

Report

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Report to:	Corporate Resources Committee
Date of Meeting:	2 July 2008
Report by:	Executive Director (Corporate Resources)

Subject:	Equality and Diversity Policy and Equality and Diversity Strategy
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ outline the proposed new Equality and Diversity Policy and Equality and Diversity Strategy

2. Recommendation(s)

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

- (1) that the Equality and Diversity Policy be referred to the Executive Committee for approval; and
- (2) that the Equality and Diversity Strategy be referred to the Executive Committee for approval.

3. Background

3.1. The Council has had an Equal Opportunities Policy since 2003 covering both employment and service delivery.

3.2. There have been a number of changes in relation to equalities legislation and monitoring arrangements during this time which has prompted a review of the Equal Opportunities Policy.

3.3. Legislative changes include the introduction of:-

- ◆ the Disability Discrimination Act 1995 (as amended) 2005
- ◆ Employment Equality (Age) Regulations 2006
- ◆ Employment Equality (Sexual Orientation) Regulations 2003

and the establishment of the new Equality and Human Rights Commission (EHRC).

3.4. The proposals for the new policy take account of the general and specific duties that have been placed upon all public bodies and of the action plans contained within our Race, Disability and Gender Equality Schemes.

3.5. The revised policy and strategy documents reflect the values underpinning CONNECT and the Community Plan. They also set out a framework to ensure that equality and diversity issues are considered for all aspects of our work.

4. Proposal

- 4.1. There are three documents which the Corporate Resources Committee is asked to refer to the Executive Committee for approval:-

◆ Equality and Diversity Policy – A Summary (appendix 1)

This document sets out our key commitments and is intended to provide a clear and concise description of our policy for members of the public and organisations. With approval this will be submitted to the Plain English Society to be Crystal Marked.

◆ Equality and Diversity Policy – Full document (appendix 2)

For reference by employees, managers and elected members to set out individual responsibilities and rights.

◆ Equality and Diversity Strategy (appendix 3)

A working document for those involved in this area of work and for use in monitoring our progress across Resource and Service plans.

- 4.2. Each of the documents place our equality and diversity commitments in context of the relevant legislation and duties. They also provide clear direction and explanation of what these are.

The strategy document includes the Council's Equality and Diversity Action Plan where actions are grouped under policy headings with responsibility and timescales identified. These actions will be monitored and reviewed regularly to ensure that we progress our work in this area.

- 4.3. Initial feedback from public consultation has been positive with many frank and honest opinions being expressed. There is a clear indication that equality and diversity is a relevant area of interest and concern for the community.

5. Employee Implications

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

6. Financial Implications

- 6.1. 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 both the policy and strategy commitments was undertaken with Resources, the Trade Unions and with the community through the Citizens Panel. 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.

Robert McIlwain
Executive Director (Corporate Resources)

6 June 2008

Link(s) to Council Objectives

- ◆ Fair and open
- ◆ People focused
- ◆ Working with and respecting others
- ◆ Excellent employer
- ◆ Tackling disadvantage and deprivation

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:-

Gill Bhatti, Employee Development and Diversity Manager

Ext: 5604 (Tel: 01698 455604)

E-mail: gill.bhatti@southlanarkshire.gov.uk



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South Lanarkshire Council
Summary of Equality and Diversity Policy

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

Foreword

Recent equalities legislation has placed a positive duty on public bodies to promote equality of opportunity. This demands that the Council takes a pro-active approach and supports our commitment to deliver services that meet the needs of everyone who lives and works in South Lanarkshire.

The Scottish Government in its 5 strategic objectives of:-

- a Wealthier and Fairer;
- a Healthier;
- a Safer and Stronger;
- a Smarter and a Greener Scotland.

Set equal opportunities at the centre of its policy. South Lanarkshire Council’s Equality and Diversity Policy is at the centre of our core vision to work together **“to improve the quality of life of everyone in South Lanarkshire.”**

The Council recognises that implementing the aims of the policy can only be achieved with a sustained commitment from elected member, and all employees plus continuous monitoring of the work that we do. For this reason, the policy provides a detailed framework covering both implementation and monitoring to ensure progress is continual.

The Council’s Plan for 2007/2011, “Connect”, sets out a series of ambitious programmes for the Council, which are designed to build on our successes to date and deliver our vision of improving the quality of life for everyone in South Lanarkshire. We recognise that we cannot achieve our vision on our own and we remain committed to working with our partners in the public, private and voluntary sectors, together with local neighbourhoods, to ensure that the programmes delivered are responsive and built around the needs of the community.

This policy plays an integral part in supporting the Council’s vision for South Lanarkshire, and in promoting social inclusion and the provision of quality services as key themes in the Council’s work.

Archibald Strang
Chief Executive

Introduction

This policy summary clearly lays out our vision and commitment to equality and diversity. It enables elected members, employees, contractors, partners and the local community to be clear about:-

- the standards we set as a Council and which we encourage our partners to use
- rights and responsibilities under the policy
- our declared objectives and how we intend to achieve them

The Council's Equality and Diversity Policy is not about political correctness or the preferential treatment for some sections of the community over others. It is entirely concerned with fairness and equity, the provision of fully accessible quality services, tackling discrimination and disadvantage in all its forms, creating a stable inclusive and cohesive local community, and ensuring that we meet our statutory obligations. We not only wish to meet our legal obligations, but to do more by promoting best practice in employment and the delivery of services, both by the Council and agencies acting on our behalf.

At the heart of this policy is an approach incorporating equality and diversity into all aspects of our work. We can do this by addressing and including equality at every stage in our decision making, and by recognising and encouraging the positive contribution of diversity to the life of the area.

This requires a whole organisation approach that focuses upon incorporating equality and diversity considerations into the following areas:-

- **Community Leadership and Influence**
- **Consultation and Engagement**
- **Contracting and Procurement**
- **Employment Issues**
- **Service Delivery**

These 5 key areas, supported by coherent and effective governance and monitoring arrangements, will provide a focus for embedding our vision for equality and diversity into the Council's work and ensure that the Council is proactively addressing equality and diversity issues across all levels, and that identified actions are being met. These arrangements are set out in more detail in our Equality and Diversity Strategy which is available at www.southlanarkshire.gov.uk.

Policy Statement

The Council believes that everyone has the right to be treated with dignity and respect. This applies not only to our workforce but also to our citizens in the way we deliver our services to the local community.

Our aim is to ensure that our services are relevant, responsive and sensitive to the needs of all services users. We want to make sure that the Council is seen to be fair and equitable in its provision of services, by service users, partners and the wider community.

To meet these aims the Council is committed to:-

- The Scotland Act 1998 definition of equality
- Meeting all current public sector duties by promoting equality of opportunity and removing barriers that affect access to opportunity for disadvantaged groups and individuals in our community
- Ensuring the equal opportunities principle of fairness for all underpins every aspect of the Council's work in combating all forms of discrimination, harassment and victimisation in the workplace, in service delivery, or within the community
- Fair employment and equal pay policies that ensure our workforce represents the people we serve
- Providing quality services which users (and potential users) can access easily and equitably without prejudice, discrimination or harassment.
- **Ensuring that services, facilities, and employment opportunities are accessible and receptive to the values and the diversity needs within the community.**
- **Identifying groups within the community whose needs/requirements are not met by Council services**
- Developing and adopting a coherent and strategic approach to the implementation of this policy and improving equality practices at both Corporate and Resource level
- Influencing partners and promoting and encouraging tolerance, fairness and equality

Vision

The following vision statement outlines the type of equality and diversity organisation that the Council aims to be.

We want South Lanarkshire Council to be viewed as a forward thinking local authority, and through our Equality and Diversity Policy we want to:-

- Achieve equal opportunities in all of our activities and responsibilities
- Maintain a discrimination free work environment
- Value and develop our employees skills and abilities regardless of gender, race, disability, age or sexuality, religion or belief
- Deliver relevant, culturally sensitive and fully accessible services to all sections of our community
- Monitor and tackle inequality in service delivery via the targeting of services to excluded social groups
- Consult, engage and be aware of the views of the whole of the community and involve them in the decision-making process
- Celebrate cultural and other forms of diversity and recognise how this enriches the life of the area
- Have open and transparent contracting and procurement processes based upon equality of opportunity and provision
- Use the energy and creativity of the voluntary/community sector to provide culturally specific services and make equalities a fundamental condition of grant-aid and service level agreements for all funded organisations, and

- Provide strong community leadership in the pursuit of equality and diversity objectives in the area as a whole and use multi-agency and partnership working to secure those objectives

In meeting this vision our objectives are to:-

- Value and respect the diversity of those who live work and do business in the area.
- Create a positive, safe, healthy and accessible working and learning environment, and a culture in which discrimination has no part, and where everyone can achieve their full potential.
- Encourage and welcome people into South Lanarkshire through developing an inclusive environment and culture.
- Listen to, engage and collaborate with the wider community and a wide range of partners and staff in order to continually improve our equality practice.
- Work with the relevant partners and agencies to influence their equality and diversity principles
- Ensure sound equality and diversity principles are embedded in all our communications.
- Empower people by providing accessible information.
- Facilitate equality and diversity in all aspects of employment and accessible lifelong learning.
- Mainstream equality and diversity into service delivery and all decisions by developing systems and processes which are accessible and transparent.
- Ensure all projects and programmes delivered by contractors adhere to equality and diversity core components.
- Be accountable and ensure that our commitments are delivered by target setting, monitoring, evaluating and reviewing performance and progress on a regular basis.
- Take necessary action when non-compliance with this policy is identified.

