council will support equality groups to have effective access to the recruitment portal.

Action 10

The Council will address harassment of employees through its Dignity at Work policy and procedures.

Action 11

The Council will monitor gender segregation and identify areas for action.

Action 12

The Council will promote the employment opportunities available through the LEP Agreement.

Action 13

The Council will use its Workforce Management System in the implementation of the Job Evaluation Scheme and to support equality across employment.

Action 14

The Council will use employee surveys to measure the impact of its promotion of equality issues in the workforce.

Action 15

The Council will take account of equality issues in its employment support programme.

‘Monitoring the take-up and outcomes of Council services on the basis of equalities provides the Council with the opportunity to identify any imbalance in provision and to take action to rectify this if necessary’.

4 Service Planning and Monitoring

4.1 Equality and diversity issues emerge across the full range of the Council’s functions and services, and one of the core elements of the scheme is that each directorate will be asked to identify key equality objectives in its areas of responsibility and the means by which these will be taken forward. This will be in line with Joint Planning and Budget Guidance. These key departmental objectives should be based as far as possible on consultation with the local community, should correspond to the list of policies and functions (Appendix C) that have been identified as relevant to the Council’s race equality duties, and should be supported by equality impact assessments (see Section 5). The Policy Unit will provide guidance on this process.

4.2 Departmental equality objectives should be included in service plans and in Covalent, the Council’s performance management system. The monitoring information associated with these key objectives will be used in the development of the Council’s equality scorecard.

4.3 Monitoring the take-up and outcomes of Council services on the basis of equalities provides the Council with the opportunity to identify any imbalance in provision and to take action to rectify this if necessary. An equalities scorecard has been drawn up consisting of equality measures in nine key ‘domains’ of Council responsibility, including education, housing, community care and employment. This is intended to provide an overall picture of the Council’s progress in the promotion of equal opportunity. A number of the measures in the scorecard have still to be fully developed and additional measures will be added as the scorecard continues to take shape. A summary of the results from the scorecard will be included in the annual equalities report and in public performance reporting.

Action 16

Each directorate will identify key equality objectives within its area of responsibility, and the means by which these will be taken forward.

Action 17

The Council’s equality scorecard will be developed to provide an analysis and report on the equality of provision in key services.

‘An integrated approach to impact assessment, focusing on race, disability and gender equality, along with health improvement, has been developed, and is set out in the Council website, along with the results of completed assessments’.

5 Impact Assessment

5.1 The assessment of the impact of policies and services on ‘equality’ groups is a core element in the Council’s promotion of equal opportunities and the means to mainstream equalities into strategic policy objectives. An integrated approach to impact assessment, focusing on race, disability and gender equality, along with health improvement, has been developed, and is set out in the Council website, along with the results of completed assessments. The assessment framework will be extended in response to guidance on the forthcoming Equality Act to include a wider range of equality strands.

5.2 An impact assessment procedure has been developed and around 80 employees, mostly of section head grade and above, have had training. Guidance for officers writing committee reports has been produced, and elected members have been asked to take account of the need for impact assessment in their scrutiny role.

5.3 Following a statement from the Equality and Human Rights Commission, senior management has been briefed on the requirement to carry out impact assessment on key financial decisions. This will be put in place.

5.4 Some initial work has been carried out to develop the links between impact assessment and the Public Service Improvement Framework, which has been identified by the Council as its preferred approach to service improvement. These links will be developed further, in line with the work being carried out by the Improvement Service.

5.5 A report agreed by the Corporate Management Team in May 2009 recommended that a minimum number of assessments per year should be carried out, with an emphasis on key areas of policy and service provision.

Action 18

The impact assessment process will include key financial decisions and will be extended to take into account of a wider range of equality strands, with a minimum number of assessments set.

Action 19

Further work will be carried out to link impact assessment with the PSIF improvement framework.



6 Procurement

6.1 A significant proportion of Council services are contracted-in rather than supplied directly, and it recognises that its duties for equality of service extend to this external provision. Good procurement practice should be consistent with equality policies. A policy and procedure have been drawn up to enable Council services to apply equality principles and practices to contracted-in services and these will be rolled out as part of the equality scheme.

Action 20

The Council will roll-out guidance and procedures for equality in procurement.

7 Training

7.1 The Council recognises that employees' awareness of equality issues, policies and procedures, and of their own responsibilities, plays a major part in the equality of service provision and the overall quality of service. From June 2007 to June 2008, a member of staff seconded from the Community Learning and Development service delivered training for a substantial number of employees and provided the opportunity for the development of training materials which can be amended to fit the needs of different staff groups and work patterns.

7.2 Staff from Human Resources and the Policy Unit provide equality training as part of the induction training for new staff, and for a limited number of other staff groups, with an annual target set.

7.3 Face to face training is supplemented by the availability of on-line training, mainly suited to the needs of service managers, and an annual target for this is set.

7.4 Training will be supplemented by the provision, as described in Section 8, of guidance on the responsibilities and rights of the Council's employees in respect to equalities.

7.5 The Council's Performance and Development Planning (PDP) system provides the opportunity for employees to discuss their training needs with their line manager and access additional equality training where appropriate.



7.6 The Council has therefore made significant progress with its responsibility to provide staff with equality training, and will continue to monitor this. It will continue to try to identify the approaches and resources that will meet the training needs, and will draw these together in an Equalities Training Plan. The plan and its progress will be reported through the Equality and Diversity Working Group and will take account of the range of the issues that should be addressed, service objectives, the roles that employees have within the Council, and the resource issues involved.

Action 21

The Council will continue to provide face to face and on-line training, and set annual targets.

Action 22

The Council will draw up an equalities training plan.

8 Communication

8.1 The Council's goal of promoting equality and diversity is dependent on its capacity to communicate its objectives to the public and to its own workforce, and the Equality Scheme includes the development of a communication plan for the promotion of equality. The plan will address how the Council will reflect equality issues in the way it communicates and in the information it provides. It will refer to communication within the Council and across the wider community, with particular reference to the need to communicate with specific groups such as minority ethnic communities.

Communication Standards

8.2 The Council recognises that all of its publications should be of a standard which enhances the opportunity for all stakeholders to access information and has guidelines to support this goal. The Council's publications standard will embrace standards such as those set out in the RNIB 'See it Right' campaign and will provide the assurance that material will be available in alternative formats and in community languages.

‘The Council’s equality objectives will succeed only if its leaders, managers and employees are aware that they exist and what their role is in achieving them’.

8.3 The Council has published ‘Communicating Effectively’, a guide to communicating with people from ethnic minorities and with disabled people, including information on the resources available. It has reinforced this guidance by publication of procedures for the use of alternative formats, interpretation and translation. The guidance will continue to be promoted across the Council.

8.4 The Council has a contract with a telephone interpreting service which enables staff to access an interpreter whether the service user is in a Council office or is in contact by telephone. Use of this and other interpreting services is monitored to identify patterns of demand, and an assessment of their effectiveness will be carried out.

8.5 The Council is committed to providing information to people in a format which meets their needs, where this is feasible (see 11.2). It has been in discussion with groups representing people with visual impairment about how people’s needs can be recorded by Council services as a prompt to enable information such as letters and forms to be sent out in the appropriate format. If possible, this approach will be extended to the recording of the needs of people whose first language is not English.

Information for the public

8.6 The Council has already published summary leaflets on its former Race and Gender Schemes and these will be updated and extended to include its approach to disability equality and its wider equality objectives. Their purpose will be to provide service users with an understanding of the Council’s approach to equality, and with information on how they can influence policy and the delivery of services.

8.7 Information on the Council’s performance in meeting its equality objectives will be published on the web and in the local press and, will be presented as part of an annual Equalities Bulletin.

Information for elected members, managers and employees

8.8 The Council’s equality objectives will succeed only if its leaders, managers and employees are aware that they exist and what their role is in achieving them. Equality Briefings keep elected members and senior managers up to date with equality issues, and the training objectives set out in Section 7 will be supported by the publication of leaflets to provide employees with an understanding of their rights and duties in respect to equality in the provision of services.

Promoting Equality

8.9 It is well recognised that marginalisation and discrimination against social groups is encouraged by popular images which fail to reflect their existence or do so in the form of negative stereotypes. The Council has a part to play in redressing this imbalance through a positive account of the contribution that equality groups play in the community, and the presentation of non-stereotypical images.

Action 23

The Council will draw up a communication plan to support its equality and diversity goals.

Action 24

The Council will continue to promote 'Communicating Effectively' and corporate publication standards will reflect good practice in communication.

Action 25

The Council will seek ways to record people's communication needs so that these can be anticipated for subsequent contacts.

Action 26

The Council will complete the publication of summary leaflets for the public and its employees on its equality objectives.

Action 27

The Council will publicise its performance on equalities on the web and publish an annual Equality Bulletin.

Action 28

The Council will use its publicity material to promote positive, non-stereotypical images of equality groups.

‘The breadth of the Council’s response to issues of harassment, abuse and exploitation brings with it the challenge of measuring progress and identifying gaps’.

9 Challenging Harrassment

9.1 The Council has a wide range of policies and services which address harassment, abuse and exploitation in relation to equalities. It is an issue that is recognised as existing in the wider community and within the Council itself. The Council’s work to challenge harassment includes:

- The Multi-agency Racial Incident Monitoring (MARIM) Group (see 1.24) has provided the focus for the response to racial harassment, and has extended its responsibility to monitoring homophobic incidents.
- The CARA (Challenging And Responding to Abuse) Project provides support, advocacy and counseling for women affected by domestic abuse and childhood sexual abuse.
- The Homecare and Housing Repair services provide Keysafe and Password schemes to enable elderly and disabled residents to use services without feeling vulnerable to exploitation or harassment.
- Within the Council, the staff survey (see 3.20) provides staff feedback on their experience of harassment and can link this to equality data, and the Dignity at Work Policy (see 3.8) represents a response to this issue.
- The Council’s training programme (Section 7) addresses issues of harassment
- Education monitors incidents of harassment in schools (see 16.9)
- In Education, a number of initiatives have the objective of promoting positive relations

9.2 The breadth of the Council’s response to issues of harassment, abuse and exploitation brings with it the challenge of measuring progress and identifying gaps. The scheme therefore includes the action of drawing together data and carrying out consultation on the impact of these measures on equality groups.

Action 29

The Council will consult with equality groups on the issue of harassment as part of its equalities consultation plan.

10 Partnership Working

10.1 The Scheme has already referred to the positive role of the West Dunbartonshire Community Planning Partnership in promoting equal opportunities in community engagement and in employment creation. The partnership itself does not have public authority equality duties, but by acting on behalf of other agencies it inherits their duties. As the Council is the lead agency for the partnership, its Equality Scheme should include the measures it will take to support the partnership in the promotion of equality across all of its objectives.

10.2 The Partnership has set out its collective commitment to equalities and diversity in the Community Plan, 2007-17:

‘We want to encourage and promote... diversity and are committed to ensuring equal opportunities both in the workplace and accessing services in our communities. We are committed to combating all forms of discrimination and providing support mechanisms for people who are vulnerable or disadvantaged.’

10.3 The Community Plan is taken forward through six community planning theme groups:

- Building Strong and Safe Communities
- Creating Attractive and Sustainable Living Environments
- Developing Affordable and Sustainable Housing
- Improving Health and Wellbeing
- Promoting Education and Lifelong Learning
- Regenerating and Growing Our Local Economy

10.4 The theme groups have completed an exercise to develop a range of multi-agency programmes that will deliver on relevant sections of the West Dunbartonshire Single Outcome Agreement and are based on key local priorities. There is an expectation that these programmes and associated work funded by the Fairer Scotland Fund, are equality proofed. There is a particular expectation that equality impact assessments will be carried out where appropriate and the Council will support these as necessary.

