

Race Equality Scheme

2005 - 2008

Vale Of Glamorgan Council

1. Introduction

The Vale's Vision and Core Values

1.1 The vision for the Vale of Glamorgan is set out in the Community Strategy 2003 - 2013. Our vision for the Vale is a place:

- that is safe, clean and attractive, where individuals and communities have opportunities to improve their health, prosperity and well-being, and
- where there is a strong sense of community in which local groups and individuals have the capacity and incentive to make an effective contribution to the future of the area.

The Vale's Race Equality Scheme will help to achieve this for ethnic minorities by contributing to the elimination of unlawful discrimination; promoting equality of opportunity; and promoting good relations between people of different racial groups (as required under the general duties laid out in the Race Relation Act and its amendment).

1.2 As part of its Corporate Plan 2005-2009, the Council has set out the culture to which it aspires, supported by a set of Core Values. These core values are:

- Customer focus - placing its customers at the centre of service delivery.
- Integrity - conducting its business with integrity, ensuring that services are delivered in a transparent and accountable manner that is in the public interest.
- Continuous improvement - improving the delivery of services, seeking innovative and effective ways to enhance quality while increasing cost effectiveness.
- Involvement - working in partnership with a wide variety of agencies and stakeholders, consulting and involving the community in decision-making and service delivery to ensure ownership of local issues
- Fairness - ensuring that everyone in the Vale is able to obtain fair and equal access to services and receives equitable and consistent treatment in their dealings with the Council.

The Race Equality Scheme will focus effort on realising these values for all ethnic minorities in the Vale.

1.3 The Race Relations Act sets out specific duties in policy-making, service delivery and employment in order to assist public authorities to meet the general duty and improve performance. These duties are embodied in the RES.

1.4 Under the specific duties for policy-making and service delivery, all public authorities must publish a Race Equality Scheme that

- States the functions and policies they have assessed as being relevant to the general duty to promote race equality; and
- Sets out their arrangements for meeting the duty.

1.5 This scheme has been developed to provide the Vale Council's response to the general and specific duties and to link these to its key aims as laid out in the Community Strategy and the Corporate Plan. It details the results of race equality impact assessments that have been carried out against relevant functions and policies operated by the Council. The scheme states when each will be reviewed over the next three years. In particular the scheme details how the Council will: -

- Monitor policies for any adverse impact on race equality;
- Assess, and consult on, the likely impact of proposed policies;
- Publish the results of assessments, consultation and monitoring;
- Make sure that the public have access to information and services; and
- Provide training for Council staff on race issues relevant to their work.

1.5 Progress with the scheme will be reported annually in the Council's Improvement Plan and a full review of the scheme will be carried out at the end of year 3.

2. The Vale of Glamorgan Council

2.1 The Vale of Glamorgan Council was established in 1996 as a unitary authority. The population of the area is estimated to be 119,292 (2001 National Census). Of this number 2.2% are from minority ethnic groups.

2.2 The Council's Equal Opportunities Policy contains details of how the Council works to eliminate discrimination in all its activities including employment and service delivery. This scheme describes the steps that the Council will take to ensure the promotion of, and confirms its commitment to, race equality.

2.3 The Council also has an approved Anti-Harassment and Bullying Policy that gives examples of race discrimination and harassment in the workplace. It sets out an informal and formal complaints and investigation process that has been adopted across the Authority.

3. The Corporate Priorities

3.1 The Council's corporate and service strategies are delivered in order to meet the following priorities, as laid out in the Corporate Plan: -

Community Leadership

To work with partners from the voluntary, public, private and other sectors to deliver the shared vision for the future of the Vale and to ensure a co-ordinated approach to realising that vision.

Lifelong Learning

To provide high quality, accessible learning opportunities which meet the needs of learners of all ages to develop and promote a culture of lifelong learning for all.

Community Well Being

To make the Vale a safe, healthy and enjoyable place in which individuals, children and families can live their lives to the full.

The Environment

To achieve a quality environment through promotion and use of sustainable practices, and by making the best use of current and future resources:

Regeneration

To encourage the development of a diversified and sustainable community and to work in partnership with others to promote regeneration and economic development.

Corporate Resources

To manage the Council's workforce, money and assets efficiently and effectively in order to maximise its ability to achieve its service aims.

4. Race Equality Strategic Aims

4.1 When carrying out its roles and responsibilities the Council will aim to make racial equality a reality through the following aims:

- ensuring that all policies and practices in place support racial equality.
- setting an example as a Community Leader to all partner organisations in the public, private and voluntary sectors.
- striving to ensure that services commissioned from the private, public or voluntary sectors are provided in a non-discriminatory manner.
- making it clear that racial discrimination and harassment will not be tolerated in any way.
- the Council will work to meet legislative requirements for racial equality and wherever possible adopt good practice in service delivery, consultation practices and employment.

5. How We Will Meet the General Duty

5.1 The general duties under the acts are:

1. Eliminate unlawful racial discrimination
2. Promote equality of opportunity
3. Promote good relations between people of different racial groups

5.2 As a result of the changes to the Race Relations Act, the Council has a duty to promote racial equality. In order to meet this duty the Council will ensure that all its relevant functions and policies are assessed to identify any potential for discrimination and any potential opportunities for promoting race equality.

5.3 The Council has undertaken impact assessments of all relevant functions and policies and identified appropriate actions. The data collected through impact assessments will be used to shape the action plan for the following 3 years. Timetables for the review of these assessments and the action plans are include in appendices.