Our policy commitments

Mainstreaming equality and diversity will mean addressing and including it at every stage in policy, planning, service delivery and review processes. All of our core activities will take equality and diversity into account.

When we develop plans and policies, we will:-

- Ensure that our approach to delivering and monitoring equality and diversity is co-ordinated and effective.
- Ensure that our proposals for services, plans, procedures and policies are impact assessed
- Design our services to meet the diverse needs of all our communities and ensure that plans and policies do not negatively discriminate against particular groups, either directly or indirectly
- Make sure all staff, customers, contractors and community groups are aware of our equality policies
- Develop specific resources to improve equality practice
- Incorporate equality and diversity matters into Best Value strategies that comprise 4 main aspects: sound governance, performance measuring and monitoring, continuous improvement, and three year budgeting.
- Set any required equality and diversity targets with Resources as part of the business planning process

- Develop a variety of means to assess the effectiveness of our Equality and Diversity Policy in practice. This will include monitoring of 'double discrimination' for example, where discrimination occurs on more than one ground.
- Report equal opportunities information which is monitored to the Equal Opportunities Forum.
- Review our Equality and Diversity Policy on a regular basis to assess how effectively we are meeting our objectives.
- Ensure that all Council communications promote images that reflect the full diversity of cultural need and aspirations of South Lanarkshire communities.
- Promote both staff and public awareness of equality and diversity issues through the establishment of publicity campaigns and the production of a range of publicity/information materials.

Community Leadership and Influence: Working with Others

The Council recognises its important leadership role in promoting and encouraging tolerance, fairness and equality and in influencing other service providers and employers. In our role as community leader we undertake to work closely with local people, businesses, employers, voluntary and community groups and our other public and private partners to build a more tolerant, compassionate and respectful community in which we can all live and work.

The Council will provide strong community leadership in the pursuit of equality and diversity objectives in the area as a whole and use multi-agency and partnership working to secure its equality objectives.

Service Delivery

Our customers include residents, local businesses and visitors to the area and all will be afforded equal access to the services provided by South Lanarkshire Council. We are committed to providing high-quality services that everyone can use.

Employment Issues

We are committed to ensuring that employees are treated fairly and have equal access to jobs at every level within the organisation. We want to ensure that all prospective employees are treated fairly at each stage of our recruitment process

Buying services from others: contracting and procurement

The Council recognises that the 3 statutory equality duties to promote race, disability and gender equality - which cannot be delegated - apply to procurement and that our spending power gives us the opportunity to positively influence how others work.

Procurement is a crucial part of enhancing community well being, improving services and promoting social inclusion. In discharging its obligation to achieve Best Value, South Lanarkshire Council recognises that complying with equality duties in respect of procurement serves to help achieve that aim. We aim to ensure that contractors, agencies and suppliers who deliver services and provide goods on our behalf also share our vision and values.

We will use our influence and purchasing power to actively promote equality of opportunity and remove discrimination or harassment in procurement collaborations and partnerships.

Consultation and Engagement

The Council recognises the importance of consulting, involving and being aware of the views of the whole community in delivering its Equality and Diversity Policy. When consulting and involving we will consult with people from all communities in South Lanarkshire to help shape our policies, practices and the services we deliver.

Education Services

Education Resources is committed to ensuring that equality, diversity and inclusion are central to the work of all educational establishments. The Executive Director (Education Resources) is responsible for ensuring that the Council's Equality and Diversity Policy, Race, Disability and Gender Schemes are taken into account in planning, delivering and monitoring the effectiveness of education services.

What to do if something goes wrong?

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

You can do this:-

- by writing to – Employee Development and Diversity Manager, Corporate Resources, South Lanarkshire Council, 3rd Floor, Council Headquarters, Almada Street, Hamilton, ML3 0AA
- by phoning – using 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 Equal Opportunities and tackling all forms of discrimination.

If you believe you have been treated less favourably because of, for example, your race or ethnic origin, gender, age or because you have a disability, please let us know this when you make a complaint.

How do I obtain a copy of the policy?

If you would like a copy of the policy or 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. You can also put your request in writing to:

**Corporate Resources, Personnel Services,
3rd Floor, Council Headquarters,
Almada Street,
Hamilton,
ML3 0AA**



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South Lanarkshire Council
Equality and Diversity Policy

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

Contents

Foreword

1. Introduction

2. Policy Statement

Vision

Policy Objectives

3. Policy Commitments

Community Leadership & Influence

Consultation & Engagement

Contracting and Procurement

Employment Issues

Service Delivery

4. Mainstreaming Equalities and Diversity

5. Performance Management

6. Responsibilities for Implementation

Members

Management

Employees

7. Policy Monitoring and Review

8. What to do if something goes wrong

Foreword

Recent equalities legislation has placed a positive duty on public bodies to promote equality of opportunity. This demands that the Council takes a pro-active approach and supports our commitment to deliver services that meet the needs of everyone who lives and works in South Lanarkshire.

The Scottish Government in its 5 strategic objectives of:-

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The Council recognises that implementing the aims of the policy can only be achieved with a sustained commitment from elected member, and all employees plus continuous monitoring of the work that we do. For this reason, the policy provides a detailed framework covering both implementation and monitoring to ensure progress is continual.

The Council's Plan for 2007/2011, “Connect”, sets out a series of ambitious programmes for the Council, which are designed to build on our successes to date and deliver our vision of improving the quality of life for everyone in South Lanarkshire. We recognise that we cannot achieve our vision on our own and we remain committed to working with our partners in the public, private and voluntary sectors, together with local neighbourhoods, to ensure that the programmes delivered are responsive and built around the needs of the community.

This policy plays an integral part in supporting the Council's vision for South Lanarkshire, and in promoting social inclusion and the provision of quality services as key themes in the Council's work.

Archibald Strang
Chief Executive

SECTION 1

Introduction

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- rights and responsibilities under the policy
- our declared objectives and how we intend to achieve them

The Council's Equality and Diversity Policy is not about political correctness or the preferential treatment for some sections of the community over others. The policy is entirely concerned with fairness and equity and the provision of fully accessible, quality services. The policy also aims to tackle discrimination and disadvantage in all its forms, and create a stable inclusive and cohesive community by ensuring that we meet our legal obligations. We not only wish to meet these obligations, but to do more by promoting best practice in employment and the delivery of services, both by the Council and by the agencies acting on our behalf.

The Council will put in place a communications strategy to support equality and diversity and consistently promote our vision of “improving the quality of life for everyone in South Lanarkshire”. In doing so, we will emphasise the link between equality and diversity and the social inclusion agenda, and our determination to adopt a whole community approach to combating discrimination and disadvantage.

At the heart of this policy is an approach incorporating equality and diversity into all aspects of our work. We can do this by addressing and including equality at every stage in our decision making, and by recognising and encouraging the positive contribution of diversity to the life of the area.

This requires a whole organisation approach that focuses upon incorporating equality and diversity considerations into following areas:-

- **Community Leadership and Influence**
- **Consultation and Engagement**
- **Contracting and Procurement**
- **Employment Issues**
- **Service Delivery**

These 5 key areas, supported by coherent and effective governance and monitoring arrangements, will provide a focus for embedding our vision for equality and diversity into the Council's work and ensure that the Council is proactively addressing equality and diversity issues across all levels, and that identified actions are being met. These arrangements are set out in more detail in our Equality and Diversity Strategy which is available at www.southlanarkshire.gov.uk.

The success of our approach will be assessed against the impact that it has in creating positive change in the areas of equality and diversity across South Lanarkshire.

This policy applies to all those who come into contact with and work in the Council, including:-

- Residents
- Customers
- Employees
- Potential residents, customers and job applicants
- Contractors and partners
- Elected members
- Local businesses

SECTION 2

Policy Statement

The Council believes that everyone has the right to be treated with dignity and respect. This applies not only to our workforce but also to our citizens in the way we deliver our services to the local community.

Our aim is to ensure that our services are relevant, responsive and sensitive to the needs of all services users. We want to make sure that the Council is seen to be fair and equitable in the provision of services, by service users, partners and the wider community.