Action 30

The Council will assist community planning theme groups to review the equality issues in their objectives, and support equality impact assessments where appropriate.

Specific Equality Areas

This part of the scheme sets out the Council's approach to equality issues which are specific to individual equality strands – race, disability and gender. Each section identifies specific actions in respect to each of these strands or highlights where the crosscutting approaches are of particular relevance to them.

11 Race

11.1 The Council's Race Equality Scheme 2008-11 has been amalgamated into the Equality Scheme 2009-12. All of the actions from the Race Equality Scheme have been transferred into the new scheme either within this section or, for the majority of actions, in the sections which set out the Council's crosscutting approaches to equality.

11.2 The Race Relations (Amendment) Act 2000 requires the Council to review the Race Equality Scheme in 2011, and unless forthcoming legislation changes this requirement then the race component of the Equality Scheme will be reviewed at that time.

Identifying the BME Community

11.3 In West Dunbartonshire we celebrate the increasing diversity of our population and we will ensure we provide information and services that meet the needs of those who live, visit and work in the area. This presents a number of challenges; primarily the need to identify the minority groups in West Dunbartonshire and to involve them in developing services.

11.4 The community is constantly changing, and the Council has to develop its services in order to recognise and meet its needs. The 2001 Census showed that 0.7% of the local population was from black and minority ethnic (BME) communities, but there is evidence that this figure may have since increased, with further potential for growth through in-migration from neighbouring authorities.

11.5 Demand for services is enhanced by a number of people within the travel-to-work area boosting the daily numbers, and the ownership of local businesses from outside the area.

11.6 Although the total size of the BME population is small, it is dispersed across the authority, with clusters in particular areas and evidence that there is a wide diversity of ethnic groups and languages. Another factor in its diversity has been the arrival of economic immigrants from the 'accession' countries of the European Union.



11.7 There are sources of information that the Council can use. A recent report by the General Register office identified a variety of data from a range of agencies and this can be supplemented by local sources including;

- Figures on use of interpretation services;
- citizenship ceremonies;
- English for Speakers of other Languages (ESOL) courses;
- employee monitoring;
- information from education and library services on language support;
- NI Registered workers

Action 31

The Council, along with its partner agencies, will take further steps to identify and develop links with the BME community as a means to ensure that appropriate services are in place.

Consultation and Involvement

11.8 In December 2008, a focus group from the Citizens Panel, supplemented by members of the Ethnic Women's Group and the Ethnic Minority Association identified a number of key issues which have been incorporated into the Scheme. These included the standards of interpretation and translation, the need for better dissemination of information to ethnic minority groups, the need to improve staff attitudes, and the lack of visible BME staff in the Council. However, further work is required to extend consultation and involvement more widely across the BME community.

11.9 The Ethnic Women's Group is well established and is supported through the community work team. Recent work has included supporting members to participate in elections, including voter registration, and in the development of language classes for their children.

11.10 The Ethnic Minority Association comes mainly from the Asian community, with more recent membership from the Polish community, and is supported by the Community Volunteering Service. It organizes cultural events and has hosted other activity such as focus groups and presentations on subjects such as electoral democracy.

‘Communication is a key issue in provision of effective services to the BME community, and the council has contracts to provide interpretation and translation support. However, uptake of these is low and the Council will carry out an assessment of their effectiveness’.

Languages (ESOL) courses, which provide the service with a valuable link with participants. There are currently 43 learners on the course, many of them referred by services such as housing and libraries.

Action 32

The Council will identify the means to extend consultation and involvement more widely across the BME community.

Translation and language services

11.12 Communication is a key issue in provision of effective services to the BME community, and the council has contracts to provide interpretation and translation support. However, uptake of these is low and the Council will carry out an assessment of their effectiveness.

Action 33

The Council will assess the effectiveness of its interpretation and translation services.

Racial Harassment

11.13 The Multi-Agency Racial Incident Monitoring (MARIM) group is led by the police and has been the focus for the response to racial harassment in West Dunbartonshire. It provides a focus for partnership working in response to racist incidents, but the numbers of referrals has tended to be small. As the issue of harassment has been recognised in other equality legislation, it has become the focus for a wider range of activity and is addressed as a ‘crosscutting’ theme in Section 9 of the Scheme; Challenging Harassment.

Relevant Functions

11.14 The Council has a specific duty to provide a list of the functions and policies which it has assessed as relevant to the general duty to promote race equality. This provides the basis for departments to identify the services requiring impact assessment. The list, which is set out in Appendix C, was reviewed in 2008 as part of the review of the Race Equality Scheme and will be reviewed again in 2011.

‘West Dunbartonshire has recognised its responsibilities to its Gypsy/Traveller community for many years...’

Action 34

In 2011, the Council will review the list of policies and functions which are relevant to its race equality duties.

11.15 The Accounts Commission performance study report ‘The impact of the race equality duty on council services’, published in November 2008, concluded that while councils had developed policies on race equality and many had taken a range of initiatives, the race equality duty had not had a significant impact on the delivery of services or on people from minority ethnic communities. The report made recommendations to help councils improve their performance and these have been taken into account in the Scheme.

The Gypsy/Traveller Community

11.16 West Dunbartonshire has recognised its responsibilities to its Gypsy/Traveller community for many years and in 2008 published a Gypsy/Traveller Strategy and action plan, under the supervision of its Gypsy Traveller Corporate Forum, to draw together its policies and procedures in respect to this ethnic group. The action plan was reviewed and updated in 2009.

11.17 Gypsy/Traveller communities are a legally recognised minority ethnic group. A 2007 study identified 270 Gypsy/Travellers living in West Dunbartonshire, representing the highest concentration per head of population of any local authority in Scotland.

11.18 The Gypsy/Traveller Strategy addresses a wide range of issues including:

- Accommodation and housing needs
- Delivery of key services
- Employment and welfare issues
- Education
- Consultation
- Unauthorised encampments

Action 35

The Council will promote equality for the Gypsy/Traveller community through its Gypsy/Traveller Strategy.



12 Disability

12.1 The final report on the Disability Equality Scheme 2006-9 showed progress over a number of key areas which are specific to disability, including involvement of the disabled community, the development of a disability profile, improvement to access and measures to combat harassment. In most cases, the work carried out under the 2006-9 Scheme is being continued under the new Scheme.

Disability Profile

12.2 The Council has published a Disability Profile which gathers together information on disability and impairment in West Dunbartonshire and is intended to assist local agencies to plan their services to take into account the needs of the disabled community, and 'disability' groups to support their representative role. The profile will be updated every two years as part of the equalities communication plan (Section 8).

Consultation and Involvement

12.3 The Council supports a number of groups representing disabled people to have their say on a wide range of issues, including the way which Council services impact on disabled people. The Council's Disability Working Group provides a forum for community representatives and Council officers to consider these issues in more detail. The group is chaired by a member of the community and has expanded over the period of the previous scheme to provide wider representation.

12.4 In addition to the ongoing contact with local groups, the formulation of the Equality Scheme was preceded by a series of meetings to review their response to Council services and to consider areas for improvement. The involvement of disabled people in the formulation of the scheme has contributed to the following initiatives:

- Identifying buildings requiring access improvement
- Walking audits
- 'Clear the way' campaign
- Password scheme
- Development of 'Shopmobility'
- Arrangements for alternative formats

12.5 In Social Work and Health services, the Joint Community Care Planning Groups provide a forum for consumer groups and the statutory agencies to agree joint community care plans and their implementation. They help to build effective working relationships in which consumers' views and expertise is used to highlight problems and gaps in services, influence service delivery and contribute to monitoring and evaluation of projects.

‘In the period 2006 to 2009, The Council’s access improvement programme included work on 29 Council buildings and the Statutory Performance Indicator for access was increased from 34% to 50%’.

12.6 The West Dunbartonshire Partnership’s Citizens’ Panel (see 2.4), of which 28% of members have identified themselves as disabled provides the opportunity to see how Council policies impact on disabled people in comparison with the community as a whole. This is included in the equalities consultation plan (Section 2).

Action 36

Social Work and Health services will continue to involve service users through the Joint Community Care Planning Groups.

Participation in Public Life

12.7 The Disability Discrimination Act 2005 gives authorities the specific duty of promoting the participation of disabled people in public life, and the Council addresses this requirement in a number of elements of the Equality Scheme:

- The Community Development and Community Learning and Development teams support many groups of disabled people in a representative role.
- Communication standards and consultation practices (including the Citizen’s panel) facilitate participation.
- Consultation with disabled pupils, supported by Education initiatives such as Glow and Viewpoint help to give a voice to disabled children.
- The walking audit initiative provides an opportunity for participation in environmental improvement.
- The Equality Scorecard contains a series of measures of participation by disabled people.

Access to Council Buildings and the Wider Environment

12.8 In the period 2006 to 2009, The Council’s access improvement programme included work on 29 Council buildings and the Statutory Performance Indicator for access was increased from 34% to 50%. The programme responded to feedback from the disabled community and focused on the main Council offices and on buildings which support local communities, such as halls, centres and libraries.

12.9 Consultation with disability groups has suggested that while there is still a need for improvement in access to a number of Council buildings, there is greater concern about the hazards and inconveniences in pedestrian routes. The Council has established ‘walking audits’, in which disabled people accompany road engineers to inspect key pedestrian

routes and identify the work required to make them more accessible, and these will be continued as part of the equality scheme.

12.10 One of the major difficulties that disabled people, and others, have with pedestrian routes are obstacles such as overgrown hedges and trees, cars parked on pavements, carelessly placed wheelie bins and dog fouling. Local groups have contributed to production of material for a campaign to persuade householder and motorists to be more aware of the need to keep pavements clear.

12.11 The Council, through the Community Development Team, has supported the formation of an alliance of local groups to initiate a Shopmobility scheme at Clydebanks Shopping Centre. The Council will continue to support the initiative.

Action 37

The Council will continue to improve the accessibility of its buildings and services.

Action 38

The Council will carry out 'walking audits' as a means to improve its pedestrian routes

Action 39

The Council will undertake an awareness raising campaign about the need to keep pavements clear of hazards and obstacles.

Action 40

The Council will support the community initiative to form a Shopmobility scheme.

Access to Services

12.12 In addition to ensuring that its buildings are accessible, the Council seeks to ensure that services themselves do not exclude disabled people through measures such as additional support for the use of library services and home visits for applicants for housing benefits.

‘Participants in self directed care are enabled to take independent control over the way in which they receive community care services...’

‘A-Z’ of Services

12.13 Consultation with the disabled community has identified the value of the Council publishing a guide on how the Council responds to the needs of disabled people and how services are adjusted to meet their requirements. The Council has identified funding to produce an ‘A-Z’ of services for disabled people and this will be published as part of the equalities communication plan (Section 8).

Action 41

The Council will provide an ‘A-Z’ of services for disabled people.