5.4 Impact assessment forms and guidelines are available from the Corporate Equalities Officer (in the Human Resources and Equalities Division) to enable managers to carry them out. Appendix 'A' details which functions and policies the Council considers to be relevant to the general duty. These will be subject to impact assessments

5.5 The Council will also assess the likely impact on racial equality of proposed policies.

5.6 Each Service Head is responsible for ensuring that the impact assessments on policies are carried out in accordance with the timetable laid out in appendix 'A'. Progress with the review process will be reported on a quarterly basis to each Departmental Management Team and then to the Corporate Management Team.

6. Specific Duties under the RRA and its Amendment

6.1 The specific duties under the act are

- to prepare and publish a Race Equality Scheme.
- assess whether their functions and policies are relevant to race equality and carry out appropriate impact assessments
- monitor their policies to see how they affect race equality
- assess and consult on policies they are proposing to introduce
- publish the results of their consultations, monitoring and assessments
- make sure that the public have access to the information and services they provide
- train their staff on the new duties

7. Progress with Race Equality Actions to date

7.1 The Vale of Glamorgan Council has made some progress with its Race Equality work to date under its first Race Equality Scheme (2002-2005). Progress includes:

Impact Assessments:

7.2 Identification of relevant policies that require impact assessments to be carried out

7.3 Impact assessments have been completed on most of the policies identified and progress with the remaining assessments is reported to Corporate Management Team on a regular basis

7.4 A 'Quality Check Panel' has been set up to ensure that impact assessments are being carried out correctly

7.5 A checklist has been incorporated into the Cabinet reporting system to ensure that equalities issues are taken into account as part of the decision making process.

7.6 As a good practice measure impact assessments have been developed to incorporate other relevant equalities issues (race, gender, disability and Welsh language).

Monitoring:

7.5 Monitoring systems have been set up to collect relevant monitoring data relating to recruitment and selection and employment practices. Some systems are currently in place to collect information on customer satisfaction and service delivery practices however this requires a more consistent approach under this Race Equality Scheme

7.6 There is a system in place to record and monitor racist incidents in schools that report to the Head of Access and Inclusion on a quarterly basis. A system has also been set up for recording racist incidents to the Council however this requires some awareness raising among staff and further development as part of the 'One Vale' project.

Consultation:

7.7 The Vale Of Glamorgan Council has an Equalities Consultative Forum in place that includes representatives from organisations representing black and minority ethnic groups.

7.8 The Vale of Glamorgan Council's Citizens panel records the ethnic origin of its members and includes targets for improving the diversity of its members

7.9 The Council's consultation strategy includes measures for consulting with 'hard to reach' groups

7.10 Council officers attend Community and Race Relations Group meetings to work in partnership with the South Wales Police and other community groups on preventing racist incidents and discrimination.

Procurement:

7.11 The Vale of Glamorgan Council has incorporated the CRE's guidelines into its pre tender questionnaire, which requires third parties to detail how they will meet the Council's race equality commitments.

Schools:

7.12 A number of initiatives have taken place at schools in the Vale of Glamorgan in partnership with the local Race Equality Council including an annual calendar competition to promote race equality, an art 'wall hanging' project and work with individual schools to develop their policies and procedures.

7.13 All schools have been offered support and guidance to develop their race equality policies and policies for recording racist incidents.

7.14 GCSE attainment levels for BME students are monitored on an annual basis

Training:

7.15 Race Equality First have provided 15 training sessions per year to Vale Of Glamorgan Council staff and elected members including senior managers and front line staff.

8. Monitoring Arrangements

8.1 The Council recognises that establishing long term monitoring arrangements is the best way to assess the impact of its policies on different racial groups. The Council plans to use this information to ensure that its employment practices are applied in a fair and consistent manner and to encourage people from BME backgrounds to apply for employment with the Council. The Council will use monitoring data collected relating to service delivery in the process of developing and implementing policies and practices.

8.2 The Council will analyse the information it collects in order to identify any adverse impact for people from different racial groups. Where an adverse impact is highlighted, the policy will be amended accordingly and the relevant officers informed.

8.3 Ethnic monitoring systems will be established for all functions and policies that are relevant to the specific duties. Some progress has already been made with this target under the first Race Equality Scheme and in some service areas ethnic monitoring systems already exist. Some further work is required however over the next three years to ensure that all relevant departments consistently monitor relevant information and have robust monitoring systems in place. In these areas the emphasis will be on examining how the data is used to inform policy changes.

8.4 All monitoring systems will be established in accordance with the Commission for Racial Equality [CRE] guidance on ethnic monitoring and the CRE amended questions for England and Wales will be used.

8.5 Examples of monitoring include: -

- Keeping records, by racial group, on how and when services are used [including enforcement powers];
- Satisfaction surveys will analyse replies by racial group,
- Random or targeted personal interviewing;
- Public consultation exercises and structured focus groups (e.g. citizens panel);

- Sampling complaints and sending out a questionnaire to enable analysis by the racial group of those complaining and the nature of the complaint.

8.6 Monitoring progress with the Race Equality Scheme and action plan will be achieved through incorporating the actions into the relevant service plans of the officers identified as part of the Race Equality Action Plan. Progress will be reported to scrutiny on a quarterly basis as part of the Service Plan review process.

9. Assessing and Consulting on Proposed Policies

9.1 The Council will assess, and consult on, the likely impact of proposed policies on the promotion of race equality. This will ensure that, whilst the Council is making progress with the RES action plan, it will not jeopardise progress by introducing policies that do not comply with the general duty to promote race equality. Some progress has been made with this target under the original Race Equality Scheme including provision for consultation being included in the impact assessment form and a requirement to consider equality issues included in all Cabinet reports. The Council's consultation strategy also includes a section on improving consultation with 'hard to reach groups' and there are targets set for improving the diversity of the Council's Citizens Panel, including targets relating to the ethnic origin of panel members.

