

Report

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Report to:	Equal Opportunities Forum
Date of Meeting:	8 December 2009
Report by:	Executive Director (Corporate Resources)

Subject:	Single Equality Scheme
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ outline the proposed new Single Equality Scheme

2. Recommendation(s)

2.1. The Forum is asked to approve the following recommendation(s):-

- (1) that the Single Equality Scheme and Action Plan be endorsed.

3. Background

- 3.1. The Equality Bill was introduced into parliament on 24 April 2009 with the intention of harmonising and simplifying current equalities legislation. At the centre of the Bill is the general equality duty which will now cover 7 protected characteristics. This builds upon the 3 existing separate equality duties which cover race, disability and gender and adds to them age, gender identity, religion or belief and sexual orientation.
- 3.2. The Bill will prohibit direct, dual and indirect discrimination, harassment and victimisation. It will include a duty to make reasonable adjustments and will have additional provisions specifically for pregnancy and maternity, gender identity and equal pay.
- 3.3. Consultation by both the UK Government and the Scottish Government is ongoing to define the terms of the specific duties and it is expected that the Bill will receive Royal Assent in April 2010.
- 3.4. The Bill also introduces a duty on public authorities in England and Wales to address the inequality that arises from socio-economic disadvantage and to place this objective at the core of their policies and programmes. Consultation has taken place in Scotland to consider whether this duty should be extended to Scottish Authorities. The duty would tie in with the objectives of the Single Outcome Agreement and a number of Councils have supported the extension of this duty.
- 3.5. In light of the Bill, and as per the approach taken by many other public bodies, it has been considered prudent to both extend the scope of our current equality schemes and to bring them together into a single document. This will allow the Council to focus both the approach and outcomes of the work it does to having due regard towards the existing and future equalities duties.

4. Proposal

- 4.1. The Single Equality Scheme "South Lanarkshire working for you" brings together our 3 existing Race, Disability and Gender Equality Schemes. In doing so, it sets out the Council's commitment to the current public sector duties and extends the scope of our work to cover the proposed new protected characteristics as noted above.
- 4.2. Education Resources will maintain their current Statements of Commitment for Race, Disability and Gender and upon the new Bill being enacted there will be a separate code of practice produced for Scottish education authorities.
- 4.3. This approach will ensure that when the new legislation becomes law the Council has taken a proactive approach and taken steps to start gathering appropriate monitoring information and working with representative groups.
- 4.4. As per the Council's equality and diversity strategy the document includes an Action Plan where actions identified are the shared responsibility of all Resources. These actions will be monitored and reviewed on an annual basis to ensure that our work in this area progresses. Reports will be submitted to the Forum on a quarterly basis.
- 4.5. Enforcement will continue to be carried out by judicial review and the Equality and Human Rights Commission (EHRC) as appropriate. However, it is being proposed that scrutiny and improvement bodies play a stronger role in advancing equality and in helping public authorities to develop and share relevant good practice. This is already being undertaken by the likes of Audit Scotland and can already be evidenced in the Best Value 2 approach.
- 4.6. Work is ongoing by the Improvement Service to map the equalities framework for local government into the Public Sector Improvement Framework.
- 4.7. A report on the new Single Equality Scheme will be submitted to the Executive Committee.

5. Employee Implications

- 5.1. A core brief will be developed to communicate the Single Equality Scheme and the document will be available on the intranet. Representatives from the Corporate and Resource Working Groups will ensure that actions contained in the Scheme are delivered.

6. Financial Implications

- 6.1. Costs will be met from existing resources.

7. Other Implications

- 7.1. None.

8. Equality Impact Assessment and Consultation Arrangements

- 8.1. An equality impact assessment has been carried out on the recommendations contained in this report and, where issues were identified, remedial action has been taken. Consultation on the Scheme commitments was undertaken with Resources, the Trade Unions and with community representatives. The assessment is that the proposals do not have any adverse impact on any part of the community covered by equalities legislation, or on community relations, and the results of the assessment will be published on the Council website.
- 8.2. Proposals on the specific duties are currently out for consultation and responses are due to be returned in January 2010.

Robert McIlwain
Executive Director (Corporate Resources)

3 November 2009

Link(s) to Council Objectives

- ◆ Fair and open
- ◆ Accountable effective and efficient
- ◆ Committed to tackling disadvantage and deprivation
- ◆ Determined to act in a responsible and sustainable way

Previous References

None

List of Background Papers

None

Contact for Further Information

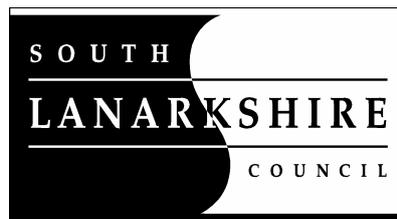
If you would like to inspect the background papers or want further information, please contact:-

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Appendix 1:



**“South Lanarkshire Working for You”
(Single Equality Scheme)**

2009 – 2012

**“working together to improve the quality of life of everyone in
South Lanarkshire.”**

Introduction

South Lanarkshire Council has set itself the aim of ensuring that fairness is a priority for all of the work that it does. The Council is committed to meeting its vision of “working together to improve the quality of life of everyone in South Lanarkshire.”