Self-Directed Support

12.14 Disability equality issues should be seen as fundamental to the way that public authorities provide care and support for disabled people, and the Council’s Social Work and Health Service has recognised this in the promotion of its policy on self-directed care. Participants in self directed care are enabled to take independent control over the way in which they receive community care services, and are able to exercise choice over:

- what is to be done
- when it is to be done
- where it is to be done
- by whom it is to be done
- how it is to be done

12.15 Service users exercise this level of choice by having control of the expenditure on their care, and assistance in exercising this control. The service identifies the option of self-directed support in its assessment procedure, and will carry out awareness raising sessions with staff to promote it as means of service delivery. The proportion of service users who use self-directed support is small, but the Council anticipates that this will rise as demand increases.

Action 42

The Council will promote self-directed support in its community care services.

Children with Disabilities

12.16 The Council's objectives in services for children with disabilities are set out in its draft Integrated Children's Services Plan 2009-12, and include the following priorities:

- Promote the principles of the Scottish Government policy "Getting It Right for Every Child" across services for children with disabilities to ensure that children get the help they need when they need it.
- Monitor and evaluate implementation of the Integrated Assessment Framework (IAF) to improve integrated assessment and care planning for children with disabilities.
- Conduct a needs analysis to identify gaps in services and ensure services are co-ordinated to promote more effective services.
- Improve transition planning and resource allocation between children's services and adult services.
- To promote equity of access to services across West Dunbartonshire.
- To monitor implementation of transition planning for children with disabilities and improve pathways between children's services across all levels of need.
- Promote Best Practice in inclusion of children affected by disability in sport, leisure and recreational activities and benchmark with other authorities.
- Implement the Consulting with Children and Young People: Practice Guideline, to improve engagement and participation of children and young people in individual care planning.
- Improve mechanisms for consultation with children, young people and families on service planning and development.
- Promote equal opportunities and diversity, by promoting a positive attitude towards children with a disability and maximising their participation in mainstream services.

Action 43

The Council will address equality issues for children with disabilities through its Integrated Children's Services Plan.



Promotion of positive attitudes

12.17 The Disability Discrimination Act 2005 gives authorities the specific duty of promoting disability equality, and the Council addresses this requirement in a number of elements of the Equality Scheme:

- The communication plan includes the use of publicity material to promote positive, non-stereotypical images of equality groups, including disabled people
- The Disability Profile presents disability in West Dunbartonshire within a broader context
- The Equality Bulletin reflects the contribution of disabled people to the community
- The 'A-Z' of services will highlight how the Council responds to disability
- Self-directed care gives disabled people control over the support they receive
- Training for staff provides them with an understanding of disability equality issues
- Work in schools addresses the challenge of developing the confidence, self esteem, knowledge and self advocacy skills of young disabled people.

13 Gender

13.1 A final report for the gender scheme 2007-2010 was reviewed a year early to bring it in line with the new Equality Scheme. The key objectives are still valid and are carried forward into the new scheme. The objectives apply in four areas of Council responsibility:

- Employment
- Service delivery
- Safety in the Community
- Education (see section 16)

‘Gender inequality is influenced by many factors rather than one single cause and interacts with socio-economic circumstances, ethnicity and disability...’

Background

13.2 Independent research was commissioned by the Scottish Executive to provide a review of statistics on gender differences and inequalities in Scotland across a range of key areas of social and economic life: demographic and population change; participation in political and public life; education and training; the labour market; income and wealth; care and caring; health; crime and justice; housing; and transport.

13.3 The report found evidence of significant gender inequalities in some areas, mainly affecting women though sometimes boys and men are affected. A key finding was also that gender inequality is influenced by many factors rather than one single cause and interacts with socio-economic circumstances, ethnicity and disability.

13.4 This national report could produce a useful framework for developing an evidence based approach for corporate and community planning priorities in the local area. Information gathered from service monitoring within the council will be used to gather information over the 3 years of the scheme. Links will be made with other partners to develop this approach across partner agencies in West Dunbartonshire.

Action 44

The Council will gather and present information on Council services from a gender perspective and make links with partner agencies with a view to developing a wider analysis.

Gender Equality in Employment

13.5 Gender equality issues are a major feature in the Council’s employment policies and procedures which are set out in Section 3. They are reflected in the consultation on which policies and procedures are based can be identified through the staff surveys, and are highlighted in the employment equality reports which go to the Equality and Diversity Working Group.

Support Measures

13.6 The council has introduced a Dignity at Work Policy (see 3.8) in addition to the existing grievance and disciplinary procedures, to address issues of harassment. A Flexible Working policy and a Childcare Voucher Scheme (see 3.9) are being implemented as part of the objectives relating to family friendly policies and practical measures to support childcare.

Action 45

The Council will address gender equality issues in its employment and HR policies.

Equal Pay

13.7 The Council's objective of addressing the gap between men's and women's pay was acknowledged formally in its equal pay statement in September 2007 and is set out in the Employment section of the Scheme (see 3.7).

Workforce Stratification

13.8 The Council has identified gender stratification in its workforce as a key gender equality issue. Gender stratification in the workforce can take several forms, but essentially it involves concentrations of a single sex around specific roles. Women dominate in key public sector workforces such as teaching, especially primary, NHS and local government, but are under-represented in senior positions. Men are dominant in areas such as construction, agriculture and transport.

13.9 Gender stratification also exists in earnings and patterns of work. In 2005, women full-time workers in Scotland earned 88% of male full time workers' average hourly pay, an increase from 72% in 1977. This wage imbalance is exacerbated by differential levels of part-time working with 41% of women working part-time, compared to 10% of men in 2005.

13.10 The council has made some progress in workforce stratification. It is among the top Scottish local authorities for recruiting women into top posts. At the same time it is taking steps to improve the gender imbalance in construction sector modern apprenticeships. The new HR system (see 3.18 & 3.19) will provide the basis for further analysis of the pattern of workforce stratification.

‘Violence against women is a consequence of the continuing inequality between men and women, and is a barrier to achieving equality’.

Action 46

The Council will use the new HR system to provide further information on the issue of workforce stratification by gender.

Gender Equality in Services

13.11 The Council has the responsibility to ensure that its services meet the needs of both women and men, and the three approaches it takes to this are impact assessment, service monitoring and consultation.

13.12 Equality Impact Assessments (Section 5) provide the means to ensure that gender issues are addressed in the development and implementation of Council policies and services. They do this by ensuring that policies and services take account of key gender issues such as access to health provision, childcare and community safety. Equality monitoring (Section 4) can be used to ensure that there is a balance in take-up of services between women and men.

13.13 Most of the key consultation exercises undertaken by the council, such as the Citizens Panel (see 2.4), can be analysed separately for responses by gender, and it is one of the standard measures in the Council’s Equality Scorecard (see 4.3). However, effective consultation on gender issues within the community remains a challenge for the Council and is identified as an action in the scheme.

Action 47

The Council will develop its capacity for consultation in relation to gender issues in service provision.

Community Safety /Violence Against Women

13.14 Violence against women is a consequence of the continuing inequality between men and women, and is a barrier to achieving equality. It is a key gender issue. A local study in 2005, the first of its kind in Scotland, measured the high prevalence of domestic abuse amongst the general population and confirmed the national pattern that one in four women will experience domestic abuse in their lifetime.

13.15 In West Dunbartonshire, a total of 1385 incidents of domestic abuse were reported to Strathclyde Police in 2006-7. This represented a total of 1,518 incidents per 100,000 of population: the second highest in Scotland after Glasgow City.

13.16 The Council has its own inter-agency group to address issues of violence against women and supports the West Dunbartonshire Violence Against Women Partnership (WDVAWP) which has the strategic lead for tackling all forms of violence against women in West Dunbartonshire. The partnership operates in line with the national strategy '*Safer Lives: Changed Lives – A Shared approach to tackling violence against women in Scotland*' and addresses the four key objectives of Prevention, Protection, Provision and Participation:

- Provision: Improved services for women, children and young people, including improved awareness among women, children and young people of local sources of support
- Increased protection for women, children and young people from male violence
- The prevention of violence against women, children and young people through a range of primary and secondary measures
- The participation of women, children and young people in development of local strategies, services and policies.

13.17 These objectives are supported by:

- Partnership working with members drawn from key agencies
- Training and workforce development
- Evaluation and monitoring of all aspects of the WDVAWP's work.

‘New legislation will extend protection to a wider range of ‘protected characteristics...’

13.18 These objectives and approaches underpin a wide range of work to challenge violence against women in West Dunbartonshire, including:

- Two Women’s Aid groups providing support, advocacy and safe accommodation for women and their families affected by domestic abuse.
- The CARA (Challenging and Responding to Abuse) Project providing support, advocacy and counselling for women affected by domestic abuse and childhood sexual abuse.
- The Reduce Abuse Project working on awareness-raising among children and young people.
- The Women’s Safety Service, providing support to women whose partners are in the criminal justice system as a result of domestic abuse.

Action 48

The Council will support an action plan through the Violence against Women Partnership.

14 New ‘Protected Characteristics’

14.1 The Equality Scheme focuses on the ‘statutory’ equalities - race, disability and gender where the Council has public authority duties including the publication of an equality scheme. New legislation will extend protection to a wider range of ‘protected characteristics’ including age, gender reassignment, marriage and civil partnership, pregnancy and maternity, and religion or belief, and will include these in public authorities’ equality duties. The scheme already addresses LGBT issues through the work of the West Dunbartonshire LGBT Network (Section 15) and will be developed in line with guidance associated with the new legislation to ensure that the Council’s approach to equality continues to meet legislative requirements and follows best practice.

Action 49

The Council will develop the Equality Scheme to include a wider range of protected characteristics in line with forthcoming legislation and guidance.

15 Lesbian, Gay, Bisexual and Transgender (LGBT) Equality

Introduction

15.1 The Council recognises the importance of promoting equality of opportunity for the lesbian, gay, bisexual and transgender (LGBT) community as part of its Equality Scheme, and has identified the potential of the LGBT network as the means to achieve this, though initiatives such as the Dignity at Work Policy (see 3.8) show that this objective can also be addressed within the Council itself. This section of the scheme provides an account of the network, its approaches and its aims, and sets out the actions which will be taken to support these.

The LGBT Community

15.2 *'LGBT people are estimated to make up around 5% of the population of Scotland, around 250,000 people across all parts of society. We are young and old, we are parents, we are single, in relationships, married or in civil partnerships, we are disabled people, we are school and college students, we are workers, we are religious and non-religious, we are of all ethnicities. Like everyone else, we contribute to Scotland's wealth, culture, society and future'*

Challenging Prejudice: Changing attitudes towards lesbian, gay, bisexual and transgender people in Scotland – 2008

15.3 There is no reliable measure of the LGBT community in West Dunbartonshire and there is no monitoring carried out on employees or services by the council. If the 5% figure is applied then the LGBT community in West Dunbartonshire could be as high as 4,500. Applying the national figure however would probably over-estimate the size of the community as there are known to be higher concentrations in the larger cities.

Lesbian Gay Bisexual and Transgender (LGBT) Equalities Network

15.4 The Council promotes equal opportunities for the LGBT community through the West Dunbartonshire LGBT Equalities Network. The Network was established in October 2007 as a sub-group of the Community Planning Partnership and has a number of local partners including Youth Health Services, Y-Sort-It, Streetlinks Youth Service, the Violence Against Women Partnership, Strathclyde Police and individual council services including homelessness, Community Learning and Corporate Policy, as well as local elected members. The network's initial focus was the successful campaign, '*Celebrating Diversity Through Visibility*'.

15.5 The network is open to representatives from local statutory and voluntary sector organisations. In the longer term, it is hoped that membership will be widened to include representatives from the local LGBT community, once community consultation and engagement exercises have been completed. The network is represented on the Council's Equality and Diversity Working Group and on the Equality Liaison Group.

