

Race Equality Scheme

Foreword

Ensuring that people are treated fairly is a principle which underpins all Council activities.

We produce annual updates on our schemes in relation to race, disability and gender. These public documents allow people to see what progress we have made, and our commitment to actions in the future.

As the legislative environment on equalities change we will reflect this in our reporting arrangements. It is our intention to publish a Single Equality Scheme in 2009 which draws together all equalities actions in one place, in one document. We will continue to consult with individuals and groups on the content of the proposed Single Equality Scheme, so that they can influence the shape of Council Services in the future.

In the meantime, this is our final Race Equality Scheme. In it you will find a review of our progress over the last 3 years – and some examples of good practice. In addition, there are areas where we can continue to improve – we have included those too.

Equality and Fairness run through the values of our organisation. I'd like to thank all of you who have taken the time to be involved and to give us your views.

Archibald Strang
Chief Executive

1. Introduction

In November 2005, the Council introduced its first Race Equality Scheme. In this document, we set out our commitments in terms of our Equal Opportunities Policy and Strategy. We specified our approach to race equality in terms of employment and service delivery. We identified our relevant policies and functions, and the process for assessing them for adverse impact. We included information about training our employees, and about promoting race equality both in the workforce and in the community. We also included a Council action plan, indicating what steps the Council would take, by whom and by when, to meet our race equality duties.

In 2006 and in 2007, we have produced an update on our progress in relation to the Race Equality Scheme as required.

The Council's work on race equality over the last 3 years has helped the organisation to better understand the needs of our ethnic minority communities

and employees. It has led the Council to make changes in how it delivers services. We have also commissioned research and engaged in consultation which has informed our approach.

This Race Equality Scheme summarises much of this activity, and sets out our plans for the future. This includes our intention to produce a Single Equality Scheme in 2009.

One of the developments in the last 3 years, has been the introduction of the Council Plan, "Connect" in this, the Council has set out its vision, objectives and values.

The Vision

The Council's long-term vision is to work together to improve the quality of life for everyone in South Lanarkshire.

The Objectives

We will prioritise objectives which

- improve the quality and availability of housing
- develop services for older people
- improve the quality of the physical environment
- improve the road network
- schools modernisation.

The Values

The Council's values underpin the way in which we work. They are

- Fair and open
- People focused
- Working with and respecting others
- Excellent employer
- Accountable, efficient and effective
- Tackling disadvantage and deprivation
- Sustainable development

1.2 About the Council

South Lanarkshire is situated in the central belt of Scotland, from the upper reaches of the River Clyde, extending into the Southern Uplands.

This area is a mix of urban and rural communities covering 4 main areas.

- Clydesdale – a rural area characterised by agriculture, especially farming and market gardening.
- East Kilbride – a former New Town
- Hamilton – the administrative centre
- Rutherglen/Cambuslang – in the north of South Lanarkshire and close to the City of Glasgow.

305,400 people live here, and the Council is the 5th largest in Scotland.

Population

The population of South Lanarkshire is predicted to increase in the next few years by approximately 4.1%. The greatest increases are amongst older people. Indeed the population aged 65 years + will increase by 46% (22,000 people) by 2014.

Our ethnic minority community based on the 2001 Census, sits at 1.1% of the overall population.

South Lanarkshire population by Ethnic Group.

Ethnic Group	Numbers	% all
White Scottish	283,624	93.8%
Other White British	10,223	3.4%
White Irish	2,678	0.9%
Other White	2,287	0.8%
Indian	536	0.2%
Pakistani	968	0.3%
Bangladeshi	29	0.0%
Other South Asian	165	0.1%
Chinese	718	0.2%
Black Caribbean	48	0.0%
Black African	111	0.0%
Black Scottish/Other Black	43	0.0%
Mixed Background	482	0.2%
Other ethnic groups	304	0.1%
Total	302,216	100%

South Lanarkshire Council services are delivered through 7 Resources

Community Resources comprises 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 employment and training, legal services, corporate communications, consultation, district courts and licensing. Its registration service offers a number of premier venues for weddings and naming ceremonies. The Resource also provides the support service for Elected Members, administers the Council Committee processes and organises elections to the Council, Scottish and Westminster Parliaments and the European Parliament. With over 15,000 employees it is crucial that the Council can recruit, retain and develop employees able to provide the highest possible standard of service for the people of South Lanarkshire, and the Council's commitment to this is shown in its achievement of the Investor People standard (IiP).

Education Resources are responsible for all schools, early years establishments, libraries and youth and community learning services. In South Lanarkshire over 53,000 children attend 130 early years establishments including partner providers, 124 primary schools, 19 secondary schools and 9 special schools. Education Resources Advisory Service has a number of advisers and seconded teachers specialising in areas such as citizenship, equal opportunities, education for enterprise and personal and social development. Other services include the home school partnership service, specialist services for pupils with additional support needs, and psychological services. 17 Learning Communities have now been established to promote the education, health and social welfare of young people and adults in the area served by the Learning Community. Better integrated working will support an inclusive approach to meeting the needs of children and families.

Enterprise Resources core purpose is to improve South Lanarkshire through developing its economy, environment and infrastructure. It is responsible for regeneration projects such as Hamilton Ahead and the Centre West Shopping Centre East Kilbride, improvement and maintenance of road networks, planning and building control. Regeneration also includes support for businesses, assistance to the unemployed, and tackling both urban and rural regeneration. It also manages the Council's property portfolio.

Finance and Information Technology Resources are 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 are responsible for managing the Council's housing stock together with a range of associated services. Through New Housing Partnerships it provides affordable home to buy in the areas where they are most needed. It is responsible for the council 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&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 are 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 problems, physical disabilities, learning disabilities, substance misuse problems, terminal illness and HIV/Aids.

The Resource is involved in a range of partnerships with other service providers to deliver services that focus on improving the outcomes for service users and their carers. These outcomes include better integrated services, supporting more people to live independent lives at home and ensuring people receive and improved quality of care through faster access to services and better quality services.

1.3 Our Equality and Diversity Policy and Strategy

The Council revised its policy and strategy in this area in 2008. The new documents were agreed by Council in June 2008. As part of the development of our new policy and strategy we undertook extensive consultation with employee and community representatives, using online formats, questionnaires and focus groups. They provided the Council with a wealth of feedback. Examples of comments are included in Appendix 1

The revised policy and strategy is available to the public on our website, to employees on our intranet, and in hard copy summary in all of our public offices. They allow elected members, employees, contractors, partners and the community to be clear about the Standards we set as a Council and encourage

our partners to use. They set out how we will meet our statutory obligations, and also how we intend to promote equity and fairness in everything we do.

The policy and strategy documents set out how this Council puts its equality duties into practice and what structures are in place to make this happen.

- The equal opportunities forum

The achievement of any policy depends on commitment from the top. The Council has established an Elected Member Forum with specific responsibility for its equal opportunities. Meeting eight-weekly and chaired by a senior Elected Member, the Forum considers equality related policies and strategies as well as receiving annual reports from each Executive Director.

- The Corporate Management Team

The Chief Executive has overall responsibility for the Council's performance, working with the seven Executive Directors in the Corporate Management Team.

- The Equality 'champion'

The Executive Director (Corporate Resources) has been given specific responsibility for directing the development and implementation of the Council's equality strategy and this Race Equality Scheme.

- Annual Resource equality reports

Each Executive Director has responsibility for ensuring that they take account of the equal opportunities policy in the way in which they plan, deliver and monitor the effectiveness of their services. They also have to provide an annual report to the Council's Equal Opportunities Forum on this area of their work.

- The corporate working group on equal opportunities

Chaired by the employee development and diversity manager, the Corporate Working Group on Equal Opportunities is composed of officers from each Resource and the Joint Trade Unions Committee and meets monthly. It oversees implementation of the equality strategy, prepares strategic work, identifies best practice and disseminates this work throughout the Council by means of Resource specific equality groups and is responsible for the development and review of the Council's race equality scheme. Details of the membership of the corporate working group on equal opportunities are provided in Appendix 2.

2 Review of the Council's Race Equality Scheme 2005/2008

The Race Relations (Amendment) Act 2000 requires the Council to have 'due regard' to

- eliminating unlawful discrimination
- promoting equality of opportunity
- promoting good race relations

The Act also requires the Council to identify functions, policies and proposed policies which are relevant to race equality and the general statutory duty. This relevance schedule is detailed in Appendix 3.