The “South Lanarkshire working for you” scheme is intended to set out how this vision can be achieved. It will help the Council to meet its legal equality duties as well as prepare for new ones proposed in the Equality Bill. The scheme sets out how the Council will work with others to ensure that the needs of everyone are met when using a service and to eliminate discrimination and harassment and promote positive attitudes no matter where you stay in South Lanarkshire, across the areas of:

- age,
- disability,
- gender,
- gender identity,
- race,
- religion or belief; and
- sexual orientation.

The Council’s Equality and Diversity Policy commits that everyone has the right to be treated with dignity and respect. This does not simply mean treating everybody the same as clearly we are all different and do have different needs. What it is about is being fair and providing the opportunity to everyone to participate and be active in our community.

The scheme covers the period November 2009 to April 2012 and at the end of this time, a new three-year plan will be developed, again involving and consulting with the people of South Lanarkshire.

This scheme explains what South Lanarkshire Council is, what it does, the community it represents, and how it will meet its commitments. It explains how the Council will carry out equality and human rights impact assessments across all areas of its work, and how it will be accountable to those who work and live in South Lanarkshire.

I commend the scheme to you.

Archibald Strang
Chief Executive

Who we are

South Lanarkshire Council

South Lanarkshire is the fifth largest of Scotland's Councils with a population of 302,216 (2001 census) living in an area of 700 square miles. It has a revenue budget of £565 million, and is responsible for delivering a range of services including education, housing, social work, roads, planning, environmental health, consumer and trading standards, libraries and community learning, arts and museum services, and country parks.

Following the local government elections in May 2007, the Council has 67 Councillors, however rather than one Councillor for each ward; there are multi-member wards with either 3 or 4 Councillors. The political composition of the Council is as follows:

Scottish Labour	31
Scottish National Party	23
Scottish Conservative and Unionist	8
Scottish Liberal Democrat	2
Independent	3

All Council services are delivered through one of the 7 Resources and departments listed below and further information is available on the Council's website www.southlanarkshire.gov.uk or in our Q and A Services located at:

Blantyre
Cambuslang
Carluke
Coalburn
East Kilbride
Forth Community Flat
Hamilton
Lanark
Larkhall
Rutherglen
Strathaven

Email customer.services@southlanarkshire.gov.uk
Phone 0845 7406080 for Customer Service Centre

Community Resources is responsible for a number of frontline services that play a key role in the health, social, economic and environmental wellbeing of the South Lanarkshire's community and its countryside, towns and villages. The Resource provides services such as environmental health services that deal with food safety, infectious diseases, pollution, contamination, nuisance and waste management, and consumer and trading standards. It is also responsible for land services, country parks, museums, theatre, horticulture, cemeteries, cleansing, refuse collection, school crossing patrollers, janitors, catering, including conference and banqueting facilities, halls and public toilets. In a week bins are emptied from more than 142,000 homes and over 75,000 tonnes of waste is composted or recycled on annual basis.

Corporate Resources is responsible for a range of services including the corporate personnel service setting the strategic direction for the Council's personnel and employee development functions for its 16,500 staff. In 2008 4,524 courses were run with over 47,000 attendees. As well as personnel services the resource provides legal advice, the licensing and registration services, corporate communications and design, information management, overseeing and co-ordinating arrangements for consultation and corporate complaints. The Resource also provides the support service for elected members administers the Council committee processes and organises elections to the Scottish, Westminster and European Parliaments. **The Licensing Board** in its role supports the Council's long-term vision to work together to improve quality of life for everyone in

South Lanarkshire and as such will continue to meet its commitments in line with this scheme and its associated action plan.

Education Resources is responsible for all schools, early years' establishments, libraries and youth and community learning services. In South Lanarkshire over 45,000 children attend around 130 early year's establishments including partner providers, 124 primary schools, 17 secondary schools, nine additional support needs schools and 22 supported provisions in other primary and secondary schools, meeting additional support needs. Other services include the home school partnership service, specialist services for pupils with additional support needs, the psychological service, and services to support English as an additional language and bilingualism, youth learning service, community learning service, 25 libraries and the integrated children's service strategy team. Education Resources advisory service has a number of advisors and seconded teachers specialising in areas such as citizenship, equal opportunities, education for enterprise and personal, social and health development.

As part of the Council's public sector duties, the Resource produces statements of commitment on race, disability and gender and these are closely linked to the overall equality schemes produced at a corporate level. Within the strategy action plan, Education has specific individual actions but also shares in the general actions for all Resources.

Enterprise Resources is responsible for a wide range of services including regeneration, planning and building standards and roads and transportation. The core purpose of the Resource is to improve South Lanarkshire through developing its economy, environment and infrastructure. Individual projects vary year on year but contribute towards: improving our roads and public transport network, improving the fabric of our town and village centres, improving business performance, promoting area renewal and regeneration and implementing improvement. A key part of the work the Resource does is to promote social inclusion and employability.

Finance and Information Technology Resources is responsible for the management of Council's finances and looks after the Council's information communications technology systems. Its remit includes the payroll, accountancy, procurement, managing grants from central government and providing a risk and audit service. The Resource plays an important role in ensuring best value – making sure that services are delivered in the most cost effective and efficient way. It provides financial management information for all Resources and continues to develop the information and communications network.