9.2 Assessing the possible impact of a proposed policy will help the Council to identify whether that policy might have a different impact on some racial groups, and whether it will promote equal opportunities and good race relations. The assessment may involve using: -

- Data held by the Council/service area;
- Demographic data, including census and other local statistics;
- External research findings – local and national trends;
- Data from research commissioned by the Council for the purposes of assessing the impact on racial equality;
- Information drawn from partner or representative organisations either from day to day involvement or through multi-agency working e.g. case studies.
- The results of consultation activity in partnership with Race Equality First
- The results from records of racist incidents in the Vale

9.3 Any adverse impact identified will be dealt with, either by considering an alternative policy or by taking steps to reduce the impact on different racial groups. The completed impact assessments (listed below) have included sections to complete where adverse impact has been identified. Where adverse impact has been identified steps have been identified to reduce or remove the adverse impact and an action plan is attached to the end of the impact assessments for further steps to be taken.

9.4 The Council has a standard corporate reporting framework for all Management Team and Cabinet reports. This format includes a number of key headings under which authors are required to give details of the relevant implications. One of these headings is '*Equality Implications [to include Welsh Language Issues]*'. Under this heading officers must detail any equality implications including adverse impact on the community or positive outcomes.

9.5 This process has been further strengthened by the development of an Equality Checklist for officers to use in carrying out assessments of policies and functions (appendix E). The Checklist includes key questions that officers must consider when preparing reports for Cabinet. The Checklist was developed by a 'task and finish' group led by the Corporate Equalities Officer and comprising of members of the Equalities Consultative Forum from Race Equality First, Cardiff and Vale Coalition of Disabled People and the Vale's Citizens Advice Bureaux. The Council's Equalities Team will carry out random monitoring of all Cabinet and Scrutiny Committee reports to ensure that Officers are giving due consideration to race equality issues. Any adverse findings will be reported to the relevant Director.

9.6 The Council is fully committed to undertaking effective consultation with relevant individuals and groups on proposed policies and the Council's overall performance. The Improvement Review process adopted by the Authority places significant importance on the use of a representative mix amongst those consulted in order to gain the views of the Community as part of the review process. Each service performance plan contains details of the proposed consultation activity that will be embarked upon in the coming year.

10. Publishing Arrangements

10.1 The Council will publish this scheme on its website and will make it available in hardcopy form from its main offices.

10.2 In addition to this the Council will publish the results of assessments of functions and policies, the results of consultation activity, the outcome of race equality impact assessments for proposed policies, the results of ethnic monitoring exercises and reports of remedial action taken to address adverse impact. The Council intends to carry this out on an annual basis with an annual report of progress with the Scheme. All data relating to progress in the first year will be collected in June 2006 and will be published in July 2006. The same timescales will be followed in the second and third year, with a larger report on progress over the three years published in 2008. Some progress has been made with publishing employment monitoring data, which has been included in the Council's improvement plan over the last three years however there is considerable room for improvement in the collection and publication of monitoring data over the next three years.

10.3 A number of publishing methods will be used either together or individually:

- The Council's internet site
- Vale Waves, Council newspaper
- Cabinet reports
- Annual Service Plans
- Other service related public documents

9.4 Most documents will be available free of charge to the public except for Cabinet reports which are subject to a small fee.

11. Access to Information and Services

11.1 The Council provides services to all Vale of Glamorgan residents and recognises that everyone [irrespective of gender, race or disability] should be able to access services and information.

11.2 Lack of information about services and rights can lead to disadvantage in service provision and employment. The Council will use monitoring systems [especially those highlighted in paragraph 7.5] to identify those people who are not using services and will seek to rectify this.

11.3 Where lack of information about services in appropriate ethnic minority languages is found to be a reason for non-use of a service, the appropriate information (in relevant languages) will be acquired from central government departments, or appropriate agencies, where possible.

11.4 The Council will ensure that: -

- Information about services is accessible to all people,
- Interpreters are made available when needed,
- Partner organisations from public, private and voluntary sectors are aware of our services and how to access information.
- Information about our services is available on the internet, in reception and first point of contact areas, at public events, and via media contacts.

12. Training Staff

12.1 The Council has an equalities training programme and works hard to ensure that all staff are given the opportunity to attend appropriate sessions.

12.2 Managers will receive training on the Race Equality Scheme and the carrying out of impact assessments of existing policies and functions, as well as, new policies. (Many managers have already received this training.)

12.3 A customer care training package has been developed for front-line staff and this includes an emphasis on equalities issues and staff obligations under the general duty to promote racial equality.

12.4 Where staff in the Authority would benefit from cultural awareness training, the Council will provide appropriate training.

12.5 Training will be developed and provided either by in-house trainers or, in some cases, by external providers where it is recognised that specialist skills or experience are necessary.

13. Employment

13.1 Under the specific duty for employment, the Council is required to monitor by racial group the numbers of: -

- Staff in post;
- Applicants for employment, training and promotion;
- Those who receive training;
- Those who receive benefit or detriment as a result of performance assessment procedures;
- Staff who have been involved in grievance procedures;
- Staff who have been the subject of a disciplinary;
- Staff who have ceased employment with the council.

13.2 The Council has computerised HR systems in place to deal with the majority of the above requirements and monitoring of the Council's Recruitment and Selection Policy takes place on a regular basis. Arrangements are being made to collect the data that is not currently collated (this links in with the development of a new computer system). In the interim the data is collected by the relevant officer for example monitoring data relating to training is collated by the Senior Training Officer. The data will be analysed and reported on annually. The Council will consider taking appropriate action where differences between racial groups are found.

13.3 The results of this monitoring activity and action taken will be published on the internet. Summaries will also be published in the Council's newsletter and intranet site.

13.4 The Commission for Racial Equality amended questions on ethnic categories (introduced in April 2004) in England and Wales have been adopted as the Council's corporate standard. There are differences between these and the 2001 Census definitions that will make comparison difficult. Clustering of race data will occur where it is not possible to break data into every category.