Impact Assessment

- The Council initially identified 335 items on the relevance schedule and has carried out an impact assessment on 289 of these. At the time of publication 160 have been published on the Council's website.
- The scope of assessing policies and functions for adverse impact was extended to include gender, disability, age, faith, LGBT issues, as well as race. This was done to reduce the burden of carrying out multiple equality impact assessments.
- The process of impact assessment originally proved to be cumbersome, and a source of concern for those involved. As a result we have
 - reviewed the training provided for managers and revised the content
 - developed an on-line form which provides prompts and additional guidance
 - provided facilitated sessions for groups to complete equality impact assessment
 - introduced a quality assurance mechanism to review assessments prior to publication on the Council's website
 - included a section on Equality Impact Assessment into all Committee papers and Corporate Management Team papers.
- The outcome of many of our equality impact assessments shows that as a Council we need to gather more information about who uses our services, and to involve people more in developing future services. These twin activities of monitoring, and involving people is already underway, and form the basis for much of our work in the coming year.

- We have shared our experience of impact assessment and the development of our on-line form with our partners through the Clyde Valley Partnership and the Community Planning Partnership.
- Our approach to equality impact assessment, our training and facilitation is now available to colleagues in the voluntary sector too.

Employment

- The composition of our workforce has remained stable over the last 3 years. Information on ethnicity, disability, and gender is requested from our existing employees, and new employees at the point of recruitment. We make great efforts to encourage employees to complete and return this information.
- Workforce profile summaries for each year are published annually on the South Lanarkshire Council website. The ethnic origin workforce profiles for 2005 – 2007 are included as Appendix 3.
- In comparing ethnic origin in the workforce (0.7%) with ethnic origin within the South Lanarkshire population, (1.1%) there appears to be a gap. However if the comparison is made with the working age ethnic minority population (0.6%) the gap is eradicated.
- Promotion figures for staff within the Council show that 15.6% of those who identified themselves as of an ethnic origin have assumed higher duties since the start of their employment. See appendix 4.
- As the Council we make efforts to recruit from ethnic minority communities by advertising through community outlets, and including text which encourages ethnic minority applicants.
- We have recently introduced recruitment through the National recruitment portal www.myjobscotland.gov.uk and we are actively monitoring the applicants for any evidence of adverse impact.
- Our BME forum continues to meet quarterly. This is a shared meeting with colleagues in North Lanarkshire Council. Attendance at forum meetings has increased in 2008, and members have participated in a number of events to develop capacity, knowledge and understanding. Forum members are regularly involved in consultation on both employment and service delivery issues.

- One outcome emerging from consultation with BME employees has been the introduction of a “quiet room” which is available for prayer or reflection.
- Monitoring reports on the workforce are provided monthly and quarterly to a range of forums. These include the Corporate Management Team, Corporate Resources Committee, Employee Issues Forum and the Joint Consultative Forum. The content of these reports includes analysis of
 - attendance
 - referrals to occupation health
 - accidents
 - turnover
 - reasons for leaving
 - disciplinary hearings
 - grievances and Dignity at Work complaints
- Information of the ethnic origin of employees in relation to workforce monitoring is captured, and used by Personnel Services within each Resource. In particular, our Diversity Liaison Officers scrutinise the monitoring information and are an important point of contact for ethnic minority employees. In our public reports, ethnic minority analysis of the workforce is often reported in general terms so the individual employees cannot be identified.

Learning and Development

Ensuring that employees have the skills and knowledge that they need to deliver our race equality scheme is key to our success. As such the Council has provided bespoke training for elected members and employees in equality and diversity issues, and in race equality specifically. Details of the training provided and the numbers of employees who have taken part are included at Appendix 4. Courses have ranged from impact assessment training for those involved in developing policies, to social work specific courses in anti-discriminatory practice. All training for employees is identified through the PDR process, and evaluated for impact. The Council continues to meet the Investor in People standard in this respect.

We have analysed the nominations for training which come through the PDR process and can provide a breakdown of training course participation by employee ethnic origin. This is also shown in Appendix 5.

Equalities briefings have been provided for elected members, Heads of Service and Executive Directors in the last year.

In terms of the Positive Action Initiatives, we facilitate learning and development opportunities for members of our BME forum. This serves to both encourage participation and build capacity amongst members of the group.

The Council has developed a good working relationship with the Bridges Project in Glasgow and has offered placement opportunities and job specific training to people who participate in this project.

Vocational Training

The Council encourages school pupils in S2 – S4 to participate in vocational training opportunities as part of their school curriculum. Currently over 800 young people take part in a range of vocational activities ranging from construction to catering. In addition, the Council annually recruits school leavers to Modern Apprenticeship vacancies within the Council. Each year approximately 50 young people are successful in this entry route to Council employment. Efforts have been made to address the lack of uptake from BME young people in both of these programmes. Directing publicity about the schemes through members of LEMAG, and through the BME employee forum has led to very little change in uptake. This is an area for further activity in the year ahead.

Communication

Effective communication is a key part of meeting the duty to promote good race relations. In the last three years the Council has taken a number of steps to promote equality robustly.

- Each month all 16,000 employees receive a copy of 'The Works' magazine. We have introduced an 'Equalities in Action' feature which focuses on an employee or group of employees who demonstrate what equality is really about in the course of their work. An example is included at Appendix 6.
- On the Council's website, there is a section on Equalities and Citizenship, which includes contact details for community groups and relevant Council information. This is also where information on impact assessment can be found.
- The Council, in conjunction with its partners in the M.A.R.I.M. held an awareness raising event for employees of the partner's organisations. This event offered a range of workshops including 'culturally sensitive services' and 'sectarianism'. As a result of the positive evaluations, this will become an annual equality event for employees. In 2009, we intend to run the event again, this time aiming at members of the public.

Consultation

- Our consultation strategy includes a commitment to engage with minority ethnic groups. Over the last year the Council has undertaken a number of consultation events, focussing on accessing information about the Council and Council services. Often this takes the form of focus groups and this has provided a rich source of feedback from the ethnic minority community.
- Our formal mechanism for consultation is through LEMAG. We meet regularly with office bearers from this umbrella group and involve them in joint activities. Officers and members recently attended the “LEMAG: The Way Forward” event.
- This year the Council did its first household satisfaction survey and took the opportunity to gather up-to-date information about the make up of our community. The survey went to 147,000 households and the overall customer satisfaction rating for Council services was 86.5%. When this data was analysed by the self reported ethnicity of respondents the customer satisfaction rate only varied slightly at 85%.

Research

The Council is proud to have been involved in commissioning some research projects, which have focussed on the needs of minority ethnic communities. Examples of this research include.

- Domestic Abuse and Marginalised Women conducted by the Doorway Project. The prevalence of domestic abuse experienced by black and minority ethnic woman was no greater than other groups, but their responses and coping mechanisms were different. In particular, the research confirmed that black and ethnic minority women do not access services because of lack of confidence and lack of information.
- Joint research into the social care needs of minority ethnic communities in Lanarkshire. Barriers to service take up included concerns about the cultural sensitivity of services provided/available.
- Joint research into assessing the housing needs of minority ethnic communities in Lanarkshire. This identified the need for more effective monitoring of ethnic minority uptake of services and for training for staff.
- Minority ethnic elder perception of needs and services in South Lanarkshire. This research confirmed that people were often unaware of services and had little confidence that they would be sensitive to their needs.

More details of each of these research projects can be found at www.southlanarkshire.gov.uk. The importance of local research is essential to developing services which effectively meet the needs of the ethnic minority community in this area. Already, more effective monitoring systems are in place in both Housing and Social Work Services.

Support to the Community

South Lanarkshire Council, with colleagues in North Lanarkshire Council, continue to support the outreach work carried out by the Ethnic Minority Law Centre in this area. Uptake of this service over the last 3 years has shown an increasing demand for the specialist advice which the EMLC provides. The Council will continue to jointly fund the post of solicitor, to be based in the local Citizens Advice Bureaux.

Complaints

The Council monitors all complaints made by members of the public about its services. In addition to the information about the nature of the complaint, we also ask if the complaint involves discrimination on any equalities grounds. In the last three years there has been 1 complaint to the Council which had a racial dimension.