Housing and Technical Resources is responsible for managing the Council's housing stock of 25,000 homes, together with a range of associated services. Through new housing partnerships it provides affordable homes to buy in the areas where they are most needed. The Resource is responsible for the housing modernisation programme 'Home Happening' which is a £190 million investment programme which is running until 2015. It also manages maintenance of civic buildings and the achievement of energy efficiency savings throughout the Council. Other responsibilities include the collection of Council tax and rents, the Council's Q and A offices, benefits advice, money matters advice and the mediation service. The Resource also supports the community through its network of community wardens and the anti-social behaviour investigation team.

Social Work Resources is committed to providing a wide range of services which are accessible, appropriate and relevant to meet the needs of service users and their carers. Services, for example home care and day care, are either delivered directly by Social Work Resources or purchased through independent and voluntary organisations. Key values and principles underpin this work which aims to support and work with a range of client groups including children, young people and their families, older people of whom there are 46,000 people over 65 and 19,500 over 75, almost 32,000 carers, including 750 young carers, and people with mental health issues. The Resource also does work to ensure that people with learning disabilities live as part of the community and can take part in activities that will enrich their lives. No matter what an individual's needs are, improving everyone's health and wellbeing is a top priority and this means not just making sure people have somewhere to go when they are ill but that everyone has the chance of a healthy and active life. Justice Services works within the context of a Community Safety and Social Inclusion Policy to provide community based services that enable people to participate effectively in response to the problems and consequences of crime.

South Lanarkshire's community

The following information sets out how the community of South Lanarkshire is made up. This information has been taken from the 2001 census.

Population

The South Lanarkshire community is 52% female and 48% male. Only in the under 24 age group are there more men than women.

The female population is older than the male. It is forecast that there will be a population increase by 2014, with the greatest increase in those aged over 50. The largest projected population increase for men is in the 60 – 74 age group and for women in the 50 – 59 age group.

The ethnic minority population is younger than the white population for all ethnic groups, and there are more men than women in 3 of the ethnic minority communities, Indian, Pakistani and other South Asian groups.

Households

Most lone adult households are female, with over half of these being pensioners. Of lone parent households, 90% are headed by a woman.

Health and caring

In general women report greater levels of ill health than men, though this pattern is reversed for younger men.

Cancer is the main cause of death for both women and men; strokes are a more common cause of death for women and heart disease more common for men.

Life expectancy for women is 78.7 years and for men it's 73.9 years.

More women take on caring responsibilities though this decreases with age. Male carers tend to be slightly older than female carers and the number of caring hours provided by both sexes rises with age. Older male carers provide care for more hours than women.

In 2006, there were 93,950 people aged 16 and over with a disability or health problem that had lasted for more than one year. Disabled people were over twice as likely to have no formal qualifications, than non-disabled people and nearly four times as likely to be inactive.

Economic status

Women have lower employment rates and higher economic activity rates than men in South Lanarkshire. Until recently there were more jobs held by women in South Lanarkshire than men but the latest figures show male employment increasing while female employment has been falling. Men dominate full time jobs, and women part time working.

The latest employment forecast to 2014 suggests that overall employment will fall and this will take place in jobs traditionally held by women. Men are often employed in construction and manufacturing full time jobs, whilst women tend to work in the service sector part time. Men work more in managerial, skilled trades or basic skilled work, whilst women are more likely to be working in administrative and selling occupations. If unemployed, both sexes are likely to be looking for jobs in the occupations in which they previously worked.

Overall women earned 68% of the average earnings of men in 2005. This gap has narrowed, in 2002 they earned 62%. For full time workers, women earned 85% of male earnings in 2005 compared to 77% in 2002.

Education and training

More younger women than men have qualifications, though this is the opposite in the older age group. Women have relatively more qualifications at higher/further education level (degree and HND etc). Two thirds of higher and further education students living in the area are women. They are mainly in health, services and caring subjects compared to men in construction, information technology and industrial subjects. In work, more women than men have been receiving work related training, around a fifth of women compared to a tenth of men and this gap is widening.

Our Equality Duties

The general and specific equalities duties which underpin our Single Equality Scheme are summarised on pages 14-15. The intention of this Scheme is to bring together the race, disability and gender duties and broaden them out to include the characteristics of age, gender identity, religion and belief and sexual orientation as introduced by the Equality Bill which was brought into the UK Parliament in April 2009 and is expected to become law in April 2010. The overall aim of the proposed new legislation is to simplify, modernise, make more effective and strengthen discrimination law. The result will be an Equality Bill that is easier to understand and which is more effective at tackling the ongoing disadvantage which exists in our communities, based on the principle of fairness.

Specific Duties in relation to race, disability and gender equality

In line with the existing equalities duties, the Council has published its existing equality schemes which are available both in hard copy and on the Council's website: www.southlanarkshire.gov.uk. Our new Single Equality Scheme replaces our existing Race, Disability and Gender Equality Schemes and will be reviewed and an update published on 31st March 2011.

Equality and Human Rights Impact assessment

At the heart of our commitment to address issues relating to equality and diversity is the process of Equality and Human Rights impact assessment. As an organisation, South Lanarkshire Council wants all our employees to work together to deliver the best possible services. It's therefore essential that we test our policies and procedures to ensure they promote fairness and do not discriminate against any members of the public or employee.