Objectives of the Network

15.6 The network aims to ensure that LGBT Equalities issues are prioritised as part of the Equality and Diversity Agenda in West Dunbartonshire and to achieve a safe and inclusive environment for LGBT people living and working in West Dunbartonshire, and better outcomes for LGBT young people in the area.

15.7 It will employ the following approaches:

- work on a multi-agency basis
- build membership and capacity to include representatives from local statutory and voluntary sector organisations
- consult with LGBT community members to identify local needs
- work closely with national networks
- develop the sustainability of the LGBT Equalities Network

Action to promote LGBT Equality

15.8 The network has identified the following aims as the means to promote LGBT equality, though it recognises that these will require prioritisation:

- To challenge homophobia
- To build the capacity of local services to support the local LGBT community and workforce
- To develop annual cultural calendar dates
- To develop the capacity of West Dunbartonshire community to support the needs of the local LGBT community
- To encourage the involvement of the LGBT community in the community planning process and to maintain the profile of LGBT equalities issues within community planning
- To identify and address the specific needs of LGBT young people
- To identify and distribute examples of good practice
- To assist partners to develop good practice models within their organisation
- To build LGBT awareness, knowledge and capacity locally
- To provide a supportive environment for local workers and community members.

National and Local Priorities

15.9 In 2008 the Scottish Government launched 'Challenging Prejudice: Changing attitudes towards lesbian, gay, bisexual and transgender people in Scotland'. An action plan will follow these recommendations, and the West Dunbartonshire LGBT Equalities Network will be pivotal in linking local delivery with the national priorities.

15.10 The network, however, has no dedicated resources to develop its action plan and a first task will be to cost proposals and secure resources to deliver the plan.

Action 50

The Council will support the LGBT network to identify priorities for its action plan.

Action 51

The Council will support the LGBT network to identify the resources required to carry out its action plan.

‘Educational Services in West Dunbartonshire endeavour to ensure that all learners have the opportunity to develop as successful learners, confident individuals, effective contributors and responsible citizens regardless of race or ethnicity, religion or belief, gender, sexual orientation, disability or socio economic status’.

16 Equality in Education

16.1 Equality legislation requires Education Authorities to publish their own equality schemes, though they may do so as an identifiable section of wider schemes. The West Dunbartonshire Equality Scheme therefore contains this section which demonstrates how the Council’s equality objectives are taken forward within its education service.

16.2 All learners in West Dunbartonshire have an entitlement to an educational service which will support them in developing their values and beliefs and enable them to:

- achieve the highest possible levels of literacy and numeracy and cognitive skills
- develop skills for learning, skills for life and skills for work
- develop knowledge and understanding of society, the world and Scotland's place in it
- experience challenge and success

16.3 The purpose of promoting equality and human rights in education is to not only eliminate discrimination but also to reduce inequality and build good community relations and thereby ensure that everyone has a fair chance to learn to the best of their abilities and to contribute to their community. Educational Services in West Dunbartonshire endeavour to ensure that all learners have the opportunity to develop as successful learners, confident individuals, effective contributors and responsible citizens regardless of race or ethnicity, religion or belief, gender, sexual orientation, disability or socio economic status.

16.4 The Education Equality and Human Rights Group (EEHRG) has been established to guide and monitor equality developments in education.

16.5 *Curriculum for Excellence* and *Getting It Right For Every Child* provide a framework for children to access appropriate curriculum and supports to enable them to thrive and learn. In doing so, they enable the authority to address equality issues.

Cross-cutting themes

16.6 The introduction of a single equality scheme enables cross-cutting themes to be addressed as a means of removing discrimination and promoting access for all.

Equality and inclusion

16.7 The authority will promote and ensure inclusion, equality and fairness by improving children and young people’s knowledge and understanding of their rights and entitlements in accordance with the United Nations Convention on the Rights of the Child. The Rights Respecting Schools Award is based on the United Nations Convention on the Rights of the

Child (CRC) and recognises that for children to learn they first have to feel included, that they belong and that they matter. Children learn that they have internationally recognised rights simply because they are a child and this provides a starting point for building self-esteem. The CRC is supported by all but two of the world's nations and by all major religions.

Action 52

The authority will pilot the UNICEF Rights Respecting Schools Award to promote inclusion and equality and fairness.

Action 53

On successful evaluation of pilot, the authority will roll out RRSA on a cluster basis supported by pilot schools.

Safety and Wellbeing

16.8 *'Children and young people should feel happy, safe, respected and included in the school environment and all staff should be proactive in promoting positive behaviour in the classroom, playground and the wider school community. Robust policies and practice which ensure the safety and wellbeing of children should be in place'.*

Curriculum for Excellence: Health and wellbeing across learning

16.9 All learners have the right to feel safe and it is only when they do that they can learn effectively. The authority recognises that prejudice-based bullying has to be challenged and will update the anti bullying policy.

Action 54

The authority will update the anti bullying policy to include prejudice-based bullying.

Involvement of and consultation with children and young people

16.10 One of the overarching principles of *Getting It Right For Every Child* is that children and young people should be at the centre and that their views listened to in any decisions that affect them. Although children may not have the experience or education of adult

‘The importance of obtaining children and young people's views is now part of national and international legislation. The views of children should always be sought where decisions being made will affect them’.

professionals, they are experts in how they feel and what they have experienced. It is the responsibility of professionals and organisations to find ways for these views to influence working practice. The importance of obtaining children and young people's views is now part of national and international legislation. The views of children should always be sought where decisions being made will affect them. Curriculum for Excellence states that a child can expect their learning environment to support them to understand that adults in their school have a responsibility to look after them and listen to their concerns.

16.11 Consultation with young people can be achieved through the establishment of a Glow group at authority level, accessible by both staff and young people. Glow is a national schools intranet for Scotland which supports the sharing of good practice in promoting equality by involving children and young people.

Action 55

The authority will support schools to implement practice guidelines on Consultation with Children and Young People and consider how GLOW can be used to share examples of effective practice and promote equality.

16.12 In order to improve consultation with children, West Dunbartonshire will implement Viewpoint. Viewpoint is an interactive software package, designed to aid children to express their views and to encourage their participation. It consists of a series of questionnaires that children and young people complete with the help of a responsible adult. The questionnaires are displayed in an engaging dialogue with animated cartoon assistants. Young people have said that Viewpoint makes it easy for them to say exactly what they mean even about sensitive topics.

Action 56

The authority will further develop the use of Viewpoint in all schools to children and young people who would otherwise have difficulty expressing their views.

Involvement of and consultation with parents and carers

16.13 Parents, carers and family members are by far the most important influences on children's lives. Research shows that when parents are involved in their child's learning, children do better at school and throughout life. For some parents who themselves have a disability there may be obstacles to involvement which will have to be addressed.

Action 57

The authority will work with parents and carers to ensure the widest possible participation and to identify appropriate ways of involving them in policy decisions.

Action 58

The authority will develop a method of consultation with parents on equality issues including issues affecting children with a disability and the involvement of parents with disabilities.

Data gathering and equality monitoring

16.14 The understanding and appropriate use of robust data in relation to equalities strengthens evidence-based practice so that policy making, programme design and communication can be better informed. The EEHRG will have a role to play in monitoring and analysing the data gathered.

16.15 Equality monitoring in Education will be included in the corporate equality 'scorecard' which sets out how the Council as a whole has performed across its key areas of service. The education measures which have been identified for the Education and Lifelong Learning' domain of the scorecard include:

- Participation in pre-school education
- Attainment – SQA tariff at S4
- Leaver Destinations

Action 59

The authority will further develop data gathering and equality monitoring systems in relation to equality.

Impact assessment

16.16 Impact assessment is a continuous process to ensure the consequences of policies are fully thought through, negative and positive effects of interventions on groups and individuals within the community. The Council has produced guidance on impact assessment, and has provided training for key staff, including education professionals.

Action 60

The authority will follow corporate guidance on impact assessment.

Training

16.17 To deliver a fair service for all it is necessary that staff have a basic foundation of knowledge, skills and awareness in order to appreciate the place of equal opportunities within a learning environment. A significant start has been made in providing training for education staff and this will be further developed, for example by supporting uptake of the Council's flexible online equalities training modules by key staff in influencing roles.

Action 61

The authority will continue to improve skills in awareness and understanding of equality issues.

Individual Strand priorities

16.18 In addition to the crosscutting approaches which promote equality and eliminate discrimination across all equality strands, some actions will focus on improving the wellbeing of specific groups of learners.

Disability

16.19 Consultation with children and young people with disabilities and their parents requires information sharing and dialogue between children and adults, which is based on mutual respect and power sharing. Genuine participation gives children the power to shape both the process and outcome. Improved consultation methods will lead to services that match the aspirations of our young people and those who care for them.

‘West Dunbartonshire shares the vision of a fairer society where every child has the opportunity to achieve their potential’.

16.20 Working on the belief that it is social and physical barriers and not disability that prevents inclusion we continue to identify ways of removing such barriers. The accessibility strategy continues to tackle physical barriers but it is often social factors that are most difficult to identify and remove. In partnership with voluntary agencies a transition project will help reduce the inequality between young people with disabilities and their non-disabled peers during the transition from childhood to adulthood. The project will work with West Dunbartonshire young people between the ages of 13-18 as they begin to look at their life beyond school. This work builds on transition work already established in schools and considers the child’s life and experiences as a whole.

16.21 The project will focus on two key components:

- 1) Development of a network of facilitators who will work with families to compile a transition plan. This future planning will help to develop the confidence, self esteem, knowledge and self advocacy skills of young disabled people in West Dunbartonshire.
- 2) Development of a ‘buddy’ volunteer befriending scheme to encourage social relationships. By facilitating participation in social activities the project will help disabled young people form social networks and thereby reduce social isolation.

Action 62

The authority will implement the Transition Project in partnership with the voluntary sector.

Race and ethnicity

16.22 *Curriculum for Excellence* outlines an entitlement for all children to a curriculum which will support them in developing their values and beliefs and enable them to develop knowledge and understanding of society, the world and Scotland's place in it. Delivery of this entitlement in educational establishments will be supported through the curriculum and by the introduction of the Rights Respecting Schools Award, by inclusion of prejudice based bullying in the anti-bullying policy and by improved monitoring of incidents of racially motivated incidents as outlined earlier in the Education section of the Scheme.

Gender and Sexual Orientation

16.23 Improved data gathering and equality monitoring will help identify areas of need in, for example, subject uptake and attainment, and school leaver destinations.

16.24 West Dunbartonshire has led the way in developing a teaching resource on Sexual Bullying that is available for use in all Scottish schools. Sexual bullying includes gender-based and homophobic bullying; targeting someone because of their gender or sexual orientation. It can also include the use of language and the display of attitudes which create a hostile environment for all within school communities.

Action 63

The authority will promote the use of the Sexual Bullying pack in West Dunbartonshire schools.

Socio-economic disadvantage

16.25 *We will reduce the inequalities between the least advantaged groups and communities and the rest of society by ensuring that support reaches those who need it most.*

Scottish Government, June 2009

16.26 West Dunbartonshire shares the vision of a fairer society where every child has the opportunity to achieve their potential. We know that growing up in poverty has a negative impact on physical, cognitive, emotional and social development. It is therefore appropriate that educational services should focus on improving access to services for families living in deprived conditions as a way of tackling poverty and social exclusion. A partnership has been established between West Dunbartonshire and three other organisations in order to: create knowledge exchange mechanisms; promote inter professional working; coordinate policy and service delivery and thereby tackle social inequalities and provide better life chances for children living in impoverished circumstances.