Making a Difference

Each of our Resources presents an annual report to elected members and officers on the work of the services in relation to equality. This section focuses on areas of work which relate specifically to race and identifies actions of which the Council is especially proud.

- Libraries: Through consultation with LEMAG, a need was identified to provide books in ethnic minority languages. Hamilton Library now has a substantial ethnic minority language section which can be borrowed or ordered from any other library outlet.

As a result of customer feedback Rutherglen library now provides Chinese language newspapers to meet the needs of the local community.

- Education Resources: Developmental work in Larkhall Universal Connections and with Larkhall Academy has provided for the recognition of young gypsy travellers' achievements through local and national certification. The work is a good example of positive action on the part of the Youth Learning Service to ensure that groups that would not naturally access services do so.

- **Environmental health:** The Environmental Health Commercial team engages with the operators of minority ethnic food businesses to ensure high standards of public health safety. The team is approved as a training centre by the Royal Environmental Health Institute for Scotland and has received recognition for training over 5,000 local food business employees over 10 years. Bespoke courses in Punjabi, Urdu, Chinese, Bengali and Polish have been delivered using own language materials and where necessary using own language presenters and exam papers. Evaluation forms have been provided in the candidates own language to help the Council evaluate the impact of the course.
- **Social Work - Day care** is offered at the Harry Heaney Centre in Rutherglen for older people from ethnic minority communities, on one afternoon per week, in response to the demand from the community. In East Kilbride, 30 ethnic minority elders regularly attend the InterMilan Lunch club on two days per week, and this is now supported by home carers.
- **Enterprise Resources** – produced booklet “Living in Lanarkshire for all new comers in the area. This booklet contains essential information about Council and partner services, and was translated into Polish in 2008 in response to influx of Polish workers to this area.
- **Intercultural Event for Older People**
Better Government for older people have engaged with people from the BME community in order to deliver an intercultural day to celebrate International Old People’s day on 30 September 2008. The aim of the day was to promoted older people in a positive light, illustrating the many ways in which they contribute to society, the economy, neighbours, family’s and to the overall social stability of our community.

A planning group, including representatives from the BME community, designed a programme for the day which was particularly attractive and relevant to members of the BME community. The event was aimed at people aged 50 and over and included employees from South Lanarkshire Council. A success of the day was that it was used as a tool to seek the views from and identify the needs of the members of the community who attended.

The Next Steps

With the introduction of the Single Equality Bill, it is the Council’s intention to move to developing a Single Equality Scheme in 2009. This will incorporate all of the Council’s equality commitments and actions in one document.

However, our race equality work will continue with the same level of passion and activity as before. In the year ahead there is much to be achieved. Feedback

from employees and community groups have given us some very specific areas to tackle.

Employees

- We will make a pledge to provide all of our employees with a summary of the equality scheme
- We will evaluate the training we have provided for managers for its impact on knowledge, behaviour and understanding
- We will identify a buddy for new minority ethnic employees at induction
- We will extend the use of the Quiet Room to members of the BME Forum to use as a meeting point
- We will provide monitoring reports and the outcome of consultation to the BME Forum
- We will review our Modern Apprentice recruitment arrangements to encourage applicants from minority ethnic community.
- We will explore other methods of advertising vacancies to encourage a greater response from ethnic minority applicants.

Community

- Feedback from the community in the last three years has identified a number of actions which will be taken forward by services in the years ahead. Much of that relates to the research which has been undertaken by the Council and its partners.
- Some specific actions which the Council will take forward include:
 - Extending the MARIM Diversity event to members of the public
 - Continue to support the work of the Ethnic Minority Law Centre in this local area
 - Gather data through effective monitoring systems on the uptake of services by the minority ethnic community. This will inform our Equality Impact Assessments.
 - Investigate most effective way of providing interpreting and translation services
 - Publicise our services more effectively to the minority ethnic community.
 - We will build upon our experience of introducing a customer satisfaction household survey to gather up-to-date local information and use it to inform policy and services.
 - Where an initial impact assessment indicates more data is required, we will gather the data to ensure an informed assessment is made.

Our Council plan “Connect” contains 25 different equality measures. We will monitor and report on our performance in relation to each of these.

- Support individuals and communities to improve their health
- Deliver effective food safety monitoring, investigation, enforcement, advice and training services
- Improve the quality and number of opportunities for individuals to develop a healthy and active lifestyle
- Improve facilities for arts and cultural activities and develop a framework for cultural planning to identify and meet the cultural entitlements of South Lanarkshire
- Implement vocational development programmes for secondary age young people including pupils with additional support needs
- Seek views of all stakeholders regularly on services we provide, and tell people what we have done as a result
- Work with partners to enhance community planning, service planning and service delivery
- Implement a programme of equality and human rights impact assessments across the Council
- Develop and introduce Council wide equality performance measures and publish results
- Ensure that our legal duties on promoting equality of opportunity are built into all of our partnership activities
- Ensure equal opportunities in all our services, facilities and employment opportunities reflect the diversity of our community
- Promote effective internal and external communications utilising new media opportunities
- Implement the secondary schools modernisation programme
- Implement the Council's programme to modernise all primary schools
- Increase levels of achievement through learning for adults

- Increase levels of achievement through community capacity building
- Promote employability and access to jobs
- Promote the development of modern public transport facilities
- Secure quality living and working environments for health, wellbeing and economic prosperity
- Improve services to support older people to live in their homes and communities
- Develop and implement Neighbourhood Plans for the most disadvantaged areas in South Lanarkshire
- Provide Money Matters and more general benefits counselling to maximise the income available to individuals
- Secure quality environments for health, wellbeing and economic prosperity
- Improve services to support older people to live in their homes and communities
- Improve services to support adults to live in their homes and communities
- Implement Doorway Strategy to support individuals and families affected by domestic abuse
- Promote employability and access to jobs

Community Planning Partnership

The Council has a lead role in the South Lanarkshire Community Planning Partnership. The Partners have established an Equalities network which will integrate equality requirements into community planning arrangements. The workplan for this group for 2009 includes

- developing a common approach to partnership impact assessment. A partnership relevance schedule is currently being identified
- share good practice and experience

- join up approaches to consultation and engagement and common consultation
- database which is available to view by the public
- develop joint equality indicators in relation to the Scottish Government's Equally Well report
- conduct local research to identify gaps in data and develop methods for data collection and sharing.

DRAFT

Appendix 1:

Equality and Diversity Strategy Consultation

The following are opinions we received whilst undertaking public consultation on our new Equality and Diversity Strategy:

96% of respondents felt it was very important or important that the Council achieves equal opportunities in all of its activities and responsibilities.

86% of respondents felt that it was very important or important that the Council delivers culturally sensitive and fully accessible services to all sections of the community.

88% of respondents felt that it was very important or important that the Council should monitor and tackle inequality in service via the targeting of services to excluded social groups.

74% of respondents felt it was very important or important that the Council celebrate cultural and other forms of diversity and recognise how this enriches the life of the area.

94% of respondents felt that it was very important or important that the Council provides strong community leadership in the pursuit of equal opportunity and diversity objectives in the area as a whole and working with others to achieve this.

Comments from respondents were:

"I think the provision of your services should be based on equality full stop. We as citizens are all important and therefore should all be considered as one."

"Integration should be the aim of the strategy. Not one which fosters satellite communities within the whole. A Britishness in culture and community so that we go forward as one."

"Promoting cultural diversity should start with the young in schools. As a member of the ethnic minority and living in South Lanarkshire for the past 30 years, I shall look forward to the development of cultural specific services."

"Education contributes greatly to how young people regardless of their academic ability turn out as contributing citizens. If they are not valued, respected, shown dignity and respect in these informative years we have missed a huge opportunity. Teachers and supporting workforce all need training, awareness and education on bringing about culture change that is sustained through their employment."

“Staff are your most valued asset without investment and being fairly treated themselves they will not be able to bring about the environment & cultural change to meet all your previous aims and targets.”