Impact assessments ensure that we do not discriminate and that we take every opportunity to promote equality, diversity and good relations across all local communities. An impact assessment checks to see if a proposed or existing strategy, policy, function or operating procedure, is fit for purpose. It ensures that equality and human rights matters are properly considered as part of its development.

The impact assessment process anticipates what the effect will be when our proposed or existing strategy, policy, function or operating procedure is put in place. It considers the effect on all communities and our employees, making sure that, as far as possible, any negative effects are minimised or eliminated and that we make the most of opportunities for promoting equality and diversity are made the most of.

The impact assessment extends to monitoring the actual effects of a strategy, policy, function or operating procedure, not just the written word. This means we can take action if the strategy, policy function or operating procedure is having or is likely to have a negative impact on any group or individual.

Our approach to impact assessment already includes consideration of Human Rights and is being continually developed to promote more joined up working with partners such as the Police, Fire and Rescue, the NHS and voluntary sector organisations, to include wider equality and diversity related matters such as health inequalities.

What have we done so far?

Through our Race, Disability and Gender equality schemes we have already achieved many things that have made a difference to the way in which the Council does its business and to the lives of those who live and work in our community. Some of these achievements are shown here under the Council Plan "Connect" values of fair and open; people focussed; working with and respecting others; excellent employer; accountable, effective and efficient; and tackling disadvantage and deprivation. Through this Single Equality Scheme we want to strengthen our focus and commitment "to improving the quality of life of everyone in South Lanarkshire" and by following these values.

Fair and open

- Incorporated Equality and Diversity principles into our Community Plan, and Council Plan.
- Ensured that all employees involved in interviewing are trained so that selection is made on an objective basis.
- Put policies and processes in place to ensure that the workplace is free from any discrimination or harassment.
- Tackled promptly all incidents of discrimination.
- Put in place non-discriminatory recruitment practices.
- Report annually to Audit Scotland on the accessibility of our buildings.
- Published an equal pay policy statement and undertaken an equal pay review.
- Monitored and publicly report on complaints by number, type and outcome.
- Integrated Equality and Diversity into the scrutiny/overview function through the establishment of the Equal Opportunities Forum.
- Established a Corporate Equality and Diversity Working Group, with representation from each Resource and joint trades unions.
- Identified Equality and Diversity champions at senior level in each Resource to promote these issues within their Resource.
- Each Resource has a named Diversity Liaison officer to look after all Equality and Diversity issues for individual employees and to act as a point of contact for advice and support to Resource managers.
- Analyse and report on workforce composition.

People focussed

- Consult and involve people from all communities in South Lanarkshire to help shape services, policies and practices.
- Developed a Consultation Strategy, which acts as a framework and guidance on consultation methods to be used.
- Committed to the Double Tick ✓✓ standard of guaranteeing interviews to those that consider themselves disabled if their skills meet the essential criteria of a job.
- Introduced a single status agreement resulting in the harmonisation of conditions for manual workers and APT&C employees.
- In partnership with North Lanarkshire Council, we fund a dedicated outreach post from the Ethnic Minority Law Centre (EMLC).
- In partnership with Strathclyde police, we re-launched the Multi Agency Racial Incident Monitoring Group (MARIM) in June 2006.

- Planning and Building Control worked with the local Access Panel to develop a “Guide to Accessible Properties”.
- Provided support to employee forums, including facilitation and capacity building for office bearers in taking forward their agenda.
- In January 2008, the Council issued a Customer Satisfaction Survey which sought to establish a more up to date profile of our community.
- Assessed the extent to which public services are accessible, including the assessment of premises, facilities and methods of providing information, and taken appropriate remedial actions, where practical, to make services accessible to the citizen’s of South Lanarkshire.
- Reviewed our customer care standards and developed a Customer Charter.
- Provided information in plain English and other appropriate formats such as Braille, large print, audio tape, DVD and British Sign Language.
- Provided Interpretation, translation services including service provision standards.
- Undertaken an independent audit of the Council’s website and taken appropriate improvement action.
- Introduced effective anti-harassment measures to tackle disability related bullying in schools.
- Taken steps to support disabled people to live independently in their own homes and communities and improve access to arts, countryside and parks.
- Work with South Lanarkshire Leisure to improve access to sports and leisure facilities for disabled people.
- As part of its Reward and Recognition Strategy, the Council introduced an annual equality and diversity, individual and team, award category in conjunction with Unison.
- Fund and sponsor community events which reflect the Council’s equality and diversity commitments.

Working with and respecting others

- Ensured that all Council communications promote images that reflect the full diversity of cultural needs and aspirations of South Lanarkshire.
- Heightened and sustained both employee and public awareness of equality and diversity issues through the establishment of publicity campaigns and the production of a range of publicity information materials.
- Identified opportunities to ensure equality and diversity issues are promoted within all of our partnership working and in the development of strategic plans.
- Supported the capacity of voluntary organisations representing equality groups to engage effectively with the Council to make their views known and influence the development and delivery of service.
- Promoted opportunities for equality groups to participate in civic life.
- Ensured that front line employees understand statutory duties and are competent to deliver services in accordance with the Council’s equality and diversity commitments.

Excellent employer

- Provided all newly recruited employees with a comprehensive induction programme clearly defining the terms and conditions under which they are being employed and making them aware of their rights and responsibilities under the Equality and Diversity Policy.