To meet these aims the Council is committed to:-

- The Scotland Act 1998 definition of equality
- Meeting all current public sector duties by promoting equality of opportunity and removing barriers that affect access to opportunity for disadvantaged groups and individuals in our community
- Ensuring the equal opportunities principle of fairness for all underpins every aspect of the Council's work in combating all forms of discrimination, harassment and victimisation in the workplace, in service delivery, or within the community
- Fair employment and equal pay policies that ensure our workforce represents our community
- Providing quality services which users (and potential users) can access easily and equitably without prejudice, discrimination or harassment.
- **Ensuring that services, facilities, and employment opportunities are accessible and receptive to the values and the diversity needs within the community.**
- **Identifying groups within the community whose needs/requirements are not met by Council services**
- Developing and adopting a coherent and strategic approach to the implementation of this policy and improving equality practices at both Corporate and Resource level
- Influencing partners and promoting and encouraging tolerance, fairness and equality

Vision

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- Maintain a discrimination free work environment
- Value and develop our employees skills and abilities regardless of gender, race, disability, age, sexual orientation, religion or belief
- Deliver relevant, culturally sensitive and fully accessible services to all sections of our community
- Monitor and tackle inequality in service delivery via the targeting of services to excluded social groups
- Consult, engage and be aware of the views of the whole of the community and involve them in the decision-making process
- Celebrate cultural and other forms of diversity and recognise how this enriches the life of the area
- Have open and transparent contracting and procurement processes based upon equality of opportunity and provision
- Use the energy and creativity of the voluntary/community sector to provide culturally specific services and make equalities a fundamental condition of grant-aid and service level agreements for all funded organisations, and
- Provide strong community leadership in the pursuit of equality and diversity objectives in the area as a whole and use multi-agency and partnership working to secure those objectives

SECTION 3

Policy Objectives

In meeting this vision our objectives are to:-

- Value and respect the diversity of those who live, work and do business in our area.
- Create a positive, safe, healthy and accessible working and learning environment.
- Create a culture in which discrimination has no part and where everyone can achieve their full potential.
- Listen to, engage and collaborate with the community, partners and staff in order to continually improve our equality and diversity practice.
- Work with relevant partners and agencies to influence their equality and diversity principles.
- Ensure sound equality and diversity principles are embedded in all our communications.
- Empower people by providing accessible information.
- Mainstream equality and diversity into service delivery and all decisions by developing systems and processes which are accessible and transparent.
- Ensure all projects and programmes delivered by contractors adhere to equality and diversity principles.
- Be accountable and ensure that our commitments are delivered by target setting, monitoring, evaluating and reviewing performance and progress on a regular basis.
- Take necessary action when non-compliance with this policy is identified.

SECTION 4

Our policy commitments

Mainstreaming equality and diversity

Mainstreaming equality and diversity will mean addressing and including it at every stage in policy, planning, service delivery and review processes. All of our core activities will take equality and diversity into account.

In practice this will mean:-

- Considering the potential impact of and assessing the effect on customers and communities of our policies, strategies and functions
 - Taking action to improve them if they result in discrimination or disadvantage to any groups or communities
 - Building the competence of managers and employees to achieve equality results
 - Steering and supporting employees efforts with equalities expertise
 - Setting or adopting clear equalities indicators and targets in all work activity
 - Creating clear accountability
 - Reviewing performance
 - Consulting with designated community, employees and stakeholder groups
 - Recognising achievements
 - Tackling under performance
 - Challenging persistent failures
-
- Recognising the right of individuals to hold and practice their political and religious beliefs. (All employees are expected to comply with the employee Code of Conduct)

When we develop plans and policies, we will:-

- Ensure that our approach to delivering and monitoring equality and diversity is coordinated and effective.
- Ensure that our proposals for services, plans, procedures and policies are impact assessed
- Design our services to meet the diverse needs of all our communities and ensure that plans and policies do not negatively discriminate against particular groups, either directly or indirectly
- Make sure all staff, customers, contractors and community groups are aware of our equality policies
- Develop specific resources for improving equality practice
- Incorporate equality matters into Best Value strategies that comprise 4 main aspects: sound governance, performance measuring and monitoring, continuous improvement, and three year budgeting.
- Set equality targets with Resources and service areas as part of the business planning process
- Develop a variety of means to assess the effectiveness of our Equality and Diversity Policy in practice. This will include monitoring of 'double discrimination' for example, where discrimination occurs on more than one ground.
- Report all equal opportunities information which is monitored to the Equal Opportunities Forum.
- Review our Equality and Diversity Policy on a regular basis to assess how effectively we are meeting our objectives.

- Ensure that all Council communications promote images that reflect the full diversity of cultural need and aspirations of South Lanarkshire communities.
- Promote both staff and public awareness of equality and diversity issues through the establishment of publicity campaigns and the production of a range of publicity/information materials.

Community Leadership and Influence: Working with Others

The Council recognises its important leadership role in promoting and encouraging tolerance, fairness and equality and in influencing other service providers and employers.

In our role as community leader we undertake to work closely with local people, businesses, employers, voluntary and community groups and our other public and private partners to build a more tolerant, compassionate and respectful community in which we can all live and work.

The Council will provide strong community leadership in the pursuit of equality and diversity objectives in the area as a whole and use multi-agency and partnership working to secure its equality objectives.

When we work in partnership we will:-

- Encourage active partnerships, both internally and externally, to foster the development of the Equality and Diversity Policy and assist in the establishment of relevant groups (e.g. disabled employees, race equality, older employees), including the development of inter-agency networks.
- Ensure that all partners conform to the requirements placed upon the Council by the Race Relations (Amendment) Act 2000, Disability Discrimination Act 1995 as amended and Sex Discrimination Act 1975 as amended, and any other legislation such as regulations covering sexual orientation, religion or belief and age.
- Encourage contractors and suppliers of goods and services to adhere to this policy, such contractors and suppliers will be requested to provide details of their equal opportunities policies as part of the contractual agreement process.
- Publicise our Equality and Diversity Policy and Strategy widely and positively
- Encourage and facilitate the involvement of the community in decision making and developing of services through partnerships at local and regional level

Service Delivery

Our customers include residents, local businesses and visitors to the area and all will be afforded equal access to the services provided by South Lanarkshire Council. We are committed to providing high-quality services that everyone can use.

When we deliver services we will:-

- Comply with legal requirements and other relevant codes of practice and good practice guidelines.
- Integrate equality considerations into all mainstream Council activities, at policy and procedural level, to avoid marginalising issues.
- Assess the extent to which public services are accessible, including the assessment of premises, facilities and methods of providing information.
- Take appropriate remedial action, wherever practical, to make services accessible.

- Ensure services are relevant to the people of South Lanarkshire and take into account different needs which will inform and improve equality and diversity
- Provide information about services that is clear, accurate and accessible to all
- Treat all customers positively, taking into account their gender, race, ethnic origin, disability, age, sexual orientation, gender identity, marital status, nationality, religion, belief or any other individual characteristics
- Endeavour to achieve accreditation in all key areas of equality such as the Plain English Crystal Mark, double tick and Investors in people.
- Investigate and respond seriously, confidentially and promptly to complaints of bullying, harassment, discrimination or victimisation.
- Regularly monitor complaints by number, type and outcome.
- Promote opportunities for all to comment upon our services through the comments, compliments and complaints process
- Ensure that all employees receive appropriate equality and diversity training. Such training will be incorporated into a broad range of training methods such as induction, and both general and specific training.

Employment Issues

We are committed to ensuring that employees are treated fairly and have equal access to jobs at every level within the organisation. We want to ensure that all prospective employees are treated fairly at each stage of our recruitment process.

We aim to be an employer of choice and to lead by example in the way we support and develop our employees.

In the workplace we will:-

- Ensure that the workplace is free from discrimination and harassment of any form.
- Ensure that managers deal with employment complaints and concerns consistently and fairly.
- Develop our managers to lead by example in a fair and effective manner.
- Respond to the diverse needs of communities and individuals.
- Listen to and consult with employees, and act on their views/aspirations and encourage employee forums to take ownership of issues and contribute solutions.
- Work with our Trade Union partners to review and revise policies and codes of conduct in line with a fair and positive attitude.
- Lead the way in recruiting and retaining a diverse workforce.
- Ensure that all employees have the same opportunities to develop and progress.
- Ensure that our workforce reflects the make up of our community.

Buying services from others: contracting and procurement

The Council recognises that the three statutory equality duties to promote race, disability and gender equality - which cannot be delegated - apply to procurement and that our spending power gives us the opportunity to positively influence how others work. Procurement is a crucial part of enhancing community well being, improving services and promoting social inclusion. In discharging its obligation to achieve Best Value, South Lanarkshire Council recognises that complying with equality duties in respect of procurement serves to help achieve that aim. We aim to ensure that contractors, agencies and suppliers who deliver services and provide goods on our behalf also share our vision and values.

We will use our influence and purchasing power to actively promote equality of opportunity and remove discrimination or harassment in procurement collaborations and partnerships.