13.5 The categories recommended by the CRE in the document 'Ethnic Monitoring – A guide for public authorities' are listed in appendix D.

14. Dealing with Complaints

14.1 A complaint is an expression of dissatisfaction about the standard of service provided. It may be an action or lack of action by the Council or its staff affecting the user as an individual or as one of a group of people receiving a service from the Council. A complaint may be about a Council policy. It may also be about the attitude or behaviour of a member of staff.

14.2 The Council has approved a Corporate Complaints Policy that has been adopted across the authority. Steps are being taken in the first year of implementation of the Race Equality Scheme to review the Corporate Complaints procedure and ensure that complaints are monitored by racial group. A customer complaints survey will also be carried out in 2006, which will include monitoring by racial group.

14.3 Guidance booklets have been developed for managers and staff in dealing with complaints and comments from the public. Training in complaints handling for staff and managers has reinforced this.

15. Informing staff about Our Race Equality Scheme

15.1 Every member of staff will have access to a copy of the Council's Race Equality Scheme. It will be made available on the Council's Intranet site and staff without this facility will have access to a copy from their manager. The scheme will also be included within the staff handbook and key policy lists that are currently maintained. New staff will be made aware of the Scheme at Induction.

16. Review of Functions and Policies

16.1 Appendix 'A' provides a list of all the Council's functions and policies [by Directorate] that are deemed relevant to the General Duty to promote race equality. A timetable for the review of each policy or function is included. Functions and policies not considered to be relevant to the General Duty will not be assessed during this scheme but will be reviewed for relevance at the end of year 3. The relevance of policies and functions has been carried out with Directors, Heads of Service and Operational Managers.

16.2 Impact assessments have been carried out on the most important policies and functions as part of the Council's first Race Equality Scheme and Action Plan. Over the next 3 years the Council will carry out 'quality checks' on the completed impact assessments. Checks on High priority policies will be completed in the first year, medium priority in the second year and low priority in

the third year. A 'quality check panel' has been established to carry out these reviews.

17 Race Equality Action Plan

17.1 The Council has produced an action plan to accompany this scheme in order to take appropriate initiatives and monitor and evaluate its progress on race equality. The action plan is attached at Appendix 'B'.

18. Review of Scheme

18.1 This scheme will be reviewed every 3 years.

Appendix A

Race Equality Impact Assessments

Functions and Policies Relevant to the General Duty

Service Area - Chief Executives

Corporate Services

	Function / Policy	Lead Officer	Date	Priority
1	Improvement review methodology	Simon Davies	Completed	L
2	Consultation Strategy	Sarah Jeffery	Completed	H
3	Community Strategy	Don Webber	Completed	H
4	Objective 2 European Funding	Mike Jones	Completed	H
5	Objective 3 European Funding	Mike Jones	Completed	H
6	Corporate Risk Management Strategy	Beverly Noon	Completed	Del
7	Procurement Strategy	Rosalie Malcolm	Completed	Del
8	External Communications Strategy	Estelle Hitchon	Completed	H
9	Performance Management Framework	Gareth Cole	Completed	H
10	Improvement Plan	Beverly Noon	Completed	H
11	Environment Policy	Beverly Noon	Completed	Del
12	Community Strategy	Don Webber	Completed	Del

Service Area - Directorate of Environmental and Economic Regeneration

Visible Services

	Function / Policy	Lead Officer	Date	Priority
13	DEER-VS-12 Management of allotment sites.	Phil Beaman	June 2005	Med

Economic Development and Leisure

	Function / Policy	Lead Officer	Date	Priority
14	DEER-EDL-2 Business Development	Bob Guy	June 2005	High
15	DEER-EDL-3 Sports Development	Paul Nanji	June 2005	High
16	DEER-EDL-4 Arts Development	Tracey Harding	June 2005	Med
17	DEER-EDL-5 Leisure Centres Membership policies	Dave Knevett	Completed	High
18	Leisure Centres Rules and regulations, conditions of hire, management policies (all facilities)	Dave Knevett	Completed	High
19	DEER-EDL-7 Tourist Information, Marketing and Development	Claire Evans	Completed	High
20	DEER-EDL-8 Management of Country Parks, Commons, Cosmeston and Heritage Coast	Frank Coleman	Completed	Med
21	DEER-EDL-11 Management of Dyffryn Gardens (Frank Coleman)	Gerry Donovan	Completed	Med

Building Services

	Function / Policy	Lead Officer	Date	Priority
22	DEER-BS-1 Area housing maintenance and repair with in-house labour force	Paul Barry	Completed	Med
23	DEER-BS-2 Maintenance and repair of commercial and public buildings	Adam Edwards	Completed	Del
24	DEER-BS-3 In-house response for electrical or gas related problems in council buildings	Patrick Carroll	Completed	Del
25	DEER-BS-4 Providing a service level agreement to participating schools	Adam Edwards	Completed	Del

26	DEER-BS-5 Annual maintenance of gas appliances	Patrick Carroll	Completed	Del
27	DEER-BS-6 Providing an estimating function that includes all aspects of pre & post contract administration	Patrick Carroll	Completed	Del