Action 64

The authority will develop a knowledge exchange programme for improving the life chances of children and families in severe and persistent poverty through effective co-ordination between policy and local integrated service provision.

Action 65

The authority will conduct research into the link between social deprivation and life chances and then improve coordination of services in this area.

West Dunbartonshire Council Equality Scheme 2009-12 Action Plan

West Dunbartonshire Council Equality Scheme 2009-12 Action Plan

No.	Action	Timescale	Responsibility
	Reporting & Review		
1	The Council will report the progress of the Equality Scheme in an annual 'Equality Report' at the end of each calendar year.	Dec 2010 and annually	Corporate Policy Corporate HR
2	The Council will consider the use of the Equality Framework for Local Government as the means to assess its performance in promoting equal opportunities.	June 2010	Corporate Policy Corporate HR
3	The Scheme will be reviewed and revised in response to anticipated changes in legislation.	Nov 2011	Corporate Policy
	Reporting & Review		
4	The Council will draw up an Equalities Consultation plan in line with its Community Engagement Strategy.	June 2010	Equality Liaison Group Corporate Policy Corporate HR
5	The Council will use the Citizens Panel and other partnership approaches to provide an equalities perspective on a range of issues.	Ongoing - include in annual equality reports	Corporate Policy
6	The Council will seek to identify the means to extend consultation with the BME community and LGBT community	to be set out in consultation plan. See action 4	
	Employment		
7	The Council will review its equal pay statement in September 2010.	Sept 2010	Corporate HR
8	A revised Equality Employment Policy will be supported by guidance for managers and employees covering all equality strands.	Feb 2010	Corporate HR

No.	Action	Timescale	Responsibility
Employment (continued)			
9	The Council will support equality groups to have effective access to the recruitment portal.	Nov 2010	Corporate HR
10	The Council will address harassment of employees through its Dignity at Work policy and procedures.	Nov 2010	Corporate HR All depts. to apply
11	The Council will monitor gender segregation and identify areas for action.	Continuing – will be included in annual equality report	Corporate HR All depts. to support
12	The Council will promote the employment opportunities available through the LEP Agreement.	Continuing – will be included in annual equality report	Corporate HR
13	The Council will use its Workforce Management System in the implementation of the Job Evaluation Scheme and to support equality across employment.	Start April 2010 Include in annual equality reports	Corporate HR
14	The Council will use employee surveys to measure the impact of its promotion of equality issues in the workforce.	Every 2 years from Dec 2009	Corporate HR
15	The Council will take account of equality issues in its employment support programme.	Annual reports	HEEDS (Economic Development)
Service Planning and Monitoring			
16	Each directorate will identify key equality objectives within its area of responsibility and the means by which these will be taken forward	In line with Joint Planning & Budget Guidance	Corporate Policy All departments

No.	Action	Timescale	Responsibility
17	The Council's equality scorecard will be developed to provide an analysis and report on the equality of provision in key services.	Continuing – will be included in annual equality report	Corporate Policy Corporate HR
Impact Assessment			
18	The impact assessment process will include key financial decisions and will be extended to take into account a wider range of equality strands, with a minimum number set.	In line with guidance on new legislation	Corporate Policy All departments
19	Further work will be carried out to link impact assessment with the PSIF improvement framework.	In line with Improvement Service project	Corporate Policy
Procurement			
20	The Council will roll-out guidance and procedures for equality in procurement.	To be determined following ratification of guidance.	Corporate Policy Procurement Unit
Training			
21	The Council will continue to provide face to face and on-line training and set annual targets.	Ongoing – will be included in annual equality report	Corporate HR Corporate Policy
22	The Council will draw up an equalities training plan.	June 2010	Corporate HR Corporate Policy

No.	Action	Timescale	Responsibility
Communication			
23	The Council will draw up a Communication plan to support its equality and diversity goals.	March 2010	Corporate HR Corporate Policy
24	The Council will continue to promote 'Communicating Effectively' and corporate publication standards will reflect good practice in communication.	Continuing – will be included in annual equality report	Equality Liaison Group Corporate Policy
25	The Council will seek ways to record people's communication needs so that these can be anticipated for subsequent contacts	To be set out in Communication Plan(see action 23)	Corporate Policy All departments
26	The Council will complete the publication of summary leaflets for the public and its employees on its equality objectives.	To be set out in Communication Plan(see action 23)	Corporate Policy
27	The Council will publicise its performance on equalities on the web and publish an annual Equality Bulletin.	Timescale will be determined by publication schedules	Corporate Policy
28	The Council will use its publicity material to promote positive, non-stereotypical images of equality groups.	Continuing – will be included in annual equality report	Corporate Communications Corporate Policy
Challenging Harassment			
29	The Council will consult with equality groups on the issue of harassment as part of its equalities consultation plan.	To be set out in Consultation Plan(see action 4)	Corporate Policy

No.	Action	Timescale	Responsibility
Partnership Working			
30	The Council will assist community planning theme groups to review the equality issues in their objectives, and support equality impact assessments where appropriate.	To be set following further consideration with CPP	Comm Planning Team Corporate Policy
Race			
31	The Council, along with its partner agencies, will take further steps to identify and develop links with the BME community in the area as a means to ensure that appropriate services are in place.	To be set out in Communication Plan(see action 23)	Corporate HR
32	The Council will identify the means to extend consultation and involvement more widely across the BME community.	To be set out in Communication Plan(see action 23)	Corporate Policy
33	The Council will assess the effectiveness of its interpretation and translation services.	Nov 2010	Corporate Policy
34	In 2011, the Council will review the list of policies and procedures which are relevant to its race equality duties.	Nov 2011	Corporate Policy
35	The Council will promote equality for the Gypsy/Traveller community through its Gypsy/Traveller Strategy.	See Gypsy Traveller Strategy	Gypsy Traveller Forum
Disability			
36	Social Work and Health services will continue to involve service users through the Joint Community Care Planning Groups.	Continuing – will be included in annual equality report	SW & Health
37	The Council will continue to improve the accessibility of its buildings and services.	Continuing – will be included in annual equality report	Corporate Policy All Depts

No.	Action	Timescale	Responsibility
Disability (continued)			
38	The Council will carry out 'walking audits' as a means to improve its pedestrian routes	Continuing – will be included in annual equality report	HEEDS(Roads Services)
39	The Council will undertake an awareness raising campaign about the need to keep pavements clear of hazards and obstacles	Nov 2010	Corporate Policy Roads Services
40	The Council will support the community initiative to form a Shopmobility scheme	Ongoing – will be included in annual equality report	Comm Devel Corporate Policy
41	The Council will provide an 'A-Z' of services for disabled people.	March 2010	Corporate Policy
42	The Council will promote self-directed support in its community care services.	Ongoing – will be included in annual equality report	SW & Health
43	The Council will address equality issues for children with disabilities through its Integrated Children's Services Plan.	See Integrated Children's Services Plan	SW & Health Education
Gender			
44	The Council will gather and present information on Council services from a gender perspective and make links with partner agencies with a view to developing a wider analysis.	Nov 2010	Corporate Policy
45	The Council will address gender equality issues in its employment and HR policies.	Continuing – will be included in annual equality report	Corporate HR

No.	Action	Timescale	Responsibility
46	The Council will use the new HR system to provide further information on the issue of workforce stratification by gender.	Continuing – will be included in annual equality report	Corporate HR
47	The Council will develop its capacity for consultation in relation to gender issues in service provision.	Nov 2010	Corporate Policy
48	The Council will support an action plan through the Violence against Women Partnership.	See VAWP Strategy	Violence Against Women Partnership
New 'Protected Characteristics'			
49	The Council will develop the Equality Scheme to include a wider range of protected characteristics in line with forthcoming legislation and guidance.	To follow changes to legislation and publication of guidelines	Corporate Policy
LGBT			
50	The Council will support the LGBT network to identify priorities for its action plan.	June 2010	LGBT Network Corporate Policy
51	The Council will support the LGBT network to identify the resources required to carry out its action plan.	June 2010	LGBT Network Corporate Policy
Equality in Education			
52	The authority will pilot the UNICEF Rights Respecting Schools Award to promote inclusion and equality and fairness.	June 2011	Education Equalities and Human Rights Group (EEHRG)
53	On successful evaluation of pilot, the authority will roll out RRSA on a cluster basis supported by pilot schools.	June 2012	Education Equalities and Human Rights Group (EEHRG)

No.	Action	Timescale	Responsibility
Equality in Education (continued)			
54	The authority will update the anti bullying policy to include prejudice-based bullying.	September 2009	Anti-bullying subgroup of EEHRG
55	The authority will support schools to implement guidelines on Consultation with Children and Young People and consider how Glow can be used to share examples of effective practice and thereby promote equality.	June 2011	Education Equalities and Human Rights Group (EEHRG)
56	The authority will further develop the use of Viewpoint in all schools for children and young people who would otherwise have difficulty expressing their view.	June 2011	Child Protection Officer
57	The authority will work with parents and carers to ensure the widest possible participation and to identify appropriate ways of involving them in policy decisions.	June 2010	Parental Involvement Strategy Group Cllr McColl
58	The authority will develop a method of consultation with parents on equality issues including issues affecting children with a disability and the involvement of parents with disabilities.	June 2012	Quality Improvement Officer Parental Involvement Strategy Group
59	The authority will further develop data gathering and equality monitoring systems in relation to equality	June 2011	Quality Improvement Officer Policy unit
60	The authority will follow corporate guidance on impact assessment	June 2011	Heads of Service Policy unit
61	The authority will continue to improve skills in awareness and understanding of equality issues.	June 2010	EEHRG with corporate staff CPD Manager

No.	Action	Timescale	Responsibility
62	The authority will implement the Transition Project in partnership with the voluntary sector.	June 2011	Quality Improvement Officer Voluntary sector
63	The authority will promote the use of the Sexual Bullying pack in West Dunbartonshire schools.	June 2012	Reduce abuse project
64	The authority will develop a knowledge exchange programme for improving the life chances of children and families in severe and persistent poverty through effective co-ordination between policy and local integrated service provision	June 2011	Quality Improvement Manager
65	The authority will Conduct research into the link between social deprivation and life chances and improve coordination of services in this area	June 2011	Quality Improvement Manager

Appendix A: Equality Legislation

The appendix summarises the current equality legislation in relation to race, disability, gender, transgender status, sexual orientation, age, and religion and belief.

Race

The *Race Relations Act 1976* makes it unlawful to discriminate against a person, directly or indirectly on racial grounds in: employment; education; housing; and in the provision of goods, facilities and services.

Discrimination takes direct and indirect forms. Direct discrimination consists of treating a person, on racial grounds, less favourably than others in the same or similar circumstances. Segregation of a person on racial grounds is regarded as less favourable treatment.

Indirect discrimination occurs when a person applies a requirement or condition which is such that the proportion of persons from the same racial group who can comply is considerably smaller than persons who are not of that racial group; and it cannot be shown that the condition is justified irrespective of the racial origins of the person concerned; and it is to that person's detriment that he cannot comply.

The *Race Relations (Amendment) Act 2000* extends the requirements under the 1976 Act to all public authority functions, and assigns public authorities general duties to promote race equality and specific duties to support the general duties. These are set out in Appendix B.