When we buy services we will:-

- Ensure that anyone seeking work from the Council knows about our policy and is clear about the expectations of them.
- Encourage any company, business or individual wishing to provide goods or services to the Council, to contribute to our policy by implementing fair practices in employment and training.
- Promote equalities through the Council's procurement partnership activities.
- Require contractors and suppliers to provide details of their equal opportunities policies as part of the agreement of contractual process.
- Monitor the equalities performance of contracts.
- Support the promotion of equalities within the national Procurement Learning and Development Strategy.

Consultation and Engagement

The Council recognises the importance of consulting, involving and being aware of the views of employees and the whole community in delivering its Equality and Diversity Policy.

When consulting and involving communities we will:-

- Consult with people from all communities in South Lanarkshire to help shape the services we deliver and our policies and practices.
- Ensure our impact assessment process involves the systematic participation of the community, employees and partner groups in identifying unmet need and adverse impact.
- Support the development of partnerships and forums which enable effective consultation and involvement to take place.
- Share information with Community Planning Theme Partnerships, equality forums and other organisations as appropriate to help achieve the Council's equality aims and objectives.
- Develop a more detailed profile of the South Lanarkshire community and our workforce through regular customer satisfaction surveys and workforce verification exercises.

When consulting and involving employees we have set out:-

- our trade union partnership working agreement

In 2001 the Council and trade unions signed a partnership working agreement. In practice this means that trade union representatives are involved in the development and evaluation of employment policies. Representatives of the joint trade union executive committee are members of the Corporate Equality and Diversity Working Group and made an important contribution to the planning and development of our gender equality scheme.

- our employee forums

The Council provides time off with pay to enable employees to participate in a number of employee forums or networks, for working parents and carers, employees with disabilities, and minority ethnic employees. Supported by Corporate Personnel Services, these forums meet several times a year and enable members to network, raise concerns and participate in the debate about promoting equality and identifying and tackling discrimination.

Education Services

Education Resources is committed to ensuring that equality, diversity and inclusion are central to the work of all educational establishments. The Executive Director (Education Resources) is responsible for ensuring that the Council's Equality and Diversity Policy, Race, Disability and Gender Schemes are taken into account in planning, delivering and monitoring the effectiveness of education services.

In delivering education services we will:-

- Ensure that the framework of 7 core policies, which apply to all children and young people in South Lanarkshire educational establishments and which link to each other: Care and Welfare, Inclusion and Equality, Learning and Teaching, The Curriculum, Communication and Consultation, Maximising the use of resources and Quality Management, are delivered fairly and consistently.
- Work in partnership with parents, pupils, employees and external agencies to provide support for children and young people that will meet their needs.
- Use our Equal Opportunities framework to disseminate information and ensure that equalities are mainstreamed into educational establishments' ethos, curriculum and practices.
- Monitor race, disability and gender across attainment, attendance, exclusions and admissions to identify any discriminatory practice and to eliminate this.
- Ensure the implementation of the Education (Support for Learning) (Scotland) Act 2004.
- Deliver services in line with international and national policies. We aspire to the United Nations' Convention themes that all young people should be: safe, nurtured, healthy, achieving, active, respected and responsible. We include in this the 4 capacities of the Curriculum for Excellence to ensure that all children and young people become successful learners, confident individuals, responsible citizens, and effective contributors to society.

SECTION 5

Performance Management

South Lanarkshire Council is committed to using performance management to further its equality and diversity objectives. This Council believes that a key measure of the effectiveness of a service is its impact on equality and diversity.

In managing our performance we will:-

- Use impact assessments to develop equality and diversity objectives and targets by involving key partners and community representatives in the process
- Develop performance indicators at Corporate, Resource and Service levels which measure both service users perceptions and service performance

- Report performance on equality and diversity indicators as a key part of our Performance Management Reporting Framework
- Publicise our performance using the Council's website and other alternative formats

Our Approach to Consultation

Consultation and involvement are central to the development of the work the Council does and are essential in ensuring that we understand and meet the needs of employees and all those living and working in our community. Our approach is designed to ensure that we use resources appropriately to provide the services the community needs and wants efficiently, effectively and to the highest standard possible. This approach, which links directly to both local and national priorities, is set out in our Consultation Strategy 2006-2009.

This identifies that we will:-

- Consult and listen to people about the way we develop and deliver services
- Involve the community in the decision making process
- Ensure there is an audit trail of the impact consultation has made on the way we deliver services across the Council's areas of responsibility
- Plan and improve our services based on needs
- Monitor and report on customer satisfaction and the impact of consultation on service planning/development

SECTION 6

Responsibilities for implementation

Responsibility for the prevention and elimination of unfair treatment and the implementation of this policy lies with elected members, managers and employees.

Elected members have a responsibility as individuals, as employers and as representatives of their local communities to practice and promote equal opportunities. This includes providing leadership and direction for the policy through the Executive Committee, and monitoring through overview and scrutiny. The Chief Executive and Corporate Management Team have overall responsibility for implementation of this policy and for the plans and performance management practices adopted by their services.

Line managers and supervisors have a responsibility to familiarise themselves with the policy, and to reinforce it through management competencies and performance development reviews, to ensure that it is understood and implemented by all employees.

All employees have responsibility for working towards equality and inclusion, and for the implementation of this policy.

We all have a duty to:-

- Comply with and promote the Corporate Equality and Diversity Policy
- Co-operate with other procedures and practices that complement the Corporate Equality and Diversity Policy
- Be aware of our behaviour and its impact upon others
- Report any suspected discriminatory actions

- Report any suspicions of harassment taking place
- Not victimise people because they have made a complaint or have been involved in a complaint of harassment or discrimination
- Seek guidance on matters of equality and best practice when unsure of the appropriate course of action
- Work within the Code of Conduct for Elected Members or the Code of Conduct for Council Employees as applicable

SECTION 7

Policy Monitoring and Review

This policy will be reviewed on a regular basis and will be formally reviewed annually. The review will assess how effectively the objectives of policy are being implemented in practice.

This will be done at the following levels:-

- At a Council wide level, the Council will monitor and review Council wide achievements through a regular review of the policy, the 3 equality schemes, the equality and diversity targets in the Community Plan and Council Plan, and through the performance management system action identified in Resource and Service plans
- At a Resource level, the Council will monitor and review departmental achievements through Resource Plans
- At a service level, the Council will monitor and review Equality and Diversity achievements through equality indicators set in the performance management system
- At the individual officer level, the Council will monitor and review achievements as an integral part of work reviews and personal performance management

Managers are expected to inform Corporate Resources Personnel Services of all formal complaints made. The information provided will be anonymous and recorded by Resource, gender, race, type of complaint, resolution, and any follow up action taken.

The impact of the Equality and Diversity Policy will be monitored through the collection and analysis of these anonymous statistics. The statistics will be reviewed annually by Corporate Resources Committee and the Joint Negotiating Committee.

We will:-

- Consult with designated community, employee and partner groups on appropriate aspects of Equality and Diversity Policy during its development and review
- Monitor access to services by equality groups and report publicly on the results of this monitoring and where appropriate take action to improve our performance
- Assess the effect of new and existing policies and plans on equality groups
- Monitor and report our performance in terms of our workforce profile and recruitment statistics
- Monitor incidents of disciplinary actions, grievance and reasons for leaving employment
- Link equality monitoring to our performance management framework
- Monitor the impact of this policy on changing organisational behaviour

- Publish the results of monitoring on the Council's website
- Review other Council policies on a regular basis to ensure that individual rights are safeguarded
- Individual Resources will monitor specific issues and these will be incorporated into the particular Resource Strategy Action Plan
- Corporate Resources will monitor compliance with the Equality and Diversity Policy in respect of all plans and policies, all procedures and documentation, all premises and facilities, all training programmes, application of employment policies to equality groups, and all complaints on the grounds of discrimination and harassment
- All monitoring information will be reported to the Corporate Management Team and the Equal Opportunities Forum

SECTION 8

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 when the go well, you can help us to improve our services to you.

You can do this:-

- by writing to – Employee Development and Diversity Manager, Corporate Resources, South Lanarkshire Council, 3rd Floor, Council Headquarters, Almada Street, Hamilton, ML3 0AA
- by phoning – using 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 Equal Opportunities and tackling all forms of discrimination.

If you believe you have been treated less favourably because of, for example, your race or ethnic origin, gender, age 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.

Employees

In partnership with the trade unions, we have developed a "Dignity at Work Policy" to make sure that unacceptable behaviour such as bullying, harassment, discrimination or victimisation does not occur. Any employee, who feels they have been unfairly treated in any way, can raise a complaint using the procedures set out in the "Dignity at Work Policy". Employees can make their complaint informally or formally. Before deciding what to do they should get advice from their trade union representative, their Resource Personnel Officer, or the Personnel Advisor (Employee Services) at Corporate Resources. Complaints can be made by an individual or a group.

All complaints received are dealt with confidentially and sensitively to protect both the complainer and the person the complaint is about.

For confidential advice and a copy of any of our policies or procedures, phone the Personnel Advisor, (Employee Services), on 01698-454668.