	Policy/Function	Lead Officer	Date	Priority
28	DEER-BS-7 Specialist trade workshops provision including: Sign shop, Glazier, Joinery, Painter, Blacksmith and stores	Paul Barry	Completed	Del
29	DEER-BS-8 Management of council vehicle Operating Licence	John Payne	Completed	Del
30	DEER-BS-9 Garage and workshop facilities, including testing of hackney carriages and private hire vehicles.	John Payne	Completed	Med
31	DEER-BS-10 Cleaning service with direct labour force for school and other buildings	Simon Bowden	Completed	Del
32	DEER-BS-11 Mobile cleaning team for reactive response to sickness and other absences	Simon Bowden	Completed	Del
33	DEER-BS-12 Carpet shampooing	Simon Bowden	Completed	Del
34	DEER-BS-13 Provision of security and porters for council buildings	Simon Bowden	Completed	Del
35	DEER-BS-14 Provision of courier service for deliveries between buildings	Simon Bowden	Completed	Del
36	DEER-BS-15 To provide a emergency response service for alarm activations	Simon Bowden	Completed	Del
37	DEER-BS-16 To act as key holders for out of hours services	Simon Bowden	Completed	Del

Planning and Transportation

	Function / Policy	Lead Officer	Date	Priority
38	DEER-PT-1 Managing planning applications and appeals. Investigating breaches of planning control.	Tom Dunnon	Completed	Med
39	DEER-PT-3 Managing building regulation applications	Colin Blick	Completed	Med
40	DEER-PT-4 Enforcement of the Building Acts	Colin Blick	Completed	Med
41	DEER-PT-7 Providing conservation and listed building and design advice	Nick Lloyd	June 2005	Med
42	DEER-PT-9 Supported/subsidised public transport provision including the procurement of education transport.	Emma Harvey	June 2005	Med
43	DEER-PT-12 Community Transport Initiatives	Ceri Edwards	June 2005	Med

Democratic Services

	Function / Policy	Lead Officer	Date	Priority
44	Reception and Switchboard Service	Jeff Wyatt	Completed	H
45	Registration of Births, Deaths and Marriages; marriage services	Tania Carter	July 2005	H

Legal Services

	Function / Policy	Lead Officer	Date	Priority
46	Provide advice to Instructing Departments	Debbie Marles	Completed	L

Regulatory

	Function / Policy	Lead Officer	Date	Priority
47	Trading Standards, Licensing & Consumer Advice	Kate Thompson	June 2005	H
48	Environmental Health (Pollution)	KT	June	H
49	Environmental Health (Food/Inf Disease/Port Health)	KT	June	H
50	Environmental Health (Health & Safety)	KT	June	H

Directorate of Learning and Development

Education

	Function / Policy	Lead Officer	Date	Priority
51	Service Plan	Gill Howells	Completed	Med
52	Healthy Schools Strategy (Local Health Board)	na	na	Del
53	NGFL Implementation Plan	Sandra Aspinall	Completed	Del
54	NOF OOH Implementation Plan	Martin Donovan	Deferred (funding issue)	H
	Policy/Function	Lead Officer	Date	Priority
55	Youth Service	David Prosser	Completed	H
56	Adult Education	DP	Completed	H
57	New Deal Programme	DP	Completed	H
58	Vale Training Services	DP	Completed	H
59	Basic Skills Service	DP	Completed	H
60	Community Enterprise Service	DP	Completed	H
61	English for Speakers of Other Languages	DP	Completed	H
62	Job Shop Extra	DP	Completed	H
63	Welsh Education Scheme	Lis Morgan Jones	June 2005	Med
64	SEN Policy	Sheila Kelly	Completed	Med
65	Children First Programme (Community Services)	na	na	Del
66	ACPD Child Protection Procedures	Sheila Kelly	Dec	H

67	Early Years Development Plan	Sandra Aspinall	deferred	H
68	Behaviour Support Plan	Sheila Kelly	Completed	H
69	Funding Formula	Martin Donovan	Completed	H
70	School Organisation Plan	Martin Donovan	June 2005	H
71	Admissions Policy	Sheila Kelly	Completed	H
72	School Transport	Mike Matthews	June 2005	Med
73	Exclusions	Sheila Kelly	Completed	H
74	Governor recruitment	Jeremy Morgan	Completed	Med

Libraries

	Function / Policy	Lead Officer	Date	Priority
75	Lending Service for books and other resources, Accessible service points, Provision of trained staff to assist in finding appropriate materials and information	Sian Jones	Completed	Med
76	Reference and Information service, Provision of local history resources and community information	SJ	Completed	Med
77	Programme of activities to promote literacy	SJ	Completed	Med
78	Publicity and Marketing	SJ	Completed	Med
79	Free access to computer facilities	SJ	Completed	Med

Human Resources

	Function / Policy	Lead Officer	Date	Priority
80	Managing Appeals (Disciplinary, Grievance, and other issues)	Adrian Unsworth	Completed	Med
81	Recruitment and Selection	Ceri Price	Completed	H
82	Whistleblowing Policy	Lynne Davies	Completed	H
83	Job Evaluation	Lynne Davies	Completed	H
84	Protection of Employment Policy	Adrian Unsworth	Completed	Med

85	Flexible Working Policy	Steve Ralph	Completed	Med
86	Grievance Policy	Adrian Unsworth	Completed	Med
87	Exit Arrangements	Lynne Davies	Completed	H
88	Absence Management and Capability Policy	Janice Ballantine	Completed	H
89	Code of Conduct	Lynne Davies	Completed	H
90	Disciplinary Policy	Lynne Davies	Completed	H

Equalities

	Function / Policy	Lead Officer	Date	Priority
91	Development and implementation of Equalities and Welsh Language strategies and advice service.	CM	Completed	Med
92	Job Share Policy.	CM	Completed	Med
93	Anti-harassment & Bullying Policy (being revised)	CM	na	H
94	Child Care Support (being revised).	CM	na	Med
95	Welsh Language Scheme, action plan implementation	Diana Bianchi	Completed	Med

Training and Development

	Function / Policy	Lead Officer	Date	Priority
96	Evaluate the access to training of all members of staff.	Allan Williams	Del	H
97	Training Evaluation Process.	AW	Del	Del
98	Corporate structured Training and Development Strategy for Members.	AW	Completed	Med
99	Training for Management and Employees.	AW	Del	Del
100	Corporate Training Policy	AW	Completed	Med