DRAFT

Appendix 2:

Corporate working group on equalities

The working group is made up of the following members:

Gill Bhatti (Chair)	Employee Development & Diversity Manager, Corporate Resources
Andrea Batchelor	Head of Inclusion, Education Resources
Simon Cameron	Diversity Adviser, Corporate Resources
Gill Clark	Diversity Officer, South Lanarkshire Leisure
Bob Coyle	Research Officer, Corporate Resources
Ian Halforty	Support Services Team Manager, Finance and IT Resources
Ellen Kearns	Personnel Adviser, Enterprise Resources
Deborah Mackle	Performance and Quality Improvement Manager, Social Work Resources
June McCulloch	JTUC Exec Secretary
Michelle McGuinness	Personnel Adviser, Housing and Technical Resources
Andy Murphy	UCATT
Laurane Rhind	Personnel Manager, Community Resources
Tracey Russell	Administration Manager, Lanarkshire Joint Valuation Board
Kathryn Tinney	Policy Officer, Corporate Resources
Tracy Troy	Standards and Development Officer, Legal Services

Appendix 3:

South Lanarkshire Council equality impact assessment relevance schedule

Resource	Name of Policy/ Function/ Strategy	Existing or Proposed	Race	Disability	Gender	Other Relevant Equality Issues	Proposed Assessment Date	Function, Policy, Strategy Type
Community Resources	Sustainable Development Strategy	Existing	Low	Low	Low	None	Nov-08	Corporate Function
Community Resources	Food Hygiene Training	Existing	Medium	Low	None	None	Mar-06	Resource Function
Community Resources	Provision of School Meals	Existing	Medium	Medium	Low	None	Mar-08	Resource Function
Community Resources	Letting Policy	Existing	Medium	Medium	None	None	Mar-08	Resource Function
Community Resources	Child safety programmes e.g. 'Crucial Crew'	Existing	Low	Medium	Low	None	Apr-08	Resource Function
Community Resources	Bereavement Services Function	Existing	Low	Low	None	Medium	Dec-07	Resource Function
Community Resources	Refuse Collection (domestic)	Existing	Low	Medium	None	None	Dec-07	Resource Function
Community Resources	Grounds Maintenance Function	Existing	None	Low	None	None	Dec-07	Partnership Function
Community Resources	Special Events - School Bulb Show	Existing	Medium	Medium	None	None	Mar-08	Partnership Function
Community Resources	Recycling at Civic Amenities Sites	Existing	Medium	Medium	Medium	High	Mar-08	Partnership Function
Community Resources	Graffiti Function	Existing	High	Medium	Low	High	Dec-07	Resource Function
Community Resources	Landscape Design Function	Existing	Low	Medium	None	Low	Dec-07	Resource Function
Community Resources	Passenger Services Policy	Existing	Medium	Medium	Medium	Medium	Dec-07	Resource Function
Community Resources	Workshop Function	Existing	Low	Medium	Low	None	Mar-08	Resource Function
Community Resources	Cold Calling Control Zones initiative	Proposed	Low	Low	Low	Low	Jul-08	Partnership Function

Community Resources	Operation of Box Office Services	Existing	Low	Medium	Low	Low	Dec-07	Resource Function
Community Resources	Contract Delivery & Administration	Existing	Medium	Medium	Medium	High	Dec-07	Partnership Function
Community Resources	Internet/Intranet/Content Management	Existing	Low	Low	Low	None	Oct-07	Partnership Function
Community Resources	Public Consultations	Existing	Low	Medium	None	Low	Dec-07	Resource Function
Community Resources	Procurement Documentation	Existing	Low	Low	Low	Low	Dec-07	Resource Function
Community Resources	Performance management	Existing	Low	Low	Low	None	Mar-08	Resource Function
Community Resources	Bereavement Strategy	Proposed	Medium	Medium	None	Medium	Dec-07	Resource Function
Community Resources	Fleet Strategy	Proposed	Medium	Medium	Medium	Medium	Jun-08	Resource Function
Community Resources	Fixed Play Strategy	Proposed	Low	Medium	None	Low	Oct-08	Resource Function
Community Resources	Carbon Management Programme	Proposed	Low	Low	Low	Low	Dec-07	Corporate Function
Community Resources	Enforcement of legislation	Existing	Medium	Low	None	None	Sep-08	Corporate Function
Community Resources	Consumer Advice and Education Policy - delivery of Advice and Education services	Existing	Low	Low	Low	Low	Sep-08	Partnership Function
Community Resources	Street Cleansing	Existing	None	None	None	None	N/a	Partnership Function
Community Resources	Coordination of Community Planning Sustainability Partnership	Existing	Low	Low	Low	Low	Jun-07	Partnership Function
Community Resources	Coordination of Community Planning Community Safety Partnership	Existing	High	Medium	Low	Medium	Mar-08	Partnership Function
Community Resources	Trade Waste	Existing	Medium	Medium	Medium	High	Jun-08	Partnership Function
Community Resources	Museums Access	Existing	Medium	High	Medium	High	Dec-07	Resource Function
Community Resources	Outdoor Access	Existing	Low	High	Low	Low	Dec-07	Resource Function
Community Resources	Countryside Strategy	Proposed	None	High	None	None	Dec-07	Resource Function
Community Resources	Zoo and Horticultural	Existing	None	High	None	None	Dec-07	Resource Function

Community Resources	Ticket Sales	Existing	Low	Medium	Low	Low	Dec-07	Resource Function
Community Resources	Course and Class Booking	Existing	Medium	Medium	Low	Medium	Dec-07	Resource Function
Community Resources	Adult home safety programmes	Existing	Medium	High	Low	Low	May-08	Resource Function
Community Resources	Coordination of community safety funding schemes	Existing	Low	Low	Low	Low	Sep-08	Resource Function
Community Resources	Parks And Open Space Strategy	Proposed	Low	Medium	None	Low	Oct-08	Resource Function
Community Resources	Under Age Sales Initiative	Existing	Low	Low	Low	None	Sep-08	Resource Function
Corporate Resources	Councillors' Learning and Development	Existing	High	High	High	High	Dec-07	Corporate Function
Corporate Resources	Grants Administration	Existing	High	High	High	High	Dec-07	Corporate Function
Corporate Resources	Our-futures-here	Existing	High	High	High	High	Aug-07	Corporate Function
Corporate Resources	Corporate Standards (Development of Customer Care Charter, Council Complaints)	Existing	High	High	High	High	Oct-07	Corporate Function
Corporate Resources	Community Plan	Existing	High	High	High	High	Jun-08	Partnership Function
Corporate Resources	Council Charter	Proposed	High	High	High	None	May-08	Corporate Function
Corporate Resources	CP Performance Management	Existing	Medium	Medium	Medium	Medium	Jun-08	Partnership Function
Corporate Resources	Consultation Strategy	Existing	High	High	High	High	Mar-07	Corporate Function
Corporate Resources	Equality and Diversity Strategy	Proposed	High	High	High	High	Jun-08	Corporate Function
Corporate Resources	Community Planning Partnership Administration	Existing	Low	Low	Low	Low	Nov-08	Partnership Function
Corporate Resources	"What's with Work?" Recruitment	Existing	High	High	High	High	Sep-07	Corporate Function
Corporate Resources	Careers Connections Event	Existing	High	High	High	High	Sep-07	Corporate Function
Corporate Resources	Traineeship Recruitment (M.A./Skillseeker)	Existing	High	High	High	High	Sep-07	Corporate Function

Corporate Resources	Learning & Development Strategy	Proposed	High	High	High	High	May-08	Corporate Function
Corporate Resources	Records Management Policy	Existing	None	None	None	None	May-08	Corporate Function
Corporate Resources	Special Leave Provision	Existing	High	High	High	High	May-08	Corporate Function
Corporate Resources	Archives -Acquisition Policy, Loans and Withdrawals	Proposed	Low	None	None	None	Nov-08	Corporate Function
Corporate Resources	Gender Equality Scheme	Existing	High	High	High	High	Nov-08	Corporate Function
Corporate Resources	Disability Equality Scheme	Existing	High	High	High	High	Nov-08	Corporate Function
Corporate Resources	Equal Opps Policy	Existing	High	High	High	High	Apr-08	Corporate Function
Corporate Resources	Support to Joint Boards/Committees	Existing	Low	High	Low	None	Jul-08	Corporate Function
Corporate Resources	Support to Joint Boards/Committees	Existing	Low	High	Low	None	Jul-08	Partnership Function
Corporate Resources	Print Strategy	Proposed	Low	Medium	Low	None	Sep-08	Corporate Function
Corporate Resources	Privacy Impact Assessment	Proposed	Medium	Medium	Medium	Medium	Sep-08	Corporate Function
Corporate Resources	Information Policy	Existing	None	Medium	None	None	May-08	Corporate Function
Corporate Resources	Access to Information	Existing	High	High	Low	None	Apr-08	Corporate Function
Corporate Resources	Recruitment Policy	Proposed	High	High	High	High	Mar-08	Corporate Function
Corporate Resources	Administration of Elections	Existing	High	High	High	High	Jun-08	Corporate Function
Corporate Resources	Children's Panel Administration	Existing	Medium	High	Medium	Medium	May-08	Partnership Function
Corporate Resources	Corporate Support Services	Existing	Low	High	Medium	None	Jun-08	Resource Function
Corporate Resources	Performance monitoring & reporting	Existing	High	High	High	High	Jun-08	Resource Function
Corporate Resources	Information Standards - accessibility	Proposed	High	High	High	High	Nov-08	Corporate Function
Corporate Resources	Statistical Research	Existing	High	High	High	High	Nov-08	Corporate Function