The *Racial and Religious Hatred Act 2006* seeks to stop people from intentionally using threatening words or behaviour to stir up hatred against someone because of what they believe.

Disability

The *Disability Discrimination Act (1995)* is the core legislation establishing the duties of employers and service providers toward disabled people. The Act has three main sections which impact on local authorities; the definition of disability, employment, and the provision of goods and services.

A person is defined as being disabled if they have a condition or impairment which has a substantial or long term effect on their ability to carry out day to day activities. Long term

is defined as a year or more. Day to day activities include mobility, manual dexterity, physical co-ordination, continence, speech, hearing, eyesight, memory, concentration, understanding, confidence and assertiveness.

It is illegal for an employer to treat a disabled person less favourably, because of disability, in terms of recruitment, conditions, training, promotion, or dismissal. Employers are required to make 'reasonable adjustments' to the workplace or work practices to enable a disabled person to gain or maintain employment.

Under the Act, providers of goods and services:

- Must not refuse to provide a service to a disabled person, or provide a service of a lesser standard or on worse terms.
- Must make reasonable adjustments to the service to ensure that it is not impossible or unreasonably difficult for a disabled person to use it, or must offer an alternative method of delivering the service.
- Must make the buildings from which services are provided accessible, or provide the service by a reasonable alternative method.

The *Disability Discrimination Act, 2005* introduced the general duty of public authorities to promote disability equality and the specific duties required to support the general duty. These are set out in Appendix B.

Gender

The *Equal Pay Act 1970* gives an individual a right to the same contractual pay and benefits as a person of the opposite sex in the same employment, where the man and woman are doing:

- the same or broadly similar work
- work which has been rated as equivalent under an analytical job evaluation study
- work that is of equal value (work of equal value is where the work done is different but considered to be of equal value or worth in terms of demands such as effort, skill and decision-making).

The *Sex Discrimination Act 1975* prohibits sex discrimination against individuals in the areas of employment, education and the provision of goods, facilities and services.

The Act prohibits direct and indirect sex discrimination or harassment. Direct discrimination occurs where a woman or man is treated less favourably than a person of the opposite sex in comparable circumstance is, or would be, because of her or his sex.

Indirect discrimination occurs where a provision, criterion or practice is applied to both sexes but puts one sex at a particular disadvantage and cannot be shown to be a proportionate means of meeting a legitimate aim. For example, a requirement to work full-time might be unlawful discrimination against women who may be expected to be more likely to require flexibility in hours.

Sexual harassment occurs when there is unwanted conduct which is sexual in nature – such as a person making unwelcome sexually explicit comments or giving verbal sexual abuse, sending sexually explicit emails or inappropriate physical contact.

The *Employment Equality (Sex Discrimination) Regulations 2005* prohibit discrimination on the grounds of pregnancy or maternity leave, and set out the extent to which it is discriminatory to pay a woman less than she would otherwise have been paid due to pregnancy or maternity issues.

The *Equality Act 2006* gives public authorities the general duty to promote gender equality and specific duties to support this general duty. The general and specific duties are set out in Appendix B.

Transgender Status

The *Sex Discrimination (Gender Reassignment) Regulations 1999* prohibit sex discrimination on the grounds of gender reassignment, clarifying the law in relation to equal pay and treatment in employment and training.

The *Gender Recognition Act 2004* provides transgender people with legal recognition of their acquired gender following from the issue of a Gender Recognition Certificate.

Sexual orientation

The *Employment Equality (Sexual Orientation) Regulations 2003* protect against discrimination on the grounds of sexual orientation in employment, vocational training, promotion, and working conditions.

The *Civil Partnership Act 2004* provides legal recognition and parity of treatment for same-sex couples and married couples, including employment benefits and pension rights.

Age

The *Employment Equality (Age) Regulations 2006* protect against discrimination on the grounds of age in employment and vocational training. They prohibit direct and indirect discrimination, harassment, victimisation and instructions to discriminate.

Religion and Belief

The *Employment Equality (Religion and Belief) Regulations 2003* protect against discrimination on the grounds of religion and belief in employment, vocational training, promotion and working conditions. They protect them from discrimination on the grounds of their religion and on the grounds of not having a religion.

The *Equality Act 2006* protects against discrimination on the grounds of religion and belief in terms of access to goods, facilities and services.

Appendix B: General and Specific Duties for Race, Disability and Gender Equality

Race	Disability	Gender
General Duties		
<p>Eliminate unlawful racial discrimination;</p> <p>Promote equality of opportunity</p> <p>Promote good relations between people of different racial groups.</p>	<p>Promote equality of opportunity for disabled people</p> <p>Eliminate unlawful discrimination</p> <p>Eliminate disability-related harassment</p> <p>Promote positive attitudes towards disabled people</p> <p>Encourage participation by disabled people in public life</p> <p>Take steps to meet disabled people's needs, even if this requires more favourable treatment</p>	<p>Eliminate unlawful sex discrimination and harassment</p> <p>Promote equality of opportunity between men and women</p>
Specific Duties		
<p>Publish Race Equality Scheme showing how general & specific duties will be fulfilled.</p>	<p>Publish a Disability Equality Scheme showing how general & specific duties will be fulfilled</p>	<p>Publish a Gender Equality Scheme showing how the general and specific duties will be fulfilled</p>
<p>The Scheme has to state all functions, policies, or proposed policies assessed as relevant to performance of the general duty.</p>	<p>Involve disabled people in the development of the Scheme.</p>	<p>Consult employees, service users and others (including unions) with an interest in the Scheme.</p>

Race	Disability	Gender
Specific Duties (continued)		
<p>The Scheme should state the arrangements for:</p> <ul style="list-style-type: none"> • assessing & consulting on likely impact of proposed policies on promotion of race equality • monitoring policies for adverse impact on race equality • publishing results of monitoring, assessments & consultation • ensuring public access to information & services • training staff on the general duties 	<p>The Scheme has to state:</p> <ul style="list-style-type: none"> • how disabled people were involved in its development • methods of assessing the impact of current / proposed policies & practices on disability equality • arrangements for gathering information on the effect of policies & practices on disabled • arrangements for using information gathered to assist performance of the general duty & the review of the steps to fulfill it 	<p>The Scheme has to:</p> <ul style="list-style-type: none"> • take into account of information gathered under the duties on the effect of policies and practices on men and women • set out the overall objectives identified as necessary for performance of the general & specific duties; particularly the need for objectives addressing the causes of the gender pay gap.
<p>Employers have to monitor by reference to race & annually publish the numbers of staff in post and applicants for employment, training and promotion, the numbers who receive training, are impacted by performance assessment procedures, involved in grievance or subjected to disciplinary procedures & numbers leaving employment.</p>	<p>Within three years of the publication of its Scheme a public authority must:</p> <ul style="list-style-type: none"> • take the steps which it has set out in the Scheme towards fulfillment of the general duty • put into effect the arrangements it has set out for gathering and using information • set out the steps proposed to meet the general duty 	<p>The Scheme should set out the actions the public authority has taken or intends to take to:</p> <ul style="list-style-type: none"> • gather information on the effect of its policies & practices on men & women, in particular the extent to which they promote employment equality & the extent to which services provided take account of the needs of men & women. • make use of information to perform its general & specific duties & in particular review the actions taken to fulfill them & in preparing future Schemes

Race	Disability	Gender
Specific Duties (continued)		
		<ul style="list-style-type: none"> • assess the impact or likely impact of current or proposed policies & practices on equality between women and men • consult relevant employees, service user and others (including trade unions) • achieve the fulfillment of the objectives set out in the scheme
<p>Specified educational bodies must:</p> <ul style="list-style-type: none"> • prepare a race equality policy. • have arrangements in place to fulfill the specific duties <p>The specific duties in relation to schools are to:</p> <ul style="list-style-type: none"> • assess & monitor the impact of policies, including the race equality policy on pupils, staff & parents of different racial groups, particularly in relation to achievement • take reasonable steps to annually publish the results of that monitoring 		<p>Within three years, a public authority must put into effect the actions it has set out in the Scheme on:</p> <ul style="list-style-type: none"> • gathering information; • making use of that information; & on • achieving the objectives set out in the Scheme

Race	Disability	Gender
Specific Duties (continued)		
	<p>Publish annually a report on:</p> <ul style="list-style-type: none"> • Steps taken to fulfill the general duty • Results of information gathering • Use made of information 	Public authorities must publish an annual report on the actions taken towards fulfillment of the objectives set out in the Scheme.
Review the assessment of relevant functions, policies & proposed policies every three years.	Review & publish a revised Scheme within three years.	Review & publish a revised Scheme within three years.

Appendix C: Relevant Policies and Functions

1. Chief Executives Services

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Community Planning Partnership			
Community Plan	High	2007-2017, IIA carried out in 2007	Head of Service, Policy & Performance
Policy Unit			
Race Equality Scheme	High	2008-2011	Policy & Development Officer, Diversity
Gypsy Traveller Strategy	High	2008-2011, IIA carried out in 2007	Policy & Development Officer, Diversity
Single Equality Scheme	High	2009-2012	Policy & Development Officer, Disability & Access / Policy & Development Officer, Diversity
Consultation Strategy	High	2008-11	Policy Officer, Community & Consultation
Corporate Complaints	High	Being revised by January 2009	Manager, Performance Management
Anti Poverty Strategy	High	2007/8 – 2011/12	Policy Officer, Social Justice
Community Engagement Strategy	High	2008-11	Policy Officer, Community & Consultation
Equality & Diversity Strategy	High	2005-2009	Policy & Development Officer, Diversity/ Policy & Development Officer, Disability & Access

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Community Planning Partnership (continued)			
Volunteering Policy	Medium	2007-2011	Policy Officer, Community & Consultation
Disability Equality Scheme	Medium	2006-2009	Policy & Development Officer, Disability & Access
Sustainable Development Strategy	Low	2008-2012	Sustainable Development Officer
Biodiversity Action Plan	Low		Biodiversity Officer
Stress Policy	Low	2008-2011	Lead Officer, Public Health Development
Corporate Communications			
Corporate Communications Strategy	High	2009	Communication & Marketing Manager
Press Releases	High		Communication & Marketing Manager
Press Adverts	High		Communication & Marketing Manager
Council newspapers	High		Communication & Marketing Manager
Marketing material	High		Communication & Marketing Manager
Photo calls	Medium		Communication & Marketing Manager
Radio adverts	Medium		Communication & Marketing Manager
Launches	Medium		Communication & Marketing Manager
Press Enquiries	Low		Communication & Marketing Manager

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Corporate Communications (continued)			
Exhibitions	Low		Communication & Marketing Manager
Staff magazine	Low		Communication & Marketing Manager
Reporting	Low		Communication & Marketing Manager
Graphic design	Low		Communication & Marketing Manager
Corporate Planning			
Corporate Plan	Medium	2008-2012	Head of Service – Policy & Performance
Single Outcome Agreement	Medium	2008-2012	Section Head, Performance Management
Internal Audit			
Whistleblowing Protocol	Medium	2008/09	Manager of Audit
Audit Plan	Low	2008/09	Manager of Audit