Directorate of Finance, ICT & Property

Financial Services

	Function / Policy	Lead Officer	Date	Priority
101	Billing, collection & recovery of Council Tax	Nigel Smith	Completed	L
102	Billing, collection & recovery of NNDR	Nigel Smith	Completed	L
103	Assessment of Housing & Council Tax Benefit	Maureen Neave	Completed	M
104	Assessment of Student Awards	Carol Cutler	Sep	M

Accountancy

	Function / Policy	Lead Officer	Date	Priority
105	Grants to Voluntary Organisations	Tony Williams	Completed	H

Directorate of Community Services

Housing & Community Safety

	Function / Policy	Lead Officer	Date	Priority
106	Homelessness & Housing Advice	Ian Walters	Dec	Med
107	Void Management & Lettings	Ian Walters	Dec	Med
108	Housing & Estate Management	Ian Walters	Dec	H
109	Supporting People	Ian Walters	Dec	Med
110	Housing Strategy	Ian Walters	Dec	Med
111	Environmental Health (Housing)	Ian Walters	Dec	H
112	Housing Grants	Ian Walters	Dec	Med
113	Energy Management	Ian Walters	Dec	Med

114	Community Safety (inc. CCTV)	Ian Walters	Dec	Med
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Children & Family Services

	Function / Policy	Lead Officer	Date	Priority
115	Develop and implement the Council's childcare policies and procedures by listening to children and in accordance with statutory guidance.	OM's	Completed	H
116	Improving the arrangements for assessing the needs of children and their families.	Clive Manser. Irene Banfield	Completed	H
117	Matching services to needs by maximising the opportunities for children to be maintained in the family and by improving local placement choice and stability.	OM's	Completed	H
118	Develop and implement targeted services to address the needs of disabled children.	Irene Banfield	Completed	H
119	Promote inter-agency working and develop the child protection and statutory review functions into a quality assurance system.	Haydn Nelson	Completed	H
120	To prevent children and young people offending.	Jane Hoey	Completed	H
121	Plan and implement performance management throughout the Division.	OM's	Completed	H

Community Care

	Function / Policy	Lead Officer	Date	Priority
122	Assessment and Care Management	Anne Lintern	Completed	H
123	Residential Care Provision	Denis McDonald	Completed	H
124	Domiciliary Care	Denis McDonald	Completed	H
125	Day Care	Denis McDonald	Completed	H
126	Meals Services	Denis McDonald	Completed	H

Vale of Glamorgan Council

Race Equality Scheme

Action Plan 2005/08

Sub Ref	Ref to Other Action Plans	Action	Success Criteria & Outcomes	High, Medium or Low Priority	Officer Responsible	Start Date	Finish Date	Resources & Budget Bids	Progress
RES 1		<p>Deliver appropriate racial and cultural awareness training to customer facing groups (e.g. Leisure Centre staff, Social Workers and environmental health staff)</p> <p>Externally provided courses, organised internally</p>	Improved performance and increased confidence in working with minority groups	High	Dave Knevett, Kate Thompson, Hywel Jones, Nigel Smith, Ian Walters, Dave Prosser in consultation with Catrin Morgan /Linda Brown	May 2005	May 2006 and ongoing for lower priority groups	Costs to be met within Departmental budgets	
RES 2		All departments to carry out impact assessments, on relevant policies and functions, in accordance with the programme	Completed assessments providing data for actions to improve race equality	High	Specified in Appendix A	May 2002	January 2006	Advice available from Equalities Section	

Sub Ref	Ref to Other Action Plans	Action	Success Criteria & Outcomes	High, Medium or Low Priority	Officer Responsible	Start Date	Finish Date	Resources & Budget Bids	Progress
RES 3		New actions to improve race equality (addressing the general and specific duties under the Acts) to be generated by managers in consultation with the Equalities Section	New actions added to action plan	M	All Operational Managers in consultation with Catrin Morgan/Linda Brown	May 2006	May 2008 review every 6 months	Advice available from Equalities Section	
RES 4		Survey impact assessments to identify areas requiring improved ethnic monitoring	Evidence available to show improved monitoring.	High	Officers identified in Appendix A	January 2006	May 2006	Support from external advisers on how to carry out monitoring and establish systems	
RES 5		Establish consultation processes to reach minority groups in the Vale	Procedures established and understood by Chief Officers	High	Caroline Williams	May 2005	May 2006	Externally provided training to relevant officers on reaching ethnic minorities	

Sub Ref	Ref to Other Action Plans	Action	Success Criteria & Outcomes	High, Medium or Low Priority	Officer Responsible	Start Date	Finish Date	Resources & Budget Bids	Progress
RES 6		Monitor the allocation of Objective 2 and Objective 3 funding to identify its impact for minority groups with help from external advisers	Completed survey of the use of funding for analysis by the Equalities section	High	Mike Jones / Maggie Birkett	May 2005	May 2006	Advice from external advisers	
RES 7		Support anti-racism campaigns linked to sport	Evidence of campaigns supported	High	Dave Knevett	May 2005	Annual review: May 2006 May 2007 May 2008	Support from external agencies	
RES 8		Carry out a survey of the services wanted by ethnic minority groups in the arts, culture, sport, community centres, libraries, leisure facilities and involvement in decision making process	Report on feedback from ethnic groups Report to CMT/Cabinet	M	Dave Knevett & consultation group	May 2006	May 2007	Support from external agencies	