Appendix 3:

DRAFT COPY

Equality and Diversity Strategy 2008 – 2011

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

June 2008

Note: Our Equality and Diversity policy sets out the council’s vision, objectives and commitments in relation to Equality and Diversity and is published separately. It can be accessed at www.southlanarkshire.gov.uk

Contents

Page

- 1) Foreword**
- 2) Introduction to South Lanarkshire**
 - About the Council
 - South Lanarkshire's Community
- 3) The Equality Duties**
 - Specific duties in relation to race, disability and gender
 - Single equality bill
 - Our equality and diversity policy
 - Our approach to consultation
- 4) Governance**
 - How we put our commitments into practice
 - Community Plan
 - Single Outcome Agreement
 - Council plan 'Connect'
 - Elected members
 - Equal Opportunities Forum
 - Corporate Management Team
 - Equality and Diversity Working Group
 - Equality champions
 - Service planning
 - Service monitoring
 - Core competence for all employees
 - Equality and Diversity Strategy action plan
 - Equality schemes action plans
 - Diversity monitoring
- 5) Impact assessment**
 - When should an impact assessment be carried out?
- 6) What have we done so far?**
- 7) Responsibilities**
- 8) What to do if something goes wrong?**
- 9) Appendix**

Foreword

Recent equalities legislation has placed a positive duty on public bodies to promote equality of opportunity. This demands that the Council takes a pro-active approach and supports our commitment to deliver services that meet the needs of everyone who lives and works in South Lanarkshire.

The Scottish Government in its 5 strategic objectives of:-

- a Wealthier and Fairer;
- a Healthier;
- a Safer and Stronger;
- a Smarter and a Greener Scotland.

Set equal opportunities at the centre of its policy. South Lanarkshire Council's Equality and Diversity Policy is at the centre of our core vision to work together **“to improve the quality of life of everyone in South Lanarkshire.”**

The Council recognises that implementing the aims of the strategy can only be achieved with a sustained commitment from elected member, and all employees plus continuous monitoring of the work that we do. For this reason the strategy provides a detailed framework and action plan covering both implementation and monitoring. This provides a focus for our activities and ensures that equality and diversity issues are addressed at levels.

The Council's Plan for 2007/2011 “Connect” sets out a series of ambitious programmes for the Council, which are designed to build on our successes to date and deliver our vision of improving the quality of life for everyone in South Lanarkshire. We recognise that we cannot achieve our vision on our own and we remain committed to working with our partners in the public, private and voluntary sectors, together with local neighbourhoods, to ensure that the programmes delivered are responsive and built around the needs of the community.

This strategy plays an integral part in supporting the Council's vision for South Lanarkshire, and in promoting social inclusion and the provision of quality services as key themes in the Council's work.

Archibald Strang
Chief Executive

2 Introduction to South Lanarkshire Council

About the 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 is a varied area, with heavily populated towns and extensive rural areas. South Lanarkshire has a good record of attracting high quality jobs; enjoys unspoilt areas of environmental beauty, and compares well with the rest of Scotland in a range of ways. The Council 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 still has 67 Councillors however rather than one Councillor for each ward, there are multi member wards comprising either 3 or 4 Councillors. The 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 listed below and further information is available on the Council's website at www.southlanarkshire.gov.uk

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 Council's citizens and its countryside, towns and villages, providing services such as environmental health services dealing with food safety, infectious diseases, pollution, contamination, nuisance and waste management, and consumer and trading standards. Community Resources 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.

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, the provision of the core legal service, the district courts, 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. Continuous Improvement activities are co-ordinated through Corporate Resources.

Education Resources is responsible for all schools, early years' establishments, libraries and youth and community learning services. In South Lanarkshire over 53,000 children attend around 130 early year's establishments including partner providers, 124 primary schools, 19 secondary schools, 9 special schools and 22 supported provisions in main stream 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, 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.

Enterprise Resources is responsible for a wide range of important services. The Resource comprises five services of approximately 700 employees operating from a variety of locations throughout South Lanarkshire. The work priorities for Enterprise Resources are driven by a number of factors including available resources, customer requirements and other influences. However, the core purpose of our 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.

Finance and Information Technology Resources is responsible for the management of all the Council's finances and look after the Council's information communications technology systems. Its remit includes the payment of employees, managing grants from central government and providing a risk and audit service. It also plays an important role in best value – making sure that services are delivered in the most cost effective 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 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. It is responsible for the housing modernisation programme 'Home Happening', 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. Housing and Technical Resources also support 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. There are key values and principles that underpin this work which aims to support and work with a number of client groups including children, young people and their families, older people, carers, people with mental health

South Lanarkshire's community

The following summary information has been compiled from a number of sources including the 2001 census, the Labour Force Survey, the Department for Work and Pensions, the Annual Survey of Hours and Earnings.

A comparison of South Lanarkshire's workforce with the working age population is given in Appendix 4 and a workforce comparison with the BME population in Appendix 5.

Population

There are slightly more women than men in South Lanarkshire - 52% as opposed to 48% of the population, 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 and Pakistani and other South Asian groups.

Households

Women dominate lone adult households, with over half of them 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 for men. Life expectancy for women is greater at 78.7 years compared to 73.9 years for men though life expectancy for men has risen faster.

Women account for a greater share of those undertaking caring responsibilities but this falls 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, with older male carers tending to provide care for more hours than women.

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 tend to be employed in construction and manufacturing and be in full time jobs, whilst women tend to work in the service sector and tend to work part time. Men tend to be working in managerial, skilled trades or elementary 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 been narrowing, in 2002 they earned 62%; for full time workers women earned 85% of male earnings compared to 77% in 2002.

Education and training

Overall more women than men have qualifications though this pattern is reversed 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, who are predominantly in health, services and caring subjects compared to male predominance 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.

3 The Equality Duties

Equalities legislation sets out a number of duties for the Council in connection with the promotion of race equality, disability equality, and gender equality. These duties are summarised in Appendix 7.

Specific Duties in Relation to Race, Disability and Gender Equality

In addition to the above duties, which are referred to as general duties, the Council requires to adhere to specific duties which include the requirement to publish a Race Equality Scheme, Disability Equality Scheme and Gender Equality Scheme setting out how the Council intends to fulfil its general and specific duties in relation to each equality and setting out its objectives. These schemes have been duly published and are available on the Council's website: www.southlanarkshire.gov.uk The specific duties also include the gathering of information on the effect of policies and practices in the areas each duty relates to, and to make use of that information to improve the performance of their respective general duty.

The Scotland Act 1998 broadens considerably the range of issues to be addressed as part of an equal opportunities strategy to include issues such as religion or belief, sexual orientation and age. The Council is committed to the Scotland Act definition of equalities.

Single equality bill

The government is currently consulting on proposals for simplifying, modernising and making more effective the framework of discrimination law for Great Britain. The aim is to produce a Single Equality Bill which is simpler, and more effective at tackling disadvantage based on the principle of fairness. This Bill proposes to replace the separate race, disability and gender equality duties with a single duty on public authorities to promote race, disability, gender, age, sexual orientation and religion and belief equality. In response to this the Council will develop a single equalities scheme and rationalise our approach to managing our equality and diversity action plans.

Our equality and diversity policy

The Council's policy on equality and diversity sets out our vision, responsibilities, objectives and commitments with regard to promoting equality and diversity and combating discrimination. It covers the Council's role both as an employer and service provider and it is the responsibility of everyone, whether an elected member, employee, contractor, or partner to bear in mind the commitments of the policy in the way in which they carry out their duties and behave towards service users and one another.

Within the broad principles of the policy the Council has identified specific areas where groups or individuals may experience discrimination, harassment or less favourable treatment. These are age, gender, transsexual, disability, race/nationality or ethnic origin, belief, marital status, caring responsibility, sexual orientation, employment status, trade union status or ex-offenders.

We are committed to achieving equality and diversity in all our activities and responsibilities. This means ensuring that services, facilities, and employment opportunities are accessible and receptive to the values and the diversity of needs within the community. In meeting this commitment, we shall aim to prevent - as well as eliminate - any form of discrimination that occurs in the workplace, in service delivery, or within the community. We also aim to provide good quality services which users (and potential users) can access freely without prejudice, discrimination and /or harassment.

At the heart of the Council's policy is an approach incorporating equalities into all aspects of our work and recognising and encouraging the positive contribution of diversity to the life of the area.

This requires a whole organisation approach that focuses upon incorporating equality and diversity considerations and our commitments into the following areas:

- **Community Leadership and Influence**
- **Consultation and Engagement**
- **Contracting and Procurement**
- **Employment Issues**
- **Service Delivery**

These 5 key areas will provide a focus for our activities in embedding equality and diversity into the Council's operations.