- Incorporated equality and diversity issues as part of our core learning and development programmes – these are available to employees at all levels of the organisation as well as elected members.
- Developed a “Dignity at Work Policy”, in conjunction with the trade unions.
- Incorporated equality and diversity considerations into our “Employee Code of Conduct”.
- Introduced the promotion of equality and diversity as a core competence for all employees.
- Measured performance through an annual Performance Development Review process.
- Launched the “Delivering a Fairer Future” positive action programme to address the gender imbalance within Resources.
- Developed strategies to increase recruitment of staff from under represented groups.
- Implemented family friendly policies allowing parents and carers to achieve a work life balance.
- Implemented a Maximising Attendance Policy to ensure a swift return to health.
- Ensured that there are effective support mechanisms in place for disabled employees in the Council.

Accountable, effective and efficient

- Provided training for managers and employees in Equality and Diversity issues to help them undertake impact assessment of policies, strategies and functions.
- In 2007, South Lanarkshire Community Planning Partnership, in conjunction with Oxfam developed “Tackling Inequalities - A guide to planning better services.”
- Developed an approved list of external suppliers based on their compliance with the Council’s Equality and Diversity requirements and compliance with the equal opportunities legislation of the United Kingdom, European Union Directives on equal opportunities, and the Council’s procurement equality policy.
- Required contractors and suppliers to provide details of their equal opportunities policies as part of the agreement of contract process.
- Developed a procurement equality and diversity toolkit as an aid for officers involved in the procurement process.
- Developed a variety of means to assess the effectiveness of the Equality and Diversity Policy in practice.
- Improved our complaints system to make sure we deal with discrimination and report our progress to the public regularly.
- Developed an Education Equality and Diversity Policy, and statements of commitment for race, disability and gender.
- Formalised workforce equalities monitoring reporting to our Corporate Management Team, Resource Committees and Forums.
- Implemented an integrated Equal Opportunities and Human Rights impact assessment process.
- Incorporated Equality and Diversity as a standing item on all Resource Senior Management Team agendas.
- Incorporated a section on Equality and Diversity in all committee reports to ensure that members are aware of the issues.
- Reviewed content of relevant training programmes to ensure they effectively tackle Equality and Diversity issues and the Council’s commitment to them.
- Provided Equality and Diversity training to elected members.

- Defined and set equality targets that are specific, measurable and realistic.
- Monitored service uptake by equality groups to identify gaps and issues.

Tackling disadvantage and deprivation

- Complied with legal requirements and adopted national and local codes of practice and guidelines that seek to ensure equality of opportunity, eradicate discrimination, and promote good community relations.
- Produced equality schemes and action plans covering race, disability and gender.
- Extended our Equality and Diversity Policy beyond that required by statute to include a commitment to achieving equality in sexual orientation, age, religion and belief.
- Put in place arrangements to deliver projects with our partners that ensure that the views of disabled people have been gathered and taken into account of in the planning of regeneration projects, integrated community facilitates and other major projects, roads/built environment, and transportation strategies.
- Provided support to PAMIS, a charity which works with families caring for a relative with profound and multiple learning disabilities, and with the South Lanarkshire Disability Partnership.
- Undertaken research into the needs of minority ethnic carers and the housing needs of ethnic minorities in our community.
- Provided networking and support opportunities for disabled and minority ethnic employees as well as those who have caring responsibilities through regular employee forums.
- Provided work experience opportunities to a range of vulnerable minority groups, including asylum seekers through the “Bridges Project”.
- Provided employment training opportunities to adults with additional support needs through a range of initiatives.
- Increased the number of training work experience and supported employment places.
- Assisted young people with additional support needs in transition from school to the adult world, into employment with the Council and other employers through the Vocational Development Programme, “Work it Out”.

How we will achieve

It is the aim of this Single Equality Scheme to build on the achievements of our previous equality schemes, and to provide new outcomes which both employees of the Council and members of the community can be a part of. To do this we will focus our outcomes on the following key principles:

- **Accessing** – provide services in ways that mean everyone can and does have the right to use them;
- **Community** – provide services that bring people together and make the most of individual needs and abilities;
- **Informing** – ensure that everyone has access to information, in a format that suits their needs, on Council services and what is happening in the South Lanarkshire area.
- **Involving** – talk to groups and individuals on a one to one basis and use views and opinions to inform decision making and shape service delivery;
- **Promoting** – ensure that individuals are treated as and given the opportunity to be full members of the community no matter their individual need;
- **Understanding** – raise awareness of individuals needs and promote awareness of the range of cultures and languages that exist within South Lanarkshire so that everyone can be treated fairly and with dignity and respect.