2. Corporate Services

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Human Resources and Organisational Development			
Employment Monitoring(Revisions)	High	December 2008-2009	Employment Equalities Officer
New Employment Equalities Policy	High	2008-2009 IIA December 2008	Employment Equalities Officer
New Guidance on Race and Employment	High	December 2008-2010 IIA December 2008	Employment Equalities Officer
Recruitment and Selection Policy	High	December 2008-2009	Assistant HR Officer Recruitment
Exit Interview Policy	High	April 2009-2010	Stress Working Group/Steering Group
Discipline and Grievance(revised)	High	April 2009-2010	Personnel Manager
Contract of Employment and Conditions of Service(revised)	High	March 2009-2010	Personnel Manager
Absence Recording Guidance	High	December 2008- 2009	HR Officer
Occupational Health Service Implementation Guidance	High	December 2008-2011	HR Officer
Maximising Attendance Policy	High	March 2009-2010	HR Officer
Wellbeing and Attendance Strategy	High	July 2009-2010	HR Officer
Maternity and Adoption Scheme	High	October 2008-2009	HR Policy Officer
Family Friendly Policy	High	November 2008 IIA completed September 2008	HR Policy Officer
Organisational Change	High	December 2008-2009	HR Policy Officer

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Human Resources and Organisational Development (continued)			
Alcohol and Substance Misuse Policy and Procedure	High	December 2008-2009 IIA completed August 2008	HR Policy Officer
Dignity at Work	High	December 2008-2009	Personnel Manager
Special Leave Policy Review	High	December 2008-2009	HR Adviser
Revised Performance Management System	High	December 2008-2009	Organisational Development Manager
Develop & implement a leadership development programme for CMT& Heads of Service	High	March 2009-2010	Organisational Development Manager
Develop and implement management development framework for middle & front line managers	High	March 2009-2010	Organisational Development Manager
Review, develop and implement a framework of learning interventions and programmes for managers and leaders to support the new and updated HR Policy structure	High	March 2009-2010	Organisational Development Manager
Flexible Retirement(New Procedure)	High	March 2009-2010	HR Policy Officer
Local Government Pension Scheme Discretions Policy Revision	Medium	January 2009 onwards then as required	HR Policy Officer
Stress Policy	Medium	March 2009-2010	Stress Working Group/Steering Group
No Smoking Policy	Medium	2006-2009	Employment Equalities Officer

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Finance & ICT			
Corporate Debt Policy	High	Carried out in 2008. Full review due in 2011.	Manager of Exchequer
Rent Arrears Strategy	High	May 2009	Manager of Exchequer
Local Housing Allowance Safeguard Policy	High	Carried out in 2008. Full review due in 2011.	Manager of Exchequer
Housing and Council Tax Benefit Fraud Strategy	High	Carried out in 2008. Full review due in 2011.	Manager of Exchequer
Grants to Voluntary and Community Groups	High	Carried out in 2008. Review in 2009.	Manager of Accounting
Non-domestic Rates	Medium		Vincent Gardiner
Legal & Administrative			
Single Equalities Bill	High	(subject to legislative progress)	Manager of Legal Services
JP Training on Equalities	High	Jan 2009 – September 2009	Manager of Legal Services
Procurement (particularly European)	Medium	March 2009/ March 2010	Manager of Legal Services
Election Processes	High	Feb 2009 - April 2012	Manager of Administrative Services (for Chief Executive)
Civic Government Licensing	Medium	Feb 2009 – August 2009	Manager of Administrative Services
ASBO Processes	Medium	October 2009 / March 2010	Manager of Legal Services

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Procurement			
Preparation of specification	High	Function	Departments, Corporate Procurement
Tendering	High	Function	Departments, Corporate Procurement
Contract Management	High	Function	Departments, Corporate Procurement
Equality & Diversity Guidelines	Medium	2008-9, IIA carried out as part of development	Corporate Procurement Officer, Policy Unit
Regulatory Services Procurement			
Inspection of trading premises for compliance with Trading Standards matters	Medium	2008 -2011	Section Head (Trading Standards)
Consumer advice and investigation of consumer complaints	Medium	2008 - 2011	Section Head (Trading Standards)
Service requests including advice to businesses on Trading Standards matters	Medium	2008 - 2011	Section Head (Trading Standards)
Leaflets for consumers and Information Sheets for traders on Trading Standards laws	Medium	2008 - 2011	Section Head (Trading Standards)
Issuing of registrations and licences under petroleum, explosives and poisons legislation	Low	2008 - 2011	Section Head (Trading Standards)
Consumer Advice and Education Policy	Low	2008 - 2011	Section Head (Trading Standards)

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Procurement (continued)			
Trading Standards Enforcement Policy	Medium	2008 - 2011	Section Head (Trading Standards)
Processing of applications/issuing licences under the Civic Government (Scotland) Act 1982	Medium	2008 - 2011	Senior Administrative Officer (Licensing)
Provision of advice/guidance in relation to licensing matters	Medium	2008 - 2011	Senior Administrative Officer (Licensing)
Monitoring of compliance with conditions of licences	Medium	2008 - 2011	Senior Administrative Officer (Licensing)
Inspection of vehicles/premises for licensing purposes	Medium	2008 - 2011	Senior Administrative Officer (Licensing)
Investigation of complaints in relation to licensing matters	Medium	2008 - 2011	Senior Administrative Officer (Licensing)
Environmental Health			
Pest and dog control services.	Low	2008-2011	Section Head (Environmental Health)
Pollution control. Monitoring and complaint investigation.(air, land and water)	Low	2008-2011	Section Head (Environmental Health)
Environmental monitoring and sampling	Low	2008-2011	Section Head (Environmental Health)
Food sampling and investigation.	High	2008-2011	Section Head (Environmental Health)
Outbreak control investigation	High	2008-2011	Section Head (Environmental Health)

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Procurement			
Private Landlord Registration	Medium	2008-2011	Section Head (Environmental Health)
Food safety business premises inspections	High	2008-2011	Section Head (Environmental Health)
Health and safety business premises inspections	High	2008-2011	Section Head (Environmental Health)
Public Health complaint investigations	Medium	2008-2011	Section Head (Environmental Health)
Disposal of the dead	Low	2008-2011	Section Head (Environmental Health)
Health Promotion	Low	2008-2011	Section Head (Environmental Health)
Noise control and complaint investigation	Medium	2008-2011	Section Head (Environmental Health)
Licensing standards. Advice, guidance, inspection and enforcement.	High	2008-2011	Section Head (Environmental Health)
Contaminated land remediation and investigation	Low	2008-2011	Section Head (Environmental Health)
Food Service Manual	High	2008-2011	Section Head (Environmental Health)
Food Service Plan	High	2008-2011	Section Head (Environmental Health)
Food Enforcement Policy	High	2008-2011	Section Head (Environmental Health)
Food Sampling Policy	High	2008-2011	Section Head (Environmental Health)
Health and safety service plan	High	2008-2011	Section Head (Environmental Health)

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Procurement (continued)			
Health and safety enforcement policy	High	2008-2011	Section Head (Environmental Health)
Licensing Policy	High	2008-2011	Section Head (Environmental Health)
Various leaflets and information for business on EH laws etc	High	2008-2011	Section Head (Environmental Health)
Contaminated Land Inspection Strategy	Low	2008-2011	Section Head (Environmental Health)
Air Quality Review and Assessment	Low	2008-2011	Section Head (Environmental Health)
Pest Control Policy	Low	2008-2011	Section Head (Environmental Health)
Dog Control Policy	Low	2008-2011	Section Head (Environmental Health)
Environmental Sampling Policy	Low	2008-2011	Section Head (Environmental Health)
Public health and pollution service plan	Medium	2008-2011	Section Head (Environmental Health)
Regulatory Services News	Medium	2008-2011	Section Head (Environmental Health) and David McCulloch Section Head (Trading Standards)
Private Landlord Newsletter	Medium	2008-2011	Section Head (Environmental Health)

3. Educational Services

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Education Policies			
PP1 Administration	High	In place since 2001, prioritised for IIA	Education Equalities Group, Inclusion Officer
PP1.2 Correspondence	High	In place since 2005, IIA ongoing	Education Equalities Group Inclusion Officer
PP1.5 Communication	High	In place since 2005, IIA ongoing	Education Equalities Group Inclusion Officer
PP1.6 Consultation	High	In place since 2005, IIA ongoing	Education Equalities Group Inclusion Officer
PP1.8 Public Performance Reporting	High	In place since 2005, IIA ongoing	Education Equalities Group Inclusion Officer
PP1.9 Race Equality	High	In place since 2005, IIA ongoing	Education Equalities Group Inclusion Officer
PP5.9 Looked after and accommodated children: attendance & exclusion	High	In place since 2001, prioritised for IIA	Education Equalities Group Inclusion Officer
PP5.16 Child Protection	High	2008, currently under review	Education Equalities Group Inclusion Officer
PP5.17 School uniform policy	High	In place since 2006, IIA ongoing	Education Equalities Group Inclusion Officer
PP9.4 Statement on language	High	In place since 2005, IIA ongoing	Education Equalities Group
PP9.11 Statement on religious education	High	In place since 2006	Education Equalities Group
PP9.18 Statement on Guidance	High	2008, currently under review	Education Equalities Group

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Education Policies (continued)			
PP10.1 Support for learning position statement	High	2008, currently under review	Education Equalities Group
PP10.6 Bullying	High	In place since 2005, ongoing IIA	Education Equalities Group
PP10.7 Special Assessment Procedures	High	2008, currently under review, ongoing IIA	Education Equalities Group
PP11.1 Quality Improvement	High	In place since 2005, priority for IIA	Education Equalities Group
PP11.8 Promoting Inclusive Education	High	In place since 2006, IIA ongoing	Education Equalities Group
PP11.9 Equal Opportunities	High	In place since 2005, IIA ongoing	Education Equalities Group
PP11.10 Race Equality	High	In place since 2005, IIA ongoing	Education Equalities Group
PP12.1 Raising Attainment	High		Education Equalities Group
PP12.2 Early Intervention	High	In place since 2005, IIA ongoing	Education Equalities Group
PP12.4 Social Inclusion	High		Education Equalities Group
PP4.1 Health & Safety Statement	Medium	In place since 2003-, IIA ongoing	Education Equalities Group
PP4.2 Application of Health & Safety at Work Act 1974 to Education Service	Medium	IIA ongoing	Education Equalities Group

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Education Policies (continued)			
PP5.10 Police & Legal Issues Affecting Pupils	Medium	In place since 2001, IIA ongoing	Education Equalities Group
PP5.12 Access to pupil records	Medium	In place since 2001 IIA ongoing	Education Equalities Group
PP5.13 Parental and pupil access to information and reports for children's hearings	Medium	In place since 2003, IIA ongoing	Education Equalities Group
PP8.2 Protection of children – through safe recruitment	Medium	In place since 2003, IIA ongoing	Education Equalities Group
PP9.2 Curriculum Structure and Course Choices	Medium	To be replaced by Curriculum Flexibility Policy	Education Equalities Group
PP9.9 Statement on Health Education	Medium	To be replaced by Health Promoting Schools Policy	Education Equalities Group
PP9.13 Statement on Personal and Social Development	Medium	In process	Education Equalities Group
PP9.14 Policy on care and welfare	Medium	In process	Education Equalities Group
PP9.16 Statement on work and enterprise	Medium	In process	Education Equalities Group
PP9.17 Statement on work experience	Medium	In process	Education Equalities Group
PP1.7 Special Events in Establishments	Low	2008, IIA ongoing	Education Equalities Group
PP4.3 Excursions and Educational Visits	Low	In place since 2004, IIA ongoing	Education Equalities Group