Our Equality and Diversity Policy sets out the Council's vision, objectives and commitments in relation to equality and diversity and is published separately. It can be accessed at www.southlanarkshire.gov.uk

Our approach to consultation

Consultation and involvement are central to the development of the work the Council does and are essential in ensuring that we understand and meet the needs of employees and all those living and working in our community. Our approach is designed to ensure that we use resources appropriately to provide the services the community needs and wants efficiently, effectively and to the highest standard possible. This approach, which links directly to both local and national priorities, is set out in our Consultation Strategy 2006-2009, and in our Equality and Diversity Policy which is available at www.southlanarkshire.gov.uk.

4 Governance

How we put our commitments into practice

It is vital that there is in place a robust governance process to ensure that equality and diversity are mainstreamed into all that we do. In order to facilitate this process, South Lanarkshire Council has adopted the following governance structure to support the overarching strategy as illustrated in Appendix 8.

The purpose of this structure is to ensure that:-

- the commitments identified in the Council's equality and diversity policy are implemented effectively
- the Council is proactively addressing equality and diversity issues across all levels,
- a robust monitoring process in place to ensure that actions identified in the Council Plan, Resource, and Service Plans and the Council's Equality Scheme Action Plans are being met, and
- the accountability for actions in various plans resides with the appropriate post holders.

Community Plan

Section 59(1) of the Local Government in Scotland Act 2003, requires that those participating in Community Planning should do so in a manner which encourages equal opportunities and, in particular, the observance of the equal opportunity requirements.

South Lanarkshire is committed to developing Community Planning and working effectively with partners and the local community. We work closely with the voluntary sector, business community and Chamber of Commerce, Scottish Enterprise, NHS Lanarkshire, NHS Greater Glasgow and Clyde, Communities Scotland, Strathclyde Police, Strathclyde Fire and Rescue, Strathclyde Passenger Transport, the Youth Council and others.

By law, the Council has responsibility to take the lead in developing Community Planning. Working with its partners, we launched our first Community Plan - Stronger Together in 2002, and this was updated in 2005. This plan has as its vision the aim to **“improve the quality of life for all by ensuring equal access to opportunities and to services that meet people's needs.”**

The South Lanarkshire Community Planning Partnership is guided by a common set of principles including:

“Partners will promote equality of opportunity, recognising diversity, irrespective of age, race, gender, sexual orientation or disability and be able to show that they have taken account of the needs of these communities on the planning and delivery of services as defined in the Scotland Act 1998.”

Single Outcome Agreement

The background to the Single Outcome Agreement (SOA) lies in the concordat that sets out the terms of a new relationship between the Scottish government and local government based on mutual respect and partnership. It underpins the funding to be provided to local

government.

Among the National Outcomes that will be a key focus of the Council in the delivery of the SOA is the need to tackle significant inequalities in Scottish society.

South Lanarkshire Council's SOA reaffirms the commitment of the Council to deliver the shared duties under the Local government Act 2003 in respect of Community Planning, Best Value, Equalities and Sustainable Development. The Council will develop an equalities network and develop outcome based measures in conjunction with community planning partners.

Council Plan '*Connect*'

The Council's Plan for 2007/2011 "Connect" identifies a number of values which sit at the heart of what we do and are fundamental to the way that we operate. These values are:-

- Fair and Open,
- People focused,
- Working with and Respecting others,
- Excellent Employer,
- Accountable, Effective and Efficient,
- Tackling disadvantage and Deprivation and
- Sustainability.

These values influence the Council's approach in progressing its objectives, supporting programmes, delivering projects and providing services. Broadly our objectives around promoting equality and good relations are about:-

- Promoting the development of a just and equal society
- Recognising and responding to the diverse needs of communities and individuals
- Treating our employees fairly and not tolerating unfair discrimination

Elected members

Councillors have overall responsibility for the council's equality and diversity policy, including providing leadership and direction through the Executive Committee, and monitoring through overview and scrutiny.

Equal Opportunities Forum

The Council has an elected member forum with specific responsibility for overseeing progress on equal opportunities issues and the forum meets every 8 weeks. Each Executive Director is required to produce an annual report to the Council's Equal Opportunities Forum on this area of their work.

Corporate Management Team (CMT)

The Chief Executive and Executive Directors who make up the CMT have responsibility for ensuring the objectives of all policies are met. The Executive Director (Corporate Resources) has been given specific responsibility for directing the development and implementation of the Council's equality and diversity policy and this equality and diversity strategy.

Equality and Diversity Working Group

Each Resource is represented on the Equality and Diversity Working Group which meets monthly and is responsible for taking forward equality and diversity within the organisation. The group monitor progress of the equality schemes and strategy action plans and share and develop best practice across the Council. Through our partnership working arrangements with the trade unions, representatives from the Joint Trade Unions Executive Committee (JTUC) are members of the working group.

Equality champions

Equality champions are identified in every resource and have a role in monitoring performance.

Service planning

Equality and Diversity Action Plans and outcomes are monitored through the Resource and Service planning process in line with the Council's performance management framework.

A template has been developed to ensure consistency of reporting of equality and diversity actions identified by Resources at service level as well as consideration of all equality and diversity issues. See Appendix 9

Service monitoring

Wherever possible equality and diversity related data is collected and analysed to evaluate the impact of current policies and inform the development of future ones. This includes capturing information about service users and non users, building equality parameters into performance monitoring, and feedback from service users including complaints. This, in conjunction with consultation feedback, is used to inform policy development and service improvements.

Core competence for all employees

Council services are delivered by people and as practical evidence of our commitment, "promoting equality of opportunity" is a core competence for all Council employees and forms part of their annual performance development review. This is supported by the provision of a wide range of equalities training opportunities including impact assessment training.

Equality and Diversity Strategy action plan

The plan covers the 4 year period from 2008-2012. Progress is reported by Resources to the Equal Opportunities Forum and CMT quarterly and regularly monitored by the Equality and Diversity Working Group.

Equality schemes Action Plans

The Council's 3 equality schemes covering race, disability and gender each have specific action plans that are monitored on a regular basis by the Equality and Diversity Working Group. The action plans provide a focus for the Council's equality and diversity work in these 3 specific areas but also link into the overall action plan as set out in the Equality and Diversity Strategy. Progress is reported quarterly to the Equal Opportunities Forum and to the Corporate Management Team. Copies of the equality schemes and the relevant annual updates are available at www.southlanarkshire.gov.uk.

To ensure consistency of monitoring and reporting and to incorporate equality and diversity across all our work, a single equality and diversity scheme will be developed.

Diversity monitoring

Each Resource has a named Diversity Liaison officer to look after equality and diversity issues for individual employees and to act as a point of contact for advice and support to Resource managers.

The Diversity Liaison Officers Group meets on a quarterly basis and has the following remit:-

- To provide specialist advice and support to managers on equality and diversity matters during recruitment and employment including advising on "reasonable adjustments" during the selection process and assisting with equipment and adaptations for any new or existing employee who is disabled.
- Monitor and analyse patterns of recruitment and turnover with regard to all employees as covered by the Council's Equality and Diversity Policy to identify and provide solutions to any potential issues or areas of concern.
- Act as a point of contact and support for employees in minority groups e.g. disabled/ethnic minority employees.
- Liaise with the Supported Employment team leader to source placements for clients on the Council's Supported Employment Programme.
- Promote and support employee forums by ensuring that information about the forums is provided to all new employees in their Resource and particularly to minority ethnic and disabled employees;
- Establish and maintain working links with the chairs of the employee forums.

5 Impact assessment

At the heart of our ongoing commitment to proactively address issues relating to equality and diversity is the process known as an impact assessment. As an organisation, South Lanarkshire Council is governed by policies and operating procedures to ensure that a corporate approach is adopted by all employees and to the highest possible standard. It is therefore crucial that these policies and procedures are rigorously tested to ensure that they promote equality and diversity and do not adversely discriminate against any employees or members of the public.

We have reviewed the template developed initially to identify functions and policies relevant to our duty under race, gender and disability equality legislation and extended it to encompass other equality strands such as age, religion/belief and sexual orientation. Each Resource has now developed a programme of its "relevant" functions, policies and strategies and has put in place arrangements for carrying out impact assessments using an online impact assessment template and guidance notes which have also recently been

revised.

The purpose of an impact assessment is to help ensure that we do not discriminate and that we utilise all opportunities to promote equality, diversity and good relations between groups. The impact assessment is the thorough and systematic analysis of a proposed or existing strategy, policy, function or operating procedure, which ensures that a consistent approach will be taken.

The impact assessment process involves anticipating the consequences of our proposed or existing strategy, policy, function or operating procedure on all our employees and communities, making sure that, as far as possible, any negative impacts are minimised or eliminated and that opportunities for promoting equality and diversity are maximised.

The assessment extends to monitoring the actual effects of a strategy, policy, function or operating procedure, not just the written word, so that we can identify any actions that need to be taken if there are concerns that the strategy, policy function or operating procedure is having or is likely to have a negative impact on any of the equality groups.

When should an impact assessment be carried out?