Corporate Resources	Service improvement - Service Planning	Existing	High	High	High	High	Jun-08	Resource Function
Corporate Resources	Travel & Subs	Existing	Low	Low	Low	Low	Mar-08	Corporate Function
Corporate Resources	Disciplinary Procedures	Existing	High	High	High	High	Mar-08	Corporate Function
Corporate Resources	Grievance Procedures	Existing	High	High	High	High	Mar-08	Corporate Function
Corporate Resources	Equal Opportunities	Existing	High	High	High	High	Mar-08	Corporate Function
Corporate Resources	Competence Initiative	Existing	High	High	High	High	Apr-08	Corporate Function
Corporate Resources	*Pay & grading	Existing	High	High	High	High	Apr-08	Corporate Function
Corporate Resources	Maximising Attendance	Existing	High	High	High	High	Apr-08	Corporate Function
Corporate Resources	Delivering a Fairer Future	Existing	High	High	High	High	May-08	Corporate Function
Corporate Resources	Flexible Retirement policy	Proposed	High	High	High	High	May-08	Corporate Function
Corporate Resources	Standards/ Code of conduct	Existing	High	High	High	High	May-08	Corporate Function
Corporate Resources	Flexible Working Policies	Existing	High	High	High	High	Jun-08	Corporate Function
Corporate Resources	Retirement policies	Existing	High	High	High	High	Jul-08	Corporate Function
Corporate Resources	Health & Safety Strategy	Existing	High	High	High	High	Jul-08	Corporate Function
Corporate Resources	Evacuation Procedures						Oct-08	Corporate Function
Corporate Resources	Contracts	Existing	Low	Low	Low	None	Sep-08	Resource Function
Corporate Resources	Web Strategy	Existing	High	High	Medium	High	Sep-08	Corporate Function
Corporate Resources	Archives -Access	Existing	None	High	None	None	Feb-08	Corporate Function
Corporate Resources	Access to Council Buildings	Existing	Low	High	Low	Low	Feb-08	Corporate Function
Corporate Resources	Asset Management	Existing	Low	High	Low	Low	Feb-08	Corporate Function

Corporate Resources	Civic Recognition/Events	Existing	High	High	High	Medium	Mar-08	Corporate Function
Corporate Resources	Safety at Sports Grounds	Existing	Low	High	Low	Low	Mar-08	Corporate Function
Corporate Resources	Political Management Arrangements Supporting Documentation	Existing	Medium	Medium	Medium	None	Apr-08	Corporate Function
Corporate Resources	Town Twinning	Existing	Low	Medium	Low	Low	Apr-08	Corporate Function
Corporate Resources	Support for Councillors	Existing	Low	Medium	Low	None	May-08	Corporate Function
Corporate Resources	Support for Political Management Arrangements	Existing	Low	Medium	Low	None	Jul-08	Corporate Function
Corporate Resources	Legal advice to the Adoption and Fostering Panel	Existing	Low	Low	Low	Low	Sep-08	Corporate Function
Corporate Resources	Contracts	Existing	Low	Low	Low	None	Sep-08	Corporate Function
Corporate Resources	Legal advice to Councillors and Council Officers	Existing	Low	Low	None	None	Sep-08	Corporate Function
Corporate Resources	Regulation of Investigatory Powers	Existing	Low	Low	Low	None	Sep-08	Corporate Function
Corporate Resources	Graphic design	Existing	High	High	Medium	High	Oct-08	Corporate Function
Corporate Resources	Media Relations	Existing	High	High	Medium	High	Oct-08	Corporate Function
Corporate Resources	Photography	Existing	High	High	Medium	High	Oct-08	Corporate Function
Corporate Resources	Advertising	Existing	High	High	High	High	Oct-08	Corporate Function
Corporate Resources	Community Council Administration	Existing	Low	Low	Low	None	Nov-08	Corporate Function
Corporate Resources	Printing	Existing	High	High	Medium	High	Nov-08	Corporate Function
Corporate Resources	Race Equality Scheme	Existing	High	High	High	High	Nov-08	Corporate Function
Corporate Resources	Council wide publications	Existing	High	High	High	High	Oct-08	Corporate Function
Corporate Resources	SLTV and video production	Existing	High	High	Medium	High	Oct-08	Corporate Function
Corporate Resources	Event Management	Existing					Oct-08	Corporate Function

Corporate Resources	Web content	Existing	High	High	High	High	Oct-08	Corporate Function
Corporate Resources	Works Magazine	Existing	High	High	High	High	Oct-08	Corporate Function
Corporate Resources	Coordination of Data Protection	Existing	None	None	None	None	Oct-08	Corporate Function
Corporate Resources	Freedom of Information Coordination	Existing	None	None	None	None	Oct-08	Corporate Function
Corporate Resources	Legal advice to organisations for which the Council is the lead authority (e.g. Strathclyde Fire & Rescue; Lanarkshire Joint Valuation Board)	Existing	None	None	None	None	Oct-08	Partnership Function
Corporate Resources	Efficient Gov	Existing	High	High	High	High	Oct-08	Partnership Function
Corporate Resources	BGOP	Existing	High	High	High	High	Oct-08	Partnership Function
Corporate Resources	Administrative support for councillors	Existing	Low	High	Low	Low	May-08	Resource Function
Corporate Resources	Legal Advice to Councillors and Council Officers	Existing	Low	Low	None	None	Sep-08	Resource Function
Corporate Resources	Capital programme	Existing	Low	High	Low	Low	Nov-08	Resource Function
Corporate Resources	ICT coordination	Existing	Low	Low	Low	None	Nov-08	Resource Function
Corporate Resources	Budget management	Existing	Low	Low	Low	None	Nov-08	Resource Function
Corporate Resources	Health, safety, maintenance and security of corporate buildings	Existing	Low	High	Low	None	Nov-08	Resource Function
Corporate Resources	Registration Services, Births, Deaths & Marriages	Existing	Medium	Medium	Medium	Medium	Nov-08	Resource Function
Corporate Resources	Civil Ceremonies	Existing	Medium	Medium	Medium	Medium	Nov-08	Resource Function
Corporate Resources	Civil Funerals	Existing	Medium	Medium	Medium	Medium	Nov-08	Resource Function
Corporate Resources	Citizenship Ceremonies	Existing	Medium	Medium	Medium	Medium	Nov-08	Resource Function
Corporate Resources	Civic Licensing	Existing	Medium	Medium	Medium	Medium	Nov-08	Resource Function