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Education Policies (continued)			
PP5.5	Low	In place since 2001, IIA ongoing	Education Equalities Group
PP5.7 School Registration/ Attendance	Low	2007, IIA ongoing	Education Equalities Group
PP5.8 Indiscipline and Exclusion Procedures	Low	In place since 2006 IIA ongoing	Education Equalities Group
PP5.11 Pupil Progress Records	Low	In place since 2001, IIA ongoing	Education Equalities Group
PP5.14 Educational Support for looked after and accommodated children	Low	In place since 2003, IIA ongoing	Education Equalities Group
PP5.18 Education of Children at home	Low	In place since 2005, IIA ongoing	Education Equalities Group
PP5.19 Drug Abuse	Low	In place since 2001, IIA ongoing	Education Equalities Group
PP7.4 Scheme of appointments to promoted posts	Low		Education Equalities Group
PP7.5 Support for Probationer Teachers	Low	To be developed	Education Equalities Group
PP7.6 Absence Cover Agreement	Low		Education Equalities Group
PP8.1 Supervision of Pupils by Janitors	Low	In place since 2001, IIA ongoing	Education Equalities Group
PP9.1 Statement on Balance and in the Curriculum	Low	In place since 2001, IIA ongoing	Education Equalities Group

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Education Policies (continued)			
PP9.3 Statement on learning and teaching	Low	In place since 2005, IIA ongoing	Education Equalities Group
PP9.8 Statement on Modern Languages	Low	In place since 2005, IIA Ongoing	Education Equalities Group
PP12.3 Cluster	Low	2008, under review, IIA	Education Equalities Group
Community Learning & Development			
Community Learning & Development Strategy	High	Reviewed annually IIA training ongoing	Section Head
Youth Strategy	High	Reviewed via CPP thematic group IIA training ongoing	Section Head
Adult Literacy & Numeracy	High	Function monitored continuously. IIA training ongoing	Section Head
Community Learning & Development			
Libraries	High	Function monitored continuously. IIA training ongoing	Section Head
ICT & Learning	High	Function monitored continuously. IIA training ongoing	Section Head
Mobile Library/ Housebound Service	Low	Function monitored continuously. IIA training ongoing	Section Head

4. Housing Environmental & Economic Development

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Economic Development			
Creating Employment	High		Section Head
Business Grant and Loan Schemes	Medium		Section Head
Developing Local Companies	Medium		Section Head
Skills Training	Medium		Section Head
Social Economy	Medium		Section Head
Tourism including the National Park	Medium		Section Head
European Funding	Low		Section Head
Lottery Funds	Low		Section Head
Statistical data and census information	Low		Section Head
Waste & Transport Services			
Domestic refuse collection	High		Section Head
Commercial refuse collection	High		Section Head
Kerb Recycling	Medium		Section Head
Special Uplifts	Low		Section Head
Civic Amenity Sites	Low		Section Head

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Halls and Events			
West Dunbartonshire Council Management Rules for Cemeteries and Burial Grounds	High		Section Head
Letting conditions for Hire of Halls	Medium		Section Head
Events Application Pack and Heads of Agreement	Low		Section Head
Building Standards			
Assessing Building Warrant applications	Medium		Section Head
Enforcement of unauthorised building works	Medium		Section Head
Issue of "Letters of Comfort"	Medium		Section Head
Dealing with dangerous structures	Medium		Section Head
Building Standards Customer Charter	Medium		Section Head
Allocation of new street names	Medium		Section Head
Assessing various licensing applications	Medium		Section Head
Leisure Services			
Sport and recreational activities	Medium		Section Head
Health and fitness club, neighbourhood fitness centres and exercise promotion	Medium		Section Head

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Facilities Management			
Catering (schools and welfare)	High		Section Head
Other catering	High		Section Head
Janitors/ community education stewards	Medium		Section Head
Building and Window Cleaning	Low		Section Head
Housing Caretaking	Low		Section Head
Facilities Management			
Access to temporary housing accommodation	High		Section Head
Prevention of homelessness	High		Section Head
Gypsy Travellers Service	High		Section Head
Health Visitors Protocol	High		Section Head
Homelessness Strategy	High	2008-13, IIA carried out 2008	Section Head
Tenancy Services			
Estate management and enforcement services	Medium		Section Head
Housing advice	Medium		Section Head
Void Action Plan	Medium	Oct 2005	Section Head
Tenant Participation Strategy	Medium	2004-2007, currently being reviewed, IIA ongoing	Section Head

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Repairs and Maintenance			
Housing repairs and maintenance	Medium		Section Head
Minor capital works	Medium		Section Head
Sold property repairs	Medium		Section Head
Estate /Assets Management: (commercial and industrial property)			
Commercial Property management	Medium		Section Head
Rating appeals	Medium		Section Head
Maintenance of the asset register	Low		Section Head
Acquisitions and Disposals	Low		Section Head
Traffic & Transportation			
Road Safety Education	Medium		Section Head
School crossing patrollers	Medium		Section Head
Cycling and Walking Strategy	Medium	2005 -2010	Section Head
Roads maintenance reconstruction and repair	Low		Section Head
Structural maintenance	Low		Section Head
Flood prevention and winter maintenance	Low		Section Head
Street lighting	Low		Section Head
Asset management	Low		Section Head
Traffic management	Low		Section Head
Road safety	Low		Section Head

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Traffic & Transportation (continued)			
Green Travel Plan "Westbound"	Low		Section Head
Grounds Maintenance			
Care of gardens	Medium		Section Head
Litter control strategy	Medium		Section Head
Maintenance of public parks and open spaces	Low		Section Head
Play equipment	Low		Section Head
Outdoor recreation	Low		Section Head
Street cleaning	Low		Section Head
Playground Devel Plan	Low		
Architectural Services			
Architectural design	Low		Section Head
Building consultancy	Low		Section Head
Quantity surveying	Low		Section Head
Engineering services and clerk of works	Low		Section Head
Finance			
Financial management and budgetary control of all of the Department's revenue and capital budgets	Low		Section Head

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Strategy			
Local Housing Strategy	High	2004-2009	Section Head
Marketing	Medium		Section Head
User consultation	Medium		Section Head
Public Enquiries	Medium		Section Head
Support Services			
Office administration	Low		Section Head
Personnel and training	High		Section Head
Health and safety	Medium		Section Head
Development Management			
Processing of planning applications	Medium		Section Head
Planning enforcement	Medium		Section Head
Preparation of design guidance	Low		Section Head
Anti Social Behaviour			
Mediation Services	High	2005-2008	Section Head
Anti-Social Behaviour Strategy	High		Section Head
Anti Social Investigation and Support Team	Medium		Section Head
Noise Enforcement Services	Medium		Section Head
Out of Hours Litter Services/Twilight Squad	Low		Section Head
Community Warden Services	Low		Section Head

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Forward Planning & Regeneration			
Town centre regeneration initiatives	Medium		Section Head
Outdoor access projects	Medium		Section Head
West Dunbartonshire Local Plan	Medium		Section Head
Production of statutory land use plans	Low		Section Head
Environmental improvement schemes	Low		Section Head
Project implementation	Low		Section Head
Statistical data and census information	Low		Section Head
Mapping services	Low		Section Head
Countryside ranger services	Low	Spring 2008	Section Head
Core Paths Plan	Low	Sept 2008	Section Head
Property Management			
Asset data management	Low		Section Head
Non-housing repairs and maintenance	Low		Section Head

5. Social Work and Health Improvement

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Strategic Planning			
Communications Policy	High	2005	Section Head Strategy
Eligibility Criteria	High	2008	Section Head Strategy
Departmental Service Plan	High	2005-2009	Section Head Strategy
Assessment & Care Management Procedures	High	2008	Section Head Strategy
Complaints Procedure	High	2008, IIA completed 2008	Section Head Strategy
Consultation Policy	High	2005, IIA completed 2005. Currently under review	Section Head Strategy
Performance Management and Public Reporting Framework	Medium	2005 review in progress incl. IIA	Section Head Strategy APO Community Care
Extended Local Partnership Agreement	Medium	2004 review in progress, IIA 2009	Joint Finance Officer
Carers Strategy	Medium	2005	General Manager Learning Disability Section Head Strategy
Acquired Brain Injury Strategy	Medium	2007-2010 IIA completed 2008	Brain Injury Co-ordinator APO Community Care
Sensory Impairment Strategy	Medium	2007-2010, IIA scheduled 2008	Section Head Older People APO Community Care
Children's Services Plan	Medium	2005 – Being reviewed	Area Manager. Integration Strategy Officer for Children's Services
Information sharing Protocols	Low	2008 Currently under review	Section Head Strategy

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Quality Assurance and Training			
Performance Development Plans	High	2005	Section Head Quality Assurance and Training
Quality Assurance Contracting and Purchasing Procedures	High	2008	Section Head Quality Assurance and Training Contracts and Commissioning Officer
Workforce Development Plan	Medium	2005-2009 Currently under review	Section Head Quality Assurance and Training
Quality Management Systems Policy	Low	2005	Section Head Quality Assurance and Training
Community Care Services			
West Dunbartonshire Corporate Action Plan for Alcohol and Drugs	High	2008 Reviewed annually	Joint Manager Addiction Services
Occupational Therapy Procedures	Medium	Mapping ongoing - IIA should be carried out as part of the process. Or leave in as 'In progress – IIA to be carried out as part of process	Section Head Older People Senior Occupational Therapist
Community Work Services – Mission Statement	Medium	FUNCTION	Executive Director Senior Community Worker
Future Targeting of Community Work	Medium	FUNCTION	Executive Director Senior Community Worker
Community Work Principles	Medium	FUNCTION	Executive Director Senior Community Worker
Residential and Day Care	Medium	FUNCTION	APO Community Care
Getting Our Priorities Right Protocol	Low	2006 Currently under review	Joint Manager Addiction Services

West Dunbartonshire Council Equality Scheme 2009-12 Action Plan

Function or Policy	Relevance under the general duty	Timescale	Person responsible
Children's Services			
Interagency Child Protection Procedures	Medium	New procedures in progress. IIA will be carried out at the point of customising for WDC – mid 2009	Child Protection Co-ordinator
Social Work Child Protection Procedures	Medium	New procedures for West of Scotland in progress. IIA will be carried out at the point of customising for WDC – mid 2009	Child Protection Co-ordinator
Welfare Rights Services			
Money Advice Guidelines	Medium	2005 under review	Team Leader Welfare Rights and Money Advice
Helpline Procedures	Medium	2005 under review	Team Leader Welfare Rights and Money Advice
Appeals Procedures	Medium	2007 under review	Team Leader Welfare Rights and Money Advice
Home Visit Procedures	Medium	2007 under review	Team Leader Welfare Rights and Money Advice
Income Maximisation	Medium	2007 under review	Team Leader Welfare Rights and Money Advice
Monitoring of Claims Procedures	Medium	2007 under review	Team Leader Welfare Rights and Money Advice
Resource Management			
Health & Safety Policies - various	Low	Dates vary between 2004, 2006 and 2008	Health and Safety Officer

Other formats

This document can be provided in large print, Braille or on audio cassette and can be translated into different community languages.

本文件也可應要求，製作成其他語文或特大字體版本，也可製作成錄音帶。

अनुरोध पर यह दस्तावेज़ अन्य भाषाओं में, बड़े अक्षरों की छपाई और सुनने वाले माध्यम पर भी उपलब्ध है

ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਇਆ ਵੀ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।

درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی اور سننے والے ذرائع پر بھی میسر ہے۔

هذه الوثيقة متاحة أيضا بلغات أخرى والأحرف الطباعية الكبيرة وبطريقة سمعية عند الطلب.

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