Sub Ref	Ref to Other Action Plans	Action	Success Criteria & Outcomes	High, Medium or Low Priority	Officer Responsible	Start Date	Finish Date	Resources & Budget Bids	Progress
RES 9		Carry out a survey to identify the minority language needs in the Vale	Report to CMT/Cabinet to advise on action required	M	Catrin Morgan in consultation with REF and frontline services	May 2006	May 2007	Support from independent agencies	
RES 10		Monitor the number of prosecutions by ethnic background, analyse data.	Presentation of relevant statistics to CMT/Cabinet for decision on appropriate actions	M	Sally Murton	May 2005	May 2008 – monitor annually	Support from external agencies on deciding relevant actions (if any)	
RES 11		Record languages used on food hygiene inspection forms to identify languages needed for information sent to proprietors	Completed forms indicating language requirements, evidence of information published in minority languages	M	Kate Thompson	May 2006	May 2007	Support form external bodies producing multi-lingual materials	
RES 12		Include ethnic monitoring data on all customer satisfaction surveys	Completed surveys showing ethnic data and analysis of figures	H	All OM's	Jan 06	May 06 review statistics annually May 07 May 08	Advice available from the Equalities Section	

RES 13		Analyse ethnic data on educational achievement and report to CMT annually	Reports submitted, action taken where appropriate	H	Sandra Aspinall	September 05	September 06 And on an annual basis Sep 07 Sep 08	Support from external agencies	
RES 14		Analyse ethnic data on educational exclusions and report to CMT annually	Reports submitted, action taken where appropriate	H	Sheila Kelly	September 05	September 06 And on an annual basis Sep 07 Sep 08	Support from external agencies	
RES 15		Carry out survey of post-16 educational needs amongst ethnic minorities	Carry out survey of post-16 educational needs amongst ethnic minorities	M	Dave Prosser	May 06	May 07	Support from external agencies	
RES 16		Monitor the take-up of ESOL courses and student satisfaction	Report submitted and appropriate action taken	M	Dave Prosser	September 06	Monitor annually Sept 07 Sept 08		
RES 17		Collect, analyse and publish data on employment, disciplinary, grievance, harassment, bullying, capability and appeals cases	Report submitted and appropriate action taken	H	Steve Ralph Adrian Unsworth	May 2005	Published on annual basis May 06 May 07 May 08		

Sub Ref	Ref to Other Action Plans	Action	Success Criteria & Outcomes	High, Medium or Low Priority	Officer Responsible	Start Date	Finish Date	Resources & Budget Bids	Progress
RES 18		Carry out exit interviews to identify reasons for leaving, analyse for any adverse impact on ethnic minorities	Report submitted and appropriate action taken	H	Steve Ralph Adrian Unsworth	May 2005	Annual monitoring May 06 May 07 May 08		
RES 19		Deliver race equality awareness training to all new employees	Records of attendance on induction courses that include this training	H	Allan Williams Rebecca Johnson	May 2005	Annual Report May 2006 May 2007 May 2008		
RES 20		Monitor impact of homelessness on ethnic minorities, allocation of housing to tenants from ethnic minorities	Annual Report Data analysis identifies any specific issues and actions required	M	OM Public Sector Housing	May 2006	Annual report May 2007 May 2008		
RES 21		Monitor number of ethnic minorities affected by rent arrears	Annual Report Data analysis identifies any specific issues and actions required	M	OM Public Sector Housing	May 2006	Annual report May 2007 May 2008		

Sub Ref	Ref to Other Action Plans	Action	Success Criteria & Outcomes	High, Medium or Low Priority	Officer Responsible	Start Date	Finish Date	Resources & Budget Bids	Progress
RES 22		Monitor ethnicity of environmental health (housing) users	Annual Report Data analysis identifies any specific issues and actions required	M	OM Public Sector Housing	May 2006	Annual report May 2007 May 2008		
RES 23		Monitor ethnicity of environmental health (housing) users	Annual Report Data analysis identifies any specific issues and actions required	M	OM Public Sector Housing	May 2006	Annual report May 2007 May 2008		
RES 24		Monitor the number of ethnic minority children being adopted	Annual Report Data analysis identifies any specific issues and actions required	M	Joe Frearson	May 2006	Annual report May 2007 May 2008		
RES 25		Monitor achievement of Race Equality Scheme Action Plan	Information available on the achievement of actions	M	Catrin Morgan/Linda Brown	May 2005	May 2008 plus annual and ad hoc reports	Advice / assistance from Race Equality First	

Cabinet Report - Equality Checklist

1. Does the policy only address the needs of a named or prioritised group?
2. Will the policy impact directly or indirectly on different groups in the community (e.g. women and men, disabled people, BME communities, Welsh speakers)?
3. What arrangements have been made to consult with the BME community, disabled people, or the Welsh speaking community?
4. Have specific needs of all groups been taken into account?
5. Are there any barriers to access (physical or information)?
6. Is there any differential or adverse impact on the grounds of gender, race, disability or Welsh language? Could it be construed as unlawful discrimination or can the adverse impact be justified by the policy's aims and importance?
7. Are there any measures that can be or have been taken to reduce the adverse impact?
8. Has the policy taken into account the requirements of the Vale's Welsh Language Scheme and the Race Equality Scheme / Action plan?
9. Are there arrangements in place to monitor the impact of this policy / service on equality issues?

Minority Ethnic Categories

A. White

British
English
Scottish
Welsh
Irish
Any other White background, please specify

C. Asian

Asian British, Asian English, Asian Scottish, or Asian Welsh
Indian
Pakistani
Bangladeshi
Any other Asian background, please specify

E. Chinese

Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group
Chinese
Any other Chinese background, please specify

B. Mixed

White and Black Caribbean
White and Black African
White and Asian
Any other Mixed background, please specify

D. Black

Black British, Black English, Black Scottish, or Black Welsh
Caribbean
African
Any other Black background, please specify

Equality Impact Assessment

The Council has a duty to consider the needs and requirements of the community who are affected by our policies and procedures. This checklist has been developed to ensure that relevant groups are neither directly or indirectly discriminated against in the planning and delivery of Council services in compliance with relevant legislation and good practice.