Developing new strategies, policies, functional operating procedure

The impact assessment is used in the initial development stage to ensure that officers are thinking from the outset about the potential impacts on different equality groups. In line with this approach, the impact assessment process is seen as an integral part of the planning process and should never be thought of as an add-on or used as a last-minute check. **All new policies, strategies and function or operating procedures will be impact assessed as part of their development.**

Reviewing existing strategies, policies, functions or operating procedures

When using the impact assessment process for reviewing strategies, policies, function or operating procedures, it is important that the impact assessment is used early on in the review process, as this ensures equality considerations are at the centre of our thinking. It is also important when reviewing to consider the latest data available, as this may highlight areas where negative impact or unlawful discrimination is taking place. **All existing relevant policies, strategies and functional operating procedures will be impact assessed by November 2008.**

6 What have we done so far?

The Council has already made significant progress in response to the equality duties across all of the equality strands. We produce annual progress reports on each of our Equalities schemes action plans. These are available from www.southlanarkshire.gov.uk. A summary of these actions is set out in Appendix xx.

7 Responsibilities

The Chief Executive, Directors and Heads of Service are accountable for providing leadership in the implementation of this policy, and for ensuring that service planning and performance management systems incorporate specific equality objectives.

Line managers and supervisors have a responsibility to familiarise themselves with the policy, and to reinforce it through management competencies and performance development reviews, and to ensure that it is understood and implemented by all employees.

All employees have a responsibility for working towards equality and inclusion, and for the implementation of this policy.

We all have a duty to:-

- Comply with and promote the Corporate Equality and Diversity Policy
- Comply with other procedures and practices that complement the Corporate Equality and Diversity Policy
- Be aware of our behaviour and its impact upon others
- Report any suspected discriminatory actions
- Report any suspicions of harassment taking place
- Not victimise people because they have made a complaint or have been involved in a complaint of harassment or discrimination
- Seek guidance on matters of equality and best practice when unsure of the appropriate course of action
- Work within the Code of Conduct for Elected Members or the Code of Conduct for Council Employees as applicable.

8 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:-

- **in writing** – Employee and Diversity Manager, Corporate Resources, South Lanarkshire Council, Council Headquarters, Almada Street, Hamilton, ML3 0AA
- **by phone** – at the numbers given below
- **by email 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, for example, your race or ethnic origin, gender, age 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

Employees

In conjunction with the trade unions, we have developed a “Dignity at Work Policy”, to make sure that unacceptable behaviour such as bullying, harassment, discrimination or victimisation does not occur. Any employee who feels they have been unfairly treated in any way, can raise a complaint using the procedures set out in the “Dignity at Work Policy”. Employees can make their complaint informally or formally. Before deciding what to do they should get advice from their trade union representative, the Resource Personnel Officer, or the Personnel Advisor (Employee Services) at Corporate Resources. Complaints can be made by an individual or a group.

All complaints received are dealt with confidentially and sensitively to protect both the complainer and the person the complaint is about.

For confidential advice, and a copy of any of our policies or procedures, phone the Personnel Advisor, (Employee Services), on 01698-454668.

Appendix 1:

Legislation

Scotland Act 1998

Local Government in Scotland Act 2003

Sex Discrimination Act (1986)

Sex Discrimination Act (Gender Reassignment) Regulations 1999

Race Relations Act (1976)

Race Relations (Amendment) Act (2000)

Equal Pay Act (1970) (as amended, 1984)

Equality Act 2006

Disability Discrimination Act (1995)

Disability Discrimination Act (2005)

Disability Rights Commission Act (1999)

Employment Rights Act (1996)

Protection from Harassment Act (1997)

Crime and disorder Act (1998)

Employment Relations Act (1999)

Human Rights Act (1998)

EC Directive 2000/78 (European Union, 2000)

Appendix 2:

What have we done so far?

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

- Consulted and involved 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
- 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
- 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

- Provide information in plain English and other appropriate formats such as Braille, large print, audio tape, DVD and British Sign Language.
- Provide Interpretation, translation services including service provision standards
- Undertaken an independent audit of the Council's website and taken appropriate remedial 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 for disabled people
- 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
- Support 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

- Provide 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
- Measure 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
- Require contractors and suppliers to provide details of their equal opportunities policies as part of the agreement of contractual process
- Developed a Procurement and Equal Opportunities 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
- Monitor 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 sought and taken into account of in the planning of regeneration projects, integrated community facilitates and other major projects, roads/build environment and transportation strategies.
- Provided support to LAMIS and 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
- Provide work experience opportunities to a range of vulnerable minority groups, including asylum seekers through the “Bridges Project”,
- Provide 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
- Assist young people with additional support needs in transition from school to the adult world, into employment with the council and other employees through the Vocational Development Programme, “Work it Out”.

Appendix 3

Glossary

Community Planning
Customer Charter
DEAF
Discrimination
Diversity
Double Tick Standard
Equal Opportunities
Equality Scheme
Harassment
Intimidation
LAMIS
MARIM
Social Clauses

Appendix 4:

South Lanarkshire Council 2001 census working age population workforce comparison

Table Population : All people of Working Age (M16-64; F16-59)

Geographical level : South Lanarkshire Council Area

Sex	Males		Females		Persons		SLC Workforce	
Age band	16 to 64		16 to 59		16 to 59/64		16 to 59/64	
	count	%	count	%	count	%	count	%
Working Age Total	95,230	100.00%	93,023	100.00%	188,253	100.00%	16,254	100.00%
White Scottish	88,865	93.32%	87,118	93.65%	175,983	93.48%	15,250	93.80%
Other White British	3,568	3.75%	3,381	3.63%	6,949	3.69%	393	2.40%
White Irish	943	0.99%	767	0.82%	1,710	0.91%	88	0.50%
Any Other White Background	748	0.79%	736	0.79%	1,484	0.79%	176	1.10%
Indian	195	0.20%	167	0.18%	362	0.19%	26	0.20%
Pakistani	324	0.34%	261	0.28%	585	0.31%	19	0.10%
Bangladeshi	13	0.01%	8	0.01%	21	0.01%	1	0.00%
Other South Asian	52	0.05%	58	0.06%	110	0.06%	10	0.10%
Chinese	241	0.25%	242	0.26%	483	0.26%	4	0.00%
Caribbean	18	0.02%	16	0.02%	34	0.02%	2	0.00%
African	48	0.05%	32	0.03%	80	0.04%	10	0.10%
Black Scottish or Other Black	14	0.01%	12	0.01%	26	0.01%	2	0.00%
Any Mixed Background	94	0.10%	113	0.12%	207	0.11%	16	0.10%
Other Ethnic Group	107	0.11%	112	0.12%	219	0.12%	19	0.10%

Appendix 5: BME workforce profile June 2008

Resource	Category A				Category B	Category C					Category D			Category E						
																% of Resource which is Ethnic Minority	% of Resource which is Ethnic Minority against Working Age Population	Not Disclosed	Blank	Total for Resource
	White				Mixed	Asian, Asian Scottish or Asian British					Black, Black Scottish or Black British			Other Ethnic Background	Total number in Category B-E					
	Scottish	Irish	British	Any Other White Background	Any Mixed Background	Indian	Pakistani	Bangladeshi	Chinese	Any Other Asian Background	Caribbean	African	Any Other Black Background	Any Other Background						
Community	3399	4	90	17	1	6	4	0	0	3	0	1	0	5	20	0.6%	0.9%	21	158	3709
Corporate	237	0	5	3	1	0	0	0	0	0	0	0	0	0	1	0.4%	0.1%	0	0	246
Education	6230	38	195	112	9	7	6	1	1	2	1	4	1	11	43	0.6%	2.0%	106	264	6988
Enterprise	653	7	28	5	0	0	1	0	0	1	0	2	0	0	4	0.6%	0.2%	11	0	708
Finance & IT	274	0	7	1	1	1	1	0	0	0	0	0	0	0	3	1.1%	0.1%	0	0	285
HAT	1969	4	26	18	3	1	3	0	2	1	0	2	0	5	17	0.8%	0.8%	7	3	2044
Social Work	2685	34	75	44	3	5	1	0	0	4	1	2	0	3	19	0.7%	0.9%	14	28	2899
Totals	15447	87	426	200	18	20	16	1	3	11	2	11	1	24	107	0.7%	4.7%	159	453	16879
Number of Population: Category B-E: 3,404 (1.1%)																				
Number of Workforce: Category B-E: 107 (0.7%)																				
Number of Population of Working Age: Category B-E: 2,127 (0.6%)																				
Number of Workforce compared with no. of Working Age population: Category B-E: 107 (5.0%)																				
Number of Population: Category B-E/White Irish/Any other White Background: 8,369 (2.8%)																				
Number of Workforce: Category B-E/White Irish/Any other White Background: 394 (2.42%)																				