Corporate Resources	Liquor Licensing	Existing	Medium	Medium	Medium	Medium	Nov-08	Resource Function
Corporate Resources	District Court Administration	Existing	Medium	Medium	Medium	Medium	Nov-08	Resource Function
Corporate Resources	Customer engagement	Existing	Medium	Medium	Medium	Medium	Nov-08	Resource Function
Corporate Resources	Accessible Information Strategy	Proposed	High	High	High	High	Aug-08	Corporate Function
Education Resources	Youth Strategy	Existing	Medium	Medium	Medium		2009	Partnership Function
Education Resources	ICSP	Existing	Medium	Medium	Medium		2009	Partnership Function
Education Resources	CLD Strategy	Existing	Medium	Medium	Medium		2009	Partnership Function
Education Resources	Larkhall GEL plan	Existing	Medium	Medium	Medium		2009	Partnership Function
Education Resources	Cambuslang/Rutherglen GEL	Existing	Medium	Medium	Medium		2009	Partnership Function
Education Resources	Rural issues CLD Action Plan	Existing	Medium	Medium	Medium		2009	Partnership Function
Education Resources	Learning Disability CLD Action Plan	Existing	Medium	Medium	Medium		2009	Partnership Function
Education Resources	SL Adult Literacy/ Numeracy Strategy	Existing	Medium	Medium	Medium		2009	Partnership Function
Education Resources	Lanarkshire Community Guide Action Plan	Existing	Medium	Medium	Medium		2009	Partnership Function
Education Resources	SL Volunteering Policy/Code of Practice	Existing	Medium	Medium	Medium		2009	Partnership Function
Education Resources	Youth Action Plan 2008-9	Proposed	Medium	Medium	Medium		2009	Partnership Function
Education Resources	Care and Welfare	Existing	High	High	High		2006	Resource Function
Education Resources	Inclusion and Equality	Existing	High	Medium	Medium		2006	Resource Function
Education Resources	Race Equality Statement	Existing	High	High	High		31/08/2008	Resource Function
Education Resources	Disability Equality Statement	Existing	High	High	High		2007	Resource Function

Education Resources	Gender Equality Statement	Existing	High	High	High		01-May-08	Resource Function
Education Resources	Child Protection A28	Existing	High	High	High		2007	Resource Function
Education Resources	Parents leaflets	Existing	Medium	Medium	Medium		2009	Resource Function
Education Resources	Revised TaSS	Existing	Medium	Medium	Medium		2009	Resource Function
Education Resources	Programme Bids	Existing	Medium	Medium	Medium		2009	Resource Function
Education Resources	Service plan	Existing	Medium	Medium	Medium		2008	Resource Function
Education Resources	Blantyre/ Hamilton CLD Action Plan	Existing	Medium	Medium	Medium		2009	Resource Function
Education Resources	Comm Learning Service Plans	Existing	Medium	Medium	Medium		2009	Resource Function
Education Resources	Psychological Services Handbook	Existing	Medium	Medium	Medium		2009	Resource Function
Education Resources	Assessment Practice Guidance	Existing	Medium	Medium	Medium		2009	Resource Function
Education Resources	ASN (SEBD) Practice Guidance	Existing	Medium	Medium	Medium		2009	Resource Function
Education Resources	Office Practice Guidance	Existing	Medium	Medium	Medium		2009	Resource Function
Education Resources	Planned Attachment & AHDH Psych Services leaflet	Existing	Medium	Medium	Medium		2009	Resource Function
Education Resources	Access to consultation, assess, training-parents	Existing	Medium	Medium	Medium		2009	Resource Function
Education Resources	Visual Impairment Practice Guidance	Existing	Medium	Medium	Medium		2009	Resource Function
Education Resources	Hearing Impairment Practice Guidance	Existing	Medium	Medium	Medium		2009	Resource Function
Education Resources	Existing Psych Services leaflets for parents/ profess	Existing	Medium	Medium	Medium		2009	Resource Function
Education Resources	Psych Services file management	Existing	Medium	Medium	Medium		2009	Resource Function
Education Resources	Outwith Spectrum Practice Guidance	Existing	Medium	Medium	Medium		2009	Resource Function
Education Resources	psych Services Child Protection Practice Guidance	Existing	Medium	Medium	Medium		2009	Resource Function

Education Resources	Critical Incidents Practice Guidance	Existing	Medium	Medium	Medium		2009	Resource Function
Education Resources	Communication & Consultation	Existing	Medium	Medium	Medium		2006	Resource Function
Education Resources	Quality Management	Existing	High	High	High		2006	Resource Function
Education Resources	The Curriculum	Existing	High	High	High		2006	Resource Function
Education Resources	Learning and Teaching	Existing	High	High	High		2006	Resource Function
Education Resources	Maximising Use of Resources	Existing	Medium	Medium	Medium		2006	Resource Function
Enterprise Resources	Marketing Units for sale or lease	Existing	Medium	Medium	Medium	None	Jan-08	Partnership Function
Enterprise Resources	Grant Awards to Small Businesses	Existing	Medium	Medium	Medium	None	Mar-08	Partnership Function
Enterprise Resources	Assessment Process for applicants to buy or lease units from the Council	Existing	Medium	Medium	Medium	None	Jan-08	Resource Function
Enterprise Resources	Rural Development Strategy	Existing	Medium	Medium	Medium	None	Mar-08	Resource Function
Enterprise Resources	Sustainable Transport	Existing	Medium	Medium	Medium	None	May-08	Resource Function
Enterprise Resources	Accessibility and Social Inclusion	Existing	Medium	Medium	Medium	None	May-08	Resource Function
Enterprise Resources	Safety	Existing	Medium	Medium	Medium	None	May-08	Resource Function
Enterprise Resources	Maintenance	Existing	Medium	Medium	Medium	None	May-08	Resource Function
Enterprise Resources	Transport for a Sustainable Economy	Existing	Medium	Medium	Medium	None	May-08	Resource Function
Enterprise Resources	Environmental Sustainability	Existing	Medium	Medium	Medium	None	May-08	Resource Function
Enterprise Resources	Guidelines for Development Roads	Existing	Medium	Medium	Medium	None	May-08	Resource Function
Enterprise Resources	SLC policies within South Lanarkshire Minerals Local Plan	Existing	Medium	Medium	Medium	None	Sep-08	Resource Function
Enterprise Resources	Development Management Policies (including monitoring and enforcement) Monitoring and Enforcement Guide Policies	Existing	Medium	Medium	Medium	None	Sep-08	Resource Function

Enterprise Resources	South Lanarkshire Regeneration Programme (Fairer Scotland Fund) 2008-11	Existing	Medium	Medium	Medium	None	Mar-08	Resource Function
Enterprise Resources	Voluntary Sector Compact	Proposed	Medium	Medium	Medium	None	Mar-09	Resource Function
Enterprise Resources	Local Plan Strategy Policies	Existing	Medium	Medium	Medium	None	Sep-08	Resource Function
Enterprise Resources	Land for Housing Policies	Existing	Medium	Medium	Medium	None	Sep-08	Resource Function
Enterprise Resources	Community Facilities Policies	Existing	Medium	Medium	Medium	None	Sep-08	Resource Function
Enterprise Resources	Town Centres and Retailing Policies	Existing	Medium	Medium	Medium	None	Sep-08	Resource Function
Enterprise Resources	Land for Work and Business Policies	Existing	Medium	Medium	Medium	None	Sep-08	Resource Function
Enterprise Resources	Tourism Policies	Existing	Medium	Medium	Medium	None	Sep-08	Resource Function
Enterprise Resources	Travel Demand Policies	Existing	Medium	Medium	Medium	None	Sep-08	Resource Function
Enterprise Resources	Environmental Policies	Existing	Medium	Medium	Medium	None	Sep-08	Resource Function
Enterprise Resources	Design Policies	Existing	Medium	Medium	Medium	None	Sep-08	Resource Function
Enterprise Resources	Flooding and SUDS Policies	Existing	Medium	Medium	Medium	None	Sep-08	Resource Function
Enterprise Resources	Renewable Energy Policies	Existing	Medium	Medium	Medium	None	Sep-08	Resource Function
Enterprise Resources	Waste Management Policies	Existing	Medium	Medium	Medium	None	Sep-08	Resource Function
Enterprise Resources	Countryside and Rural Economy Policies	Existing	Medium	Medium	Medium	None	Sep-08	Resource Function
Enterprise Resources	Affordable Housing Policies	Existing	Medium	Medium	Medium	None	Mar-09	Resource Function
Enterprise Resources	SPG - Renewable Energy Policies	Existing	Medium	Medium	Medium	None	Mar-09	Resource Function
Enterprise Resources	SPG - Developers Contributions Policies	Existing	Medium	Medium	Medium	None	Mar-09	Resource Function
Enterprise Resources	SPG - Residential Development Guide Policies	Existing	Medium	Medium	Medium	None	Mar-09	Resource Function