Race Equality Scheme (Specific Duties)	Disability Equality Scheme (Specific Duties)	Gender Equality Scheme (Specific Duties)
The General Duty requires public authorities to have due regard for the need to:		
Eliminate unlawful racial discrimination	Eliminate discrimination that is unlawful under the Disability Discrimination Act 1995	Eliminate unlawful discrimination and harassment
Promote equality of opportunity	Promote equality of opportunity between disabled persons and other persons	Promote equality of opportunity between men and women
Promote good relations between persons of different racial groups	Promote positive attitudes towards disabled people	
	Eliminate harassment of disabled people that is related to their disabilities.	
	Encourage participation by disabled people in public life	
	Take steps to take account of disabled people's disabilities, even where that involves treating disabled people more favourably than other people.	
The Specific Duty details the requirements to be met in order to fulfil the General Duty:		
Publish, and review at three yearly intervals, a Race Equality scheme setting out the functions an polices that are relevant to the general duty on race, and arrangements for:	Involve disabled people in the development of a Disability Equality Scheme (by 4 December 2006) which demonstrates how it intends to fulfil its general and specific duties and which includes a statement of:	Publish a gender equality scheme by 29 June 2007, report annually and review progress every three years:
Monitor policies for any adverse impact on the promotion of race equality	The way in which disabled people have been involved	Gather and use information on how our work affects women and men, boys and girls
Set out arrangements for identifying relevant functions, policies and procedures	Arrangements for gathering information in relation to employment, and where appropriate the delivery of education and its functions	Consult employees, service users, trade unions and other stakeholders such as parent's group and the local community
Set out arrangements for assessing and consulting on the impact of proposed Council policies on the duty to promote race equality	The methods of impact assessment for any adverse impact on disabled people	Assess the different impact of policies and practices on both sexes and use this information to inform our work
Publish the results of such assessments, consultation and monitoring		Identify priorities and set gender equality objectives
Ensure public access information which it provides is available in alternative languages upon request	The Disability Action Plan	Plan and take action to achieve those objectives

Training staff in connection with duties imposed by the Race Equality Duty	How the action plan will be reviewed and subsequent disability schemes prepares (every three years)	Report against the scheme every year and review the scheme every three years.
Monitor, by reference to racial group, the number of :	Monitor and collect statistical information on disabled staff, where possible and appropriate by impairment type:	Monitor, by reference to gender, the number of :
Staff in post; Applicants for employment; Training, retention and promotion; Persons receiving training; persons who suffer detriment or benefit as a result of performance assessment procedures; persons involved in Grievance procedures; Persons subject to disciplinary proceedings; persons who cease employment	Staff in post; Applicants for employment; Training, retention and promotion; Persons receiving training; persons who suffer detriment or benefit as a result of performance assessment procedures; persons involved in Grievance procedures; Persons subject to disciplinary proceedings; persons who cease employment Review existing scheme and produce an updated scheme not later than three years after the publication of the scheme	Staff in post; Applicants for employment; Training, retention and promotion; Persons receiving training; persons who suffer detriment or benefit as a result of performance assessment procedures; persons involved in Grievance procedures; Persons subject to disciplinary proceedings; persons who cease employment

Outcomes and involvement

At the heart of producing our Single Equality Scheme has been involvement of those who both deliver our services and those who use them. In line with the above key principles, the following are outcomes that have been developed in partnership with employees, representative groups, members of the public, and other Council partner organisations. By setting out to achieve these aims the Council will continue to work towards a fairer society that offers choices and chances for everyone living in our community.

The outcomes are set under 6 key areas, as set out in our Equality and Diversity Strategy and Policy, where the Council can make a clear impact in carrying out the equality duties. These are:

- Community leadership and influence
- Consultation and engagement
- Contracting and procurement
- Employment issues
- Service delivery
- Managing and monitoring our effectiveness

The following Plan covers the 3 year period from 2009-2012. Progress will be reported to the Equal Opportunities Forum and Corporate Management Team annually and regularly monitored by the Equality and Diversity Working Group.

Policy Commitment

Community leadership and influence: working with others

Diversity Areas: the following actions will cover Age, Disability, Gender, Gender identity, Race, Religion or Belief and Sexual Orientation

Council Value	Action	Responsibility	Outcome/ Measure	Timescale
Tackling Disadvantage and Deprivation	1) Involve and consult the community and our employees regarding policies, strategies and functions that affect their lives	All Resources	Representative groups including South Lanarkshire Council Employee Forums, Trade Unions, South Lanarkshire Access Panel, Better Government for Older People, Best Value Service User groups, South Lanarkshire Carers Network, Lanarkshire Ethnic Minority Action Group, and South Lanarkshire Youth Council to be involved in impact assessment	Ongoing
	2) Work with partners to ensure transport provision across South Lanarkshire reflects the objectives of the Council's Equality and Diversity policy where appropriate	Corporate Resources	Equality considerations are integrated into Quality of Life and Customer Satisfaction Surveys	
		All Resources	Community Advisors group to be created	June 2010
	3) Review voluntary sector funding to take account of the Council's equality duties	Enterprise Resources / South Lanarkshire Partnership	Transport provision reflects the needs of the community	Ongoing
		All Resources	Appropriate equality statements are included in relevant documentation	April 2010
	4) Promote Equality and diversity together with Community planning partners	All Resources	Council meets its statutory duties in the distribution of public monies	Ongoing
		Corporate Resources	A partnership approach to equal opportunities is in place and a partnership action plan developed and approved by South Lanarkshire Partnership	April 2010
		Corporate Resources	Evidence of equality baseline information being developed and shared amongst partners to influence partnership working	Ongoing
All Resources / South Lanarkshire Partners		Effective sharing of information and good practice on equalities impact assessment is promoted with South Lanarkshire Partnership theme partnerships, equality forums and other organisations as appropriate.	ongoing	
	Corporate	Equality issues are highlighted in the Community Plan with clear partnership equality and diversity priorities set	June 2010	