An impact assessment is a systematic way of finding out the impact of a policy or proposed policy on different groups. Officers will be required to identify the likely outcomes/impacts that may result from introducing a policy/procedure in consultation with the community and/or Equalities Section where appropriate.

Examples of groups that can be disadvantaged if their specific needs are not considered are women/parents/carers, people from different ethnic minorities, people with disabilities/impairments and Welsh speakers.

This form should be used for:

1. All policies that have been identified as relevant to the general duty under the Race Relations (Amendment) Act 2000 (identified in the Council's Race Equality Scheme)
2. As part of the procedure for developing new / revising existing, policies procedures and strategies

How should you assess impact?

1. Identifying the objectives of your policy and how it will work
2. Examining the data and research available
3. Assessing the likely impact on equality
4. Consulting people who are likely to be affected by your policy
5. Making arrangements to monitor and review your policy and its impact
6. Publishing the results of the assessment

It is the responsibility of the Head of Service or relevant Operational Manager to ensure that an assessment has been completed for all relevant new policies or strategies and send a copy to the Equalities Section.

This form can be completed electronically or manually

Policy Title or Function:

1. The Objectives

What are the objectives of the policy or function being developed or reviewed (brief synopsis)?

Who is responsible for developing and implementing the policy/service?

Name:

Job Title:

Directorate:

Department:

Assessment Date:

2. Background Data:

Who is intended to benefit from, or be subject to, this policy/procedure?

(Take into account any steps taken to ensure that women/men/ parents/carers, disabled people, ethnic minorities and Welsh speakers can benefit from this policy)

Please ✓

All residents of the Vale of Glamorgan

Internal departments (please state):

Customers/Residents in a specific geographical location

Specific customers

Please identify:

Other

Please specify:

Briefly identify any research or baseline information:

3. Impact Assessment

Will the policy/function impact directly or indirectly on different groups in the community?

(a) Does the policy affect men and women in different ways, e.g. flexible working arrangements might have a positive impact on women with caring responsibilities

Gender	Positive impact	Negative impact	Neutral	Reason
Women	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Men	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(b) Do people from different black and minority ethnic communities use Council services differently, e.g. will women from certain minority communities use the Council's swimming pool more often if same sex swimming arrangements are in place?

Race	Positive impact	Negative impact	Neutral	Reason
Asian or Asian Welsh/British/Irish/Scottish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Black or Black-Welsh/British/Irish/Scottish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chinese or Chinese Welsh/British/Irish/Scottish and other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mixed Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(c) How will the policy impact on people with disabilities e.g. services will be more accessible for people with a disability if information is available in large print, audio, Braille and other formats?

Disability	Positive impact	Negative impact	Neutral	Reason
Visually impaired	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hearing impairment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Physically disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Learning disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mental health problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(d) What arrangements have been put in place to ensure that the policy provides an effective service both in Welsh and English in accordance with the Council's Welsh Language Scheme?

E.g. translation of documents, Welsh speaking member of staff, bilingual automated telephone system, bilingual forms

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Have specific needs of all groups been taken into account?

Please tick the applicable needs that have been taken into account or put a cross next to needs that may be applicable but have not been taken into account- these will need to be included in the action plan (below)

Childcare/crèche	<input type="checkbox"/>	Auxiliary aids (e.g. loop system, Interpreter)	<input type="checkbox"/>
Physical Access	<input type="checkbox"/>	Format of materials (e.g. large print, audio)	<input type="checkbox"/>
Cultural/religious	<input type="checkbox"/>	Bilingual Welsh/English materials	<input type="checkbox"/>
Dietary	<input type="checkbox"/>	Bilingual Welsh / English service	<input type="checkbox"/>
Other Language	<input type="checkbox"/>	Location/ availability of information	<input type="checkbox"/>

Other needs identified (please specify):

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Could any impact identified above be construed as unlawful discrimination?

YES / NO (Please delete as appropriate)

If an adverse impact is identified please complete a risk assessment to assess justification for this adverse impact and any measures that can be or have been taken to reduce the adverse impact or improve the positive impact (e.g. provision of an alternative service). Please attach a copy of the risk assessment to this form.

Identify what remedial action can be taken when necessary, to address any unexpected or unwarranted disparities:

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Has the policy taken into account the requirements of the Vale of Glamorgan Council's:	
Equal Opportunities Policy Details:	Yes / No
Welsh Language Scheme Details:	Yes / No
Race Equality Scheme / Action Plan Details:	Yes / No

If the negative impact is potentially discriminatory and please contact the Equality Section for advice.

4. Consultation:

What arrangements have been made to consult with: Men/women/parents/carers The black and minority ethnic community People with disabilities / impairments (sensory, physical, learning, medical etc) The Welsh speaking community Other 'hard to reach' or vulnerable groups (e.g. young/older people, low income families) (Please list, including the method of consultation e.g. focus group, survey, public meeting, citizens panel):
How have you implemented the results of the consultation?

8. Further Action

Any recommendations for action that you plan to take as a result of this impact assessment should be included in the action plan template below or as part of the Section Team Plan or Departmental Service Plan in consultation with the Equality Section.

9. Completed Impact Assessments:

Please keep a copy on record to which the public could have full access. Also e-mail or send a copy to the Corporate Equalities Officer, HR & Equalities, Civic Offices, Barry CF63 4RU. Completed forms will be submitted to a review panel to assess and discuss any further information or action required.

10. Authorisation

(This form should be authorised by the Relevant Head of Service or Operational Manager for the Department).

Approved by:	Date:
Designation:	