Enterprise Resources	Tourism and Image	Existing	Medium	Medium	Medium	None	Jun-08	Resource Function
Enterprise Resources	Economic Development Policies by Area	Existing	Medium	Medium	Medium	None	Aug-08	Partnership Function
Enterprise Resources	Programmes procured by tender / SLAs with external agencies	Existing	Medium	Medium	Medium	None	Nov-08	Partnership Function
Enterprise Resources	Heritage Policies by Area	Existing	Medium	Medium	Medium	None	Aug-08	Resource Function
Enterprise Resources	Visit Scotland Service Level Agreement	Existing	Medium	Medium	Medium	None	Aug-08	Resource Function
Enterprise Resources	E U and Lottery Applications	Existing	Medium	Medium	Medium	None	Aug-08	Resource Function
Finance & IT Resources	Risk Management	Existing	Medium	Medium	Medium	Medium	Nov-08	Corporate Function
Finance & IT Resources	Code of Corporate Governance	Existing	High	High	High	High	Nov-08	Corporate Function
Finance & IT Resources	Fraud Whistleblowing-3rd Party	Existing	High	High	High	High	Nov-08	Partnership Function
Finance & IT Resources	P-Card (strategy)	Proposed	Medium	Medium	Medium	Low	Aug-08	Corporate Function
Finance & IT Resources	Anti-Fraud	Existing	Low	Low	Low	Low	Nov-08	Corporate Function
Finance & IT Resources	Fraud Response	Existing	Low	Low	Low	Low	Nov-08	Corporate Function
Finance & IT Resources	STOPHARM - Property Risk management	Existing	Low	Medium	Low	None	Nov-08	Corporate Function
Finance & IT Resources	Driver Handbook	Existing	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	Financial Regulations	Existing	Low	Low	Low	Low	Nov-08	Corporate Function
Finance & IT Resources	Treasury Management	Existing	Low	Low	Low	Low	Nov-08	Corporate Function
Finance & IT Resources	Financial Strategy	Existing	Low	Low	Low	Low	Nov-08	Corporate Function
Finance & IT Resources	Efficient Government	Existing	Low	Low	Low	Low	Nov-08	Corporate Function
Finance & IT Resources	Capital Plan	Existing	Low	High	Low	Low	Nov-08	Corporate Function
Finance & IT Resources	Standing Orders on Procedures	Existing	Medium	Medium	Medium	Low	Aug-08	Corporate Function

Finance & IT Resources	Procurement	Existing	Medium	Medium	Medium	Low	Aug-08	Corporate Function
Finance & IT Resources	Environmental and Sustainable Procurement	Existing	Medium	Medium	Medium	Low	Aug-08	Corporate Function
Finance & IT Resources	Photocopying	Existing	Medium	Medium	Medium	Low	Aug-08	Corporate Function
Finance & IT Resources	Advertising	Existing	Medium	Medium	Medium	Low	Aug-08	Corporate Function
Finance & IT Resources	Scheme of Delegation	Existing	Medium	Medium	Medium	Medium	Jul-08	Corporate Function
Finance & IT Resources	Standing Orders on Contracts	Existing	Medium	Medium	Medium	Medium	Jul-08	Corporate Function
Finance & IT Resources	Audit Strategy	Existing	None	None	None	None	Nov-08	Corporate Function
Finance & IT Resources	eProcurement Implementation strategy	Existing	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	eProcurement Communication strategy	Existing	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	eProcurement Supplier adoption strategy	Existing	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	Certified Payments Policy	Existing	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	Motor Insurance Claims Procedure (External)	Existing	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	Online completion of reports for PL Claims	Existing	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	Third party claim form - Terms and conditions	Existing	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	PL Insurance modules - Recording Procedure	Existing	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	FOI Procedure (RMgt)	Existing	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	Claims appeal assessment	Existing	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	Social Work Ex Gratia Payment Scheme	Existing	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	Managing Occupational Road Risk Policy	Proposed	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	Figtree Risk Profiling	Existing	Low	Low	Low	None	Nov-08	Corporate Function

Finance & IT Resources	Figtree Risk Actions	Existing	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	Internal Claims processing procedures (EL, PL, Motor and Property)	Existing	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	Time recording	Proposed	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	Section Planning	Proposed	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	PDR	Proposed	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	Notification of specific incidents	Existing	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	IT Strategy & Operational Standards	Existing	None	Low	None	None	Nov-08	Corporate Function
Finance & IT Resources	Desktop and Laptop Code of Practice	Existing	Low	Low	None	None	Nov-08	Corporate Function
Finance & IT Resources	Email and Internet Usage Policy	Existing	Low	Low	None	None	Nov-08	Corporate Function
Finance & IT Resources	Policy and Guidelines for the use of Fixed Line Telephone	Existing	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	Acceptable Usage Policy for Mobile Communications Devices	Existing	Low	Low	Low	None	Nov-08	Corporate Function
Finance & IT Resources	Internal Audit Manual (Terms of Reference)	Existing	Low	Low	Low	Low	Nov-08	Resource Function
Housing & Tech Resources	Maintenance of Approved List of Contractors.	Existing	High	High	High	Medium	Apr-08	Resource Function
Housing & Tech Resources	Supplier Assessment	Existing	High	High	Medium	None	Apr-08	Resource Function
Housing & Tech Resources	Anti social behaviour strategy	Existing	High	Medium	Low	Medium	Sep-08	Resource Function
Housing & Tech Resources	Estate Management policy/procedures	Existing	Medium	Medium	Medium	None	Dec-08	Resource Function
Housing & Tech Resources	Homelessness Strategy	Proposed	Medium	Medium	Low	Medium	Dec-07	Resource Function
Housing & Tech Resources	Care of Gardens Scheme	Existing	Low	High	Low	Medium	Sep-07	Resource Function
Housing & Tech Resources	Housing allocation policy	Existing	Medium	Medium	Low	Medium	Apr-08	Resource Function
Housing & Tech Resources	Property maintenance	Existing	Low	Medium	Low	None	Jul-07	Resource Function

Housing & Tech Resources	Procurement Property Services Specific	Existing	Medium	Medium	Medium	Low	Nov-07	Resource Function
Housing & Tech Resources	Accommodation Strategy	Existing	Medium	Medium	Low	None	Jul-07	Resource Function
Housing & Tech Resources	Asset Management	Existing	Medium	Medium	Medium	None	Jul-07	Resource Function
Housing & Tech Resources	Tender selection Process	Existing	Medium	Medium	Medium	Medium	Feb-08	Resource Function
Housing & Tech Resources	Council House Sales	Existing	Low	Low	Low	Low	May-08	Resource Function
Housing & Tech Resources	Private Sector Housing Grants Procedures	Existing	Low	Medium	Low	None	Aug-08	Resource Function
Housing & Tech Resources	Recruitment and selection procedures	Existing	High	Medium	High	Medium	Nov-08	Resource Function
Housing & Tech Resources	Overpayments Procedures	Existing	Medium	Medium	Medium	Low	Jun-08	Resource Function
Housing & Tech Resources	Housing Investment Grants	Existing	Low	Medium	Low	None	Jun 08	Resource Function
Housing & Tech Resources	Collecting sundry Debts	Existing	Medium	Medium	Low	None	Jul-08	Resource Function
Housing & Tech Resources	IT Systems Support	Existing	Medium	Medium	Low	Low	Jul-08	Resource Function
Housing & Tech Resources	Rent Arrears Recovery Procedures	Existing	Medium	Medium	Low	Low	Oct-08	Resource Function
Housing & Tech Resources	Legal Action Procedures	Existing	Medium	Medium	Low	Low	Jul-08	Resource Function
Housing & Tech Resources	Out of Hour emergencies	Existing	Low	Medium	Low	None	Nov-08	Resource Function
Housing & Tech Resources	High Risk Review (HRR) procedures	Existing	Low	Low	Low	None	Nov-08	Resource Function
Housing & Tech Resources	Administration of Private Sector HB claims	Existing	Medium	Medium	Medium	Medium	Nov-08	Resource Function
Housing & Tech Resources	Allocations policy	Proposed	Medium	Medium	Low	Medium	Nov-08	Resource Function
Housing & Tech Resources	Resource Employee Development Policy	Proposed	Low	Medium	High	Low	Nov-08	Resource Function
Housing & Tech Resources	Primary Schools Modernisation Programme Phase 1	Existing	Low	Low	None	None	Nov-08	Resource Function
Housing & Tech Resources	Project Services Design	Existing	Low	High	None	Low	Nov-08	Resource Function