Policy Commitment

Community leadership and influence: working with others

Diversity Areas: the following actions will cover Age, Disability, Gender, Gender identity, Race, Religion or Belief and Sexual Orientation

Council Value	Action	Responsibility	Outcome/ Measure	Timescale
		All Resources	Ensure equalities actions are part of service and specific Neighbourhood Community Action Plans	Ongoing
		All Resources / South Lanarkshire Partners	Shared equality and diversity statement and vision across all partner organisations	June 2010
	5) Ensure that our legal duties with regard to promoting equality of opportunity are built into all of our partnership activities	Corporate	The Council's legal obligations are built into partnership arrangements and set out in the Single Outcome Agreement	April 2010/ Ongoing
		All Resources	Joint working to promote equality of opportunity and to tackle discrimination and disadvantage – e.g. Multi Agency Racist Incident Monitoring group (MARIM) Diversity Day	February 2010/ Ongoing
		All Resources	Partnership activities (including joint plans and strategies) are audited and impact assessed on an annual basis and report published	
	6) Promote equality and diversity in our dealings with the media	All Resources	The imagery and communications used by the Council reflect equality issues and the diversity of our local community	Ongoing
		Corporate Resources	Be Fair publicity campaign used to highlight areas of discrimination and challenge inappropriate behaviour e.g. disabled persons parking places campaign	May 2010
		Corporate / Education Resources	Delivering a Fairer Future positive action programme targeted at primary and secondary schools to further encourage boys and girls to experience non-traditional roles and better inform subject and career choices	Ongoing

Policy Commitment Consultation and engagement

Diversity Areas: the following actions will cover Age, Disability, Gender, Gender identity, Race, Religion or Belief and Sexual Orientation

Council Value	Action	Responsibility	Outcome/ Measure	Timescale
People Focused	7) Seek views of all stakeholders regularly on services we provide, and tell people what we have done as a result of involving and consulting with them.	All Resources	Involvement and consultation outcomes and proposed actions are published in the South Lanarkshire Reporter and on the Council's web site	Ongoing
	8) Involve and consult with employees and employee forums to ensure views/aspirations of diverse employee groups	All Resources	Items raised are considered by Equality and Diversity Working Group and Diversity Liaison Officers and where appropriate action taken and reported back to forums (items raised minuted for feedback)	Ongoing
		Corporate Resources	Annual report on number of employees attending forums	April 2010
		All Resources	Annual report on workforce retention across equality groups	April 2011
		Corporate Resources	Joint annual employee forum meeting	December 2010
	Corporate Resources	Establish Lesbian, Gay, Bisexual and Transgender Forum	June 2010/ Ongoing	

Policy Commitment

Contracting and procurement: buying services from others

Diversity Areas: the following actions will cover Age, Disability, Gender, Gender identity, Race, Religion or Belief and Sexual Orientation

Council Value	Action	Responsibility	Outcome/ Measure	Timescale
Fair and Open	9) Ensure that the Council's equality duties are built into contract arrangements	Corporate / Finance and IT Resources	Companies, businesses or individuals wishing to provide goods or services to the Council, adhere to our policy by implementing fair practices in employment and training. Evidence of equality policies provided at tender stage	Ongoing
		Corporate / Finance and IT Resources	Procurement Strategy and Sustainable Toolkit to take account of equality duties	August 2010
		Finance and IT Resources	Access to procurement opportunities is improved via the South Lanarkshire Council advertising portal integrating with the Scottish national advertising portal	April 2010

**Policy Commitment
Service delivery**

Diversity Areas: the following actions will cover Age, Disability, Gender, Gender identity, Race, Religion or Belief and Sexual Orientation

Council Value	Action	Responsibility	Outcome/ Measure	Timescale
People Focused	10) Ensure that our buildings which are open to the public can be accessed and used by all members of the community	All Resources	Percentage of Council properties delivering services to the public in which all public areas are accessible by disabled people (target 100%)	ongoing
		Corporate / Housing and Technical Resources	Annual DDA compliance report (Statutory Performance Indicator report)	May 2010 / ongoing
		Corporate Resources	The needs of equality groups are addressed as part of our Customer Services Strategy	ongoing
	11) Develop an interpretation and translation policy	Corporate Resources	Policy implement and published to enable employees and members of the community to deliver/access services in a manner that meets their individual needs	September 2010
	12) Develop and implement a South Lanarkshire Carers Strategy	Social Work Resources	The role of carers in the community is supported by the Council - numbers of carer assessments carried out for both members of the public and Council employees reported annually	April 2010
	13) Develop and implement an Accessible Information Strategy	Corporate Resources	The range of channels of communication and consultation methods is increased in order to give greater access and choice to members of the community in the ways in which they can contact the Council	July 2010
	14)Comprehensively monitor service delivery across all equality groups	All Resources	Introduce equal opportunities service monitoring which includes all equality groups	May 2010
		All Resources	Service user profiles are developed and used to inform service changes and improvements and their use evidenced in equality and human rights impact assessments	ongoing
	15) Ensure that all services are accessible with due regard to the principle of fairness	All Resources	Services are reviewed and developed to encourage take up by all communities with particular focus given to groups facing disadvantage and discrimination –	ongoing