Appendix 6: South Lanarkshire Mid-year population estimates at 30th June 2006

AGE	PERSONS	MALE	FEMALE	AGE	PERSONS	MALE	FEMALE	AGE	PERSONS	MALE	FEMALE
0	3,440	1,724	1,716	30	3,374	1,617	1,757	60	3,443	1,655	1,788
1	3,342	1,710	1,632	31	3,540	1,658	1,882	61	3,305	1,593	1,712
2	3,366	1,709	1,657	32	3,597	1,702	1,895	62	3,448	1,619	1,829
3	3,229	1,583	1,646	33	3,977	1,862	2,115	63	3,413	1,622	1,791
4	3,296	1,662	1,634	34	4,185	1,946	2,239	64	3,122	1,428	1,694
0-4	16,673	8,388	8,285	30-34	18,673	8,785	9,888	60-64	16,731	7,917	8,814
5	3,240	1,620	1,620	35	4,500	2,135	2,365	65	2,980	1,376	1,604
6	3,477	1,781	1,696	36	4,473	2,126	2,347	66	3,028	1,379	1,649
7	3,586	1,800	1,786	37	4,818	2,320	2,498	67	2,967	1,363	1,604
8	3,513	1,804	1,709	38	4,866	2,325	2,541	68	2,941	1,361	1,580
9	3,764	1,912	1,852	39	4,894	2,307	2,587	69	2,845	1,297	1,548
5-9	17,580	8,917	8,663	35-39	23,551	11,213	12,338	65-69	14,761	6,776	7,985
10	3,650	1,895	1,755	40	4,801	2,294	2,507	70	2,838	1,283	1,555
11	3,644	1,856	1,788	41	4,944	2,329	2,615	71	2,574	1,141	1,433
12	3,970	2,000	1,970	42	5,197	2,378	2,819	72	2,487	1,068	1,419
13	3,936	2,000	1,936	43	4,975	2,347	2,628	73	2,446	1,053	1,393
14	4,109	2,096	2,013	44	4,945	2,355	2,590	74	2,377	1,030	1,347
10-14	19,309	9,847	9,462	40-44	24,862	11,703	13,159	70-74	12,722	5,575	7,147
15	4,089	2,137	1,952	45	4,865	2,373	2,492	75	2,275	944	1,331
16	3,959	2,052	1,907	46	4,910	2,394	2,516	76	2,142	865	1,277
17	3,754	1,917	1,837	47	4,775	2,247	2,528	77	2,059	793	1,266
18	3,930	2,097	1,833	48	4,723	2,352	2,371	78	1,791	700	1,091
19	3,805	2,003	1,802	49	4,591	2,145	2,446	79	1,711	685	1,026
15-19	19,537	10,206	9,331	45-49	23,864	11,511	12,353	75-79	9,978	3,987	5,991
20	3,863	2,014	1,849	50	4,471	2,148	2,323	80	1,657	634	1,023
21	3,987	2,079	1,908	51	4,302	2,028	2,274	81	1,411	515	896
22	3,849	1,947	1,902	52	4,285	2,074	2,211	82	1,395	514	881
23	3,607	1,854	1,753	53	4,104	2,014	2,090	83	1,141	373	768
24	3,558	1,822	1,736	54	4,051	1,976	2,075	84	1,042	336	706
20-24	18,864	9,716	9,148	50-54	21,213	10,240	10,973	80-84	6,646	2,372	4,274
25	3,817	1,890	1,927	55	3,867	1,937	1,930	85	999	355	644
26	3,680	1,885	1,795	56	3,864	1,881	1,983	86	996	321	675
27	3,386	1,678	1,708	57	4,062	1,995	2,067	87	612	183	429
28	3,295	1,562	1,733	58	4,137	1,957	2,180	88	466	133	333
29	3,032	1,472	1,560	59	4,475	2,159	2,316	89	393	108	285
25-29	17,210	8,487	8,723	55-59	20,405	9,929	10,476	85-89	3,466	1,100	2,366
								90+	1,625	403	1,222
								TOTAL	307,670	147,072	160,598

AGE GROUP SUMMARY	PERSONS	MALES	FEMALES
ALL AGED UNDER 16	57,651	29,289	28,362
ALL AGED UNDER 18	65,364	33,258	32,106
ALL AGED 16 AND OVER	250,019	117,783	132,236
ALL AGED 18 AND OVER	242,306	113,814	128,492
ALL AGED 16-44	118,608	57,973	60,635
ALL AGED 45-64/59 (M/F)	73,399	39,597	33,802
ALL AGED 65/60 (M/F) AND OVER	58,012	20,213	37,799
ALL AGED 75 AND OVER	21,715	7,862	13,853

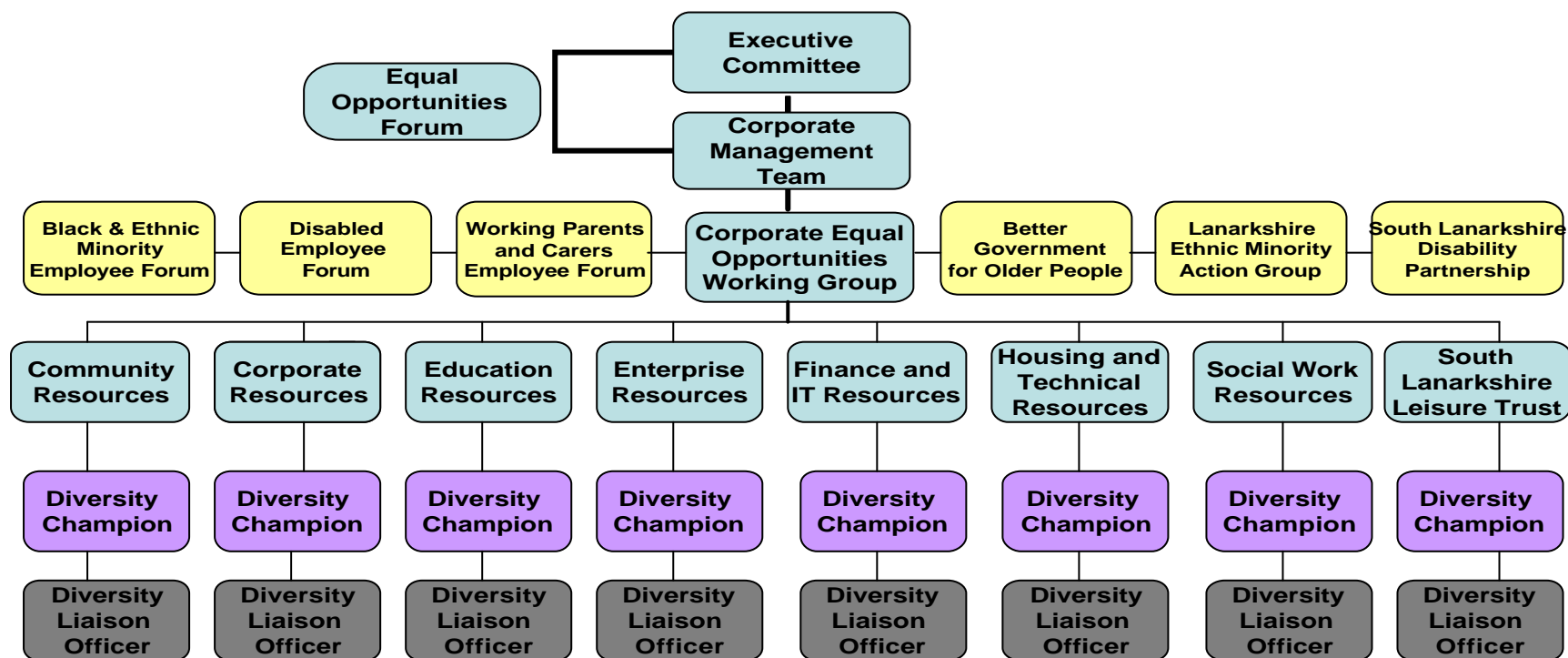
Appendix 7: Equality Duties

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 and policies 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	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	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	

Appendix 8:

South Lanarkshire Council Corporate Equality Structure



Appendix 9: Local Action Plan Template

EQUALITY AND DIVERSITY STRATEGY –LOCAL ACTION PLAN

When considering actions, consideration should be given to all stands of diversity under the following themes

- **Community Leaderships & Influence**
- **Consultation & Engagement**
- **Contracting and Procurement**
- **Employment Issues**
- **Service Delivery**

Council Value	Action Ref:	Diversity area(s)						Details of Action	Owner	Review Date	Outcome/measure
		A	D	G	R	R/B	SO				
Fair and Open	1										
	2										
	3										
	4										
	5										
People Focused	1										
	2										
	3										
	4										
	5										
Working with and Respecting others	1										
	2										
	3										
	4										
	5										
Excellent Employer	1										
	2										
	3										
	4										
	5										

Accountable, Effective and Efficient	1										
	2										
	3										
	4										
	5										
Tackling Disadvantage and Deprivation	1										
	2										
	3										
	4										
	5										
Sustainability	1										
	2										
	3										
	4										
	5										