Housing & Tech Resources	Factoring Procedures	Proposed	Low	Low	Low	None	Mar-09	Resource Function
Housing & Tech Resources	Gypsy Traveller Site Management	Existing	High	Medium	None	None	Sep-08	Resource Function
Housing & Tech Resources	Homelessness Policy/ procedures	Existing	Medium	Medium	Low	Medium	Oct-08	Resource Function
Housing & Tech Resources	Housing Investment Procedures	Existing	Low	Medium	Low	Medium	Nov-08	Resource Function
Housing & Tech Resources	Joint Partnership with Pensions Service (DWP)	Existing	Low	Low	None	Medium	Sep-08	Resource Function
Housing & Tech Resources	Rent Arrears policy	Existing	Medium	Medium	Low	Low	Dec-08	Resource Function
Housing & Tech Resources	Repairs Policy	Proposed	Low	Medium	Low	Medium	Oct-08	Resource Function
Housing & Tech Resources	Administration of housing and council tax benefit claims including fraud prevention and detection	Existing	High	High	High	High	Aug-08	Resource Function
Housing & Tech Resources	Collecting and administering council tax and other council debts	Existing	High	Medium	Low	Medium	Sep-08	Resource Function
Housing & Tech Resources	Provision of advice and help relating to the effective use of internet/intranet	Existing	Medium	Medium	Low	Low	Jul-08	Corporate Function
Housing & Tech Resources	Recovery of council house rents; arrears recovery procedures	Existing	Medium	Medium	Low	None	Aug-08	Resource Function
Housing & Tech Resources	Housing Investment Programme 2004/2009	Existing	Low	Low	None	None	Nov-08	Resource Function
Housing & Tech Resources	Local Housing Strategy	Existing	Medium	Medium	Low	Low	Nov-08	Resource Function
Housing & Tech Resources	Tenant Participation Policy/ Strategy	Existing	Medium	Medium	Medium	Medium	Mar-09	Resource Function
Housing & Tech Resources	Voids Procedure	Existing	Low	Medium	Low	Low	Mar-09	Resource Function
Housing & Tech Resources	Arrangements with H & TR grant recipients	Proposed	Low	Low	None	Medium	Dec-08	Resource Function
Housing & Tech Resources	Collecting non domestic rates	Existing	Medium	Medium	Low	None	Sep-08	Resource Function
Housing & Tech Resources	Contract arrangements with housing support providers	Proposed	Low	Low	None	Medium	Dec-08	Resource Function
Housing & Tech Resources	Registered Landlord Procedures	Existing	Low	Low	Low	Low	May-08	Resource Function

Housing & Tech Resources	CSC call centre	Existing	Low	Low	None	Medium	Sep-08	Resource Function
Social Work Resources	Carers strategy	Existing	High	High	High	High	Mar-08	Resource Function
Social Work Resources	Residential Care	Existing	High	High	High	High	Mar-08	Resource Function
Social Work Resources	Criminal justice services, including DTTO	Existing	High	High	High	High	Mar-08	Resource Function
Social Work Resources	Choose Life	Existing	High	High	High	High	Mar-08	Resource Function
Social Work Resources	Stronger together for health 3: Joint health improvement plan in South Lanarkshire 2008-11	Existing	High	High	High	High	Apr-08	Resource Function
Social Work Resources	Oral history of Lanarkshire mental health Institutions	Proposed	Low	High	Low	Low	May-08	Resource Function
Social Work Resources	Joint community care plan	Existing	High	High	High	High	Jun-08	Partnership Function
Social Work Resources	Integrated children's services plan	Existing	High	High	High	High	Jun-08	Partnership Function
Social Work Resources	Partners in Practice	Proposed	High	High	High	High	Jul-08	Partnership Function
Social Work Resources	Care planning	Proposed	High	High	High	High	Jul-08	Resource Function
Social Work Resources	Service review – children with a disability	Proposed	High	High	High	High	Jul-08	Resource Function
Social Work Resources	Best value review – care and support	Proposed	High	High	High	High	Jul-08	Resource Function
Social Work Resources	Joint services partnership arrangements	Existing	High	High	High	High	Jul-08	Partnership Function
Social Work Resources	Restraint policy	Proposed	High	High	High	High	Aug-08	Resource Function
Social Work Resources	Medication policy	Proposed	High	High	High	High	Aug-08	Resource Function
Social Work Resources	Fairhill service design	Proposed	High	High	High	High	Aug-08	Partnership Function

Social Work Resources	Sexual health and relationship policy	Proposed	High	High	High	High	Sep-08	Resource Function
Social Work Resources	Service users access to Information technology	Proposed	High	High	High	High	Sep-08	Resource Function
Social Work Resources	Risk assessment procedure	Proposed	High	High	High	High	Sep-08	Resource Function
Social Work Resources	Adult support and protection	Proposed	High	High	High	High	Sep-08	Resource Function
Social Work Resources	Emergency out of hours service	Proposed	High	High	High	High	Oct-08	Resource Function
Social Work Resources	Reception services	Existing	High	High	High	High	Dec-08	Resource Function
Social Work Resources	Assessment and care management	Existing	High	High	High	High	Dec-08	Resource Function
Social Work Resources	Protection of vulnerable children, young people and adults	Existing	High	High	High	High	Dec-08	Resource Function
Social Work Resources	Home care	Existing	High	High	High	High	Dec-08	Resource Function
Social Work Resources	Child protection partnership arrangements	Existing	High	High	High	High	Dec-08	Partnership Function

Appendix 4:

Percentage of staff with an ethnic origin who have gained promotion:

Resource	Percentage of BME staff by Resource	Percentage of BME staff assumed higher duties since employment
Community	0.6%	4.5%
Corporate	0.4%	100%
Education	0.7%	7%
Enterprise	0.6%	50%
Finance & IT	1.1%	100%
Housing & Technical	0.8%	35%
Social Work	0.7%	11%
Total	0.7%	16.5%

Appendix 5:

Below are the figures the equality and diversity courses that the Council has run during 2007 and 2008 as well as breakdown of the participation in training by ethnic origin:

Equalities Training Course	Numbers attended 2007	Numbers attended 2008
British Sign Language level one	26	18
British Sign Language level two	12	5
Deaf Awareness Training	89	26
Disability Awareness Training	187	98
Disability Awareness Training for Taxi Drivers	-	21
Diversity in Action for Elected Members	-	36
Diversity in the Workplace	-	13
Delivering a Fairer Future	23	-
Enhanced Communication	24	-
Equalities Impact Assessment Training	122	161
Equal Opportunities Training	22	136
Managing Diversity	54	-
MARIM Diversity Event	30	30
Race and Equity Awareness	-	85
Race Legislation	16	-
Valuing Diversity	367	151
Visual Awareness	17	-
Total	1104	778

Training monitoring statistics for 2007

Gender

Male	36%
Female	64%
Total	100%

Disability

Disabled	1%
Not Disabled	97%
Not Disclosed	1%
Total	100%

Ethnicity

White - Scottish	91.9%
White - Other British	2.2%
White - Irish	0.6%
White - Any Other Background	1.1%
Asian - Pakistani	0.1%
All Others	4.1%
Total	100.0%

Age Group

Under 21 Years	3.5%
21 - 29 Years	13.5%
30 - 39 Years	21.4%
40 - 49 Years	30.8%
50 - 59 Years	26.8%
60 - 65 Years	3.6%
Over 65 Years	0.4%
Total	100.0%

DRAFT

Training monitoring statistics for 2008

Gender

Male	41%
Female	59%
Total	100%

Disability

Disabled	12%
Not Disabled	87%
Not Disclosed	1%
Total	100%

Ethnicity

White - Scottish	91%
White - Other British	1.3%
White - Irish	0.5%
White - Any other Background	1.3%
Asian - Pakistani	0.1%
All Others	5.8%
Total	100%

Age Group

Under 21 Years	4%
21-29 Years	14%
30-39 Years	20%
40-49 Years	31%
50-59 Years	26%
60-65 Years	4%
Over 65 Years	1%
Total	100%

Appendix 6:

Below is an example of the 'Equalities in Action' page that is in the monthly employee magazine 'The Works'. The page aims to highlight the work of individuals within the Council and to raise awareness in general of equalities issues for all.

DRAFT