Policy Commitment Service delivery

Diversity Areas: the following actions will cover Age, Disability, Gender, Gender identity, Race, Religion or Belief and Sexual Orientation

Council Value	Action	Responsibility	Outcome/ Measure	Timescale
	16) Ensure the Council's website is accessible	Corporate / Finance and IT Resources	evidenced in aims of policies Monitoring of: <ul style="list-style-type: none"> • Service uptake • Contractor performance • Satisfaction survey • Complaints 	ongoing
		Corporate / Finance and IT Resources	Report published highlighting changes made annually Site is reviewed regularly for accessibility by community groups including South Lanarkshire Access Panel and Council employee forums. Changes reported to groups.	ongoing
		Corporate / Finance and IT Resources	User review programme created and published involving all equality groups	April 2010
		Corporate / Finance and IT Resources	Number of users using accessible functions monitored annually	ongoing
		Corporate / Finance and IT Resources	Accessibility features clearly highlighted on website homepage e.g. font, contrast controls. Plain English used as standard for all information. Easy-read pages developed for key services	June 2010

Policy Commitment Employment issues

Diversity Areas: the following actions will cover Age, Disability, Gender, Gender identity, Race, Religion or Belief and Sexual Orientation

Council Value	Action	Responsibility	Outcome/ Measure	Timescale
Fair and Open	17) Ensure managers deal with employee complaints and concerns consistently and in line with personnel policies and procedures	All Resources	Monitoring of: <ul style="list-style-type: none"> • Equality related complaints • Outcome of complaints • Number of grievances • Number of violent incidents 	ongoing
	18) Provide training and support to officers and elected members on performing equality and human rights impact assessments	Corporate Resources	Nominated officers and elected members are trained and supported	ongoing
People Focused	19) Ensure that equality and diversity is part of all induction processes	All Resources	All new staff made aware of equality and diversity strategy, policy and single equality scheme	ongoing
	20) Ensure equal opportunities in employment to reflect the diversity of our community	All Resources	Recruitment monitoring to ensure fair and open process	ongoing
	21) Publish evidence of equality and diversity in our workforce	Corporate Resources	Staffing watch and equal opportunities report to Resource Committees. Workforce monitoring report to CMT and positive action measures agreed if required	May 2010
		Corporate Resources	Workforce monitoring reports published on website	April 2010 / ongoing

Policy Commitment
Managing and monitoring our effectiveness

Diversity Areas: the following actions will cover Age, Disability, Gender, Gender identity, Race, Religion or Belief and Sexual Orientation

Council Value	Action	Responsibility	Outcome/ Measure	Timescale
People Focused	22) Publicise our equalities and diversity performance	All Resources	Single equality scheme updates published on our website and in hard copy in Council Offices. Reported in South Lanarkshire Reporter and View	April 2011
		All Resources	The effectiveness of service provision is monitored on a regular basis	ongoing
	23) Implement a programme of equality and human rights impact assessments at a Corporate, Resource and partnership level	Corporate Resources	Equality related data is collated and published in accordance with legislative requirements	ongoing
		All Resources / South Lanarkshire Partnership	Programme agreed by Equality and Diversity Working Group / South Lanarkshire Partnership Equalities Network on an annual basis	April 2010 / ongoing
		All Resources	Percentage of impact assessments carried out against those timetabled reported annually to Equal Opportunities Forum	ongoing
		All Resources / South Lanarkshire Partnership	Improved information gathering relating to equality groups and service use	ongoing
		Corporate Resources	Benchmarking of national and local demographic information to record performance in equalities	ongoing
		All Resources / South Lanarkshire Partnership	Impact assessments are undertaken systematically, routinely and effectively which identify unmet need and adverse impact. These will inform strategy, policy development, funding decisions and the planning and delivery of our services – evidenced by publication on Council website	ongoing
	All Resources	Positive action programmes developed based on our research and involvement with representative groups – both employment and service delivery focused	ongoing	

Policy Commitment

Managing and monitoring our effectiveness

Diversity Areas: the following actions will cover Age, Disability, Gender, Gender identity, Race, Religion or Belief and Sexual Orientation

Council Value	Action	Responsibility	Outcome/ Measure	Timescale
	24) Raise awareness of equality and diversity matters with all elected members and employees	Corporate Resources	“South Lanarkshire Working for You” Single Equality Scheme is communication plan developed and rolled out across the Council and community	February 2010

What to do if something goes wrong?

Members of the Public

We welcome your comments and complaints at any time. By telling us what you think and letting us know when things go wrong or go well, you can help us to improve our services to you.

You can do this:

- **by writing to** – Employee and Diversity Manager, Corporate Resources, South Lanarkshire Council, Council Headquarters, Almada Street, Hamilton, ML3 0AA
- **by phoning** – at the numbers given below
- **by emailing or by using our comments and complaints form** - at the addresses given in the “Contact us” button on the front page of the council’s website at www.southlanarkshire.gov.uk
- **by visiting any of our offices** - at any of the addresses given on the same web page listed above

The Council is committed to equality and diversity and tackling all forms of discrimination.

If you believe you have been treated less favourably because of your age, gender, gender identity, race, religion or belief, sexual orientation or because you have a disability, please let us know this when you make a complaint.

For more information, or if you want this information supplied in a different format or language, please phone **01698 453886** or email simon.cameron@southlanarkshire.gov.uk