

EAST AYRSHIRE COUNCIL
CORPORATE SUB-COMMITTEE OF THE
POLICY AND RESOURCES COMMITTEE – 11 FEBRUARY 2003
RACE RELATIONS (AMENDMENT) ACT 2000

REPORT BY THE DEPUTE CHIEF EXECUTIVE AND DIRECTOR OF CORPORATE
RESOURCES

1 PURPOSE OF REPORT

- 1.1** To report action taken and progress made in implementing the Council's Race Equality Scheme within the Department of Corporate Resources.

2 BACKGROUND

- 2.1** On 24 October 2002, the Policy and Resources Committee approved the adoption of a Race Equality Scheme in line with the Race Relations (Amendment) Act 2000.

- 2.2** The Race Equality Scheme determines that the Council have due regard to the general duty of the Act in all that it does and in particular:

- (i) Eliminate unlawful racial discrimination
- (ii) Promote Equality of Opportunity
- (iii) Promote good relations between persons of different racial groups

- 2.3** It was agreed that each department would prepare and submit a report outlining the impact of the Act upon their particular service area by undertaking an initial assessment of functions and policies for the purposes of developing and implementing a departmental action plan.

3. DEPARTMENTAL ACTION

- 3.1** The Department of Corporate Resources conducted an initial assessment of each of its functions and policy areas using guidance as laid out in the Race Equality Scheme and methodology endorsed by the Commission for Racial Equality.

- 3.2** This initial assessment required each service area to be set against a series of questions to:

- (a) determine whether the function/policy had any relevance to race equality as defined by the general duty
 - (1) Eliminating discrimination?
 - (2) Promoting equal opportunities?
 - (3) Promoting good race relations?

- (b) To consider if there is any evidence to believe that some racial groups could be differently affected? And if so, which racial groups?
- (c) To determine how much evidence if any there is to support answers to question (b).
- (d) Whether there is any public concern that the policy or service is being carried out in a discriminatory way?

3.3 Appendix 1 outlines the full findings of this initial assessment process.

4. DEPARTMENTAL ACTION PLAN

4.1 Having completed the initial assessment of functions and policies as outlined at paragraph 3 above, the department of Corporate Resources has prioritised those service areas for review in accordance with their relevance to the general duty.

4.2 Within Year 1 (by 30 November 2003) the department will have conducted a thorough review of the following service areas which are considered as having a **high relevance** to race equality as they have an impact on all three parts of the general duty.

Corporate Development & Communication		
Best Value/ Service Review/ EFQM	Comments & Complaints	Corporate Policy Development & Reporting
Social Inclusion Unit	Coalfield Area Social Inclusion Partnership	North Social Inclusion Partnership
Better Neighbourhood Services Fund	Community Planning	
Administrative & Legal Services		
Committee Administration Services	Election Office Service	Member Services
Legal & Administrative Support to External Bodies	Support to Community Councils	Litigation service to include court representation
Provision of an advice service in respect of all legal issue	Legal support to Committee	Reception/switchboard Service

- 4.3 Within Year 2 (by 30 November 2004) the department will have conducted a thorough review of the following service areas which are considered as having a **medium relevance** to race equality as they have an impact on two parts of the general duty.

Corporate Development & Communication		
Media Work	Headlines/Eastwords	Event Management
Design Section	External Funding	Public Health

- 4.4 Within Year 3 (by 30 November 2005) the department will have conducted a thorough review of the following service areas which are considered as having a **low or no relevance** to race equality.

Corporate Development & Communication		
Performance Information	E-News/Press Cuttings	
Administrative & Legal Services		
Reprographics service	Provision of Property Enquiry Certificates	Administration of Boundary Reviews
Conveyancing service	Sale of Council Houses	Administration of the District Court
Information Technology		
Corporate IT Strategy	Corporate IT Security Policy	IT project Management Handbook
IT Security Code of Practice	Egovernment Strategy	Data Protection
Use of Email & Internet		
Personnel Services – Health & Safety		
First Aid	Incident & Near Miss reporting	Control of ladders, stepladders & associated equipment
Fire Precautions & Procedures	Asbestos	Display screen equipment
Fire Precautions & Procedures	Display of Health & Safety Information	AIDS/HIV/Hepatitis (prevention of)
Personal Protective Equipment	Office Safety Guidance	Inspection & Testing of Electrical Equipment & Installations
Control of Substances Hazardous to Health	Management workplace safety inspections	Provision & use of work equipment regulations
Lifting operations & lifting equipment regulations	Gas safety	Noise at work

4.5 The review process will reflect the guidance as laid out in the Race Equality Scheme and methodology endorsed by the Commission for Racial Equality. This may include specific research, monitoring and analysis of statistical information and consultation with the ethnic minority community where appropriate.

4.6 The results of the Year 1 reviews will be reported at the first meeting of this Sub-Committee in 2004.

5. EMPLOYMENT DUTY

5.1 There is a specific duty on the Council relating to employment issues. In response to this duty Personnel Services will continue to monitor Job Applicants and the Workforce profile by ethnicity.

In accordance with the requirements of the Act, this monitoring process will be extended to cover the grievance and disciplinary process. Moreover, within Year 1 a general review of the Disciplinary and Grievance procedures will be undertaken to ensure that they comply with the general duty of the Act.

5.2 The Head of Personnel will report on this specific duty to the first meeting of this Sub-Committee in 2004.

6. PROMOTING RACE EQUALITY

6.1 To promote the Council's continuing commitment to equality issues the Department of Corporate Resources will:

- Introduce an employee leaflet outlining the practical implications of the Council's Race Equality Scheme.
- Introduce a leaflet outlining the Council's Race Equality commitment to the community.
- Participate in other awareness raising events and activities.

6.2 Personnel Services (Training & Development) will develop and deliver a training programme designed to outline the Council's equalities strategy. Furthermore, the Training and Development Section will offer support to service departments who identify specific training requirements in implementing the Race Equality Scheme.

7. FINANCIAL IMPLICATIONS

7.1 The management of Race Equalities Scheme is met from within existing budgets. The proposals within the plan further organise existing commitments and responsibilities.

8. LEGAL/POLICY IMPLICATIONS

8.1 The introduction and publication of the Race Equality Scheme will ensure that the Council complies with the requirements as laid down by the Race Relations (Amendment) Act 2000 and by the Scottish Parliament.

8.2 The activities laid out in this report comply fully with the Council's Race Equality Scheme and with the legal implications as laid out in the Act. They also support the objectives of the Council's Equality Opportunities Policy.

9. RECOMMENDATIONS

The Committee is asked to:

9.1 approve the departmental actions detailed within this report and described in paragraphs 4 - 6 above;

9.2 invite the Depute Chief Executive/ Director of Corporate Resources to provide a future update report on the department's progress; and

9.3 otherwise note the contents of this report.

Fiona Lees

Depute Chief Executive/ Director of Corporate Resources

GH/EG

17 January 2003

LIST OF BACKGROUND PAPERS

1. Report by Depute Chief Executive/Director of Corporate Resources to Policy and Resources on 24 October 2002.

Anyone wishing further information should contact Graham Haugh, Head of Personnel, Telephone 01563 576092.

POLICY/FUNCTION ASSESSMENT GRID – DEPARTMENT OF CORPORATE RESOURCES

Corporate Development & Communication	Is it relevant to the general duty		How relevant is it?	
	Which of the 3 parts does it apply to (if any): (1) Eliminating discrimination? (2) Promoting equal opportunities? (3) Promoting good race relations?	Is there evidence or reason to believe that some racial groups could be differently affected? Which racial groups are affected?	How much evidence do you have? (1) None (2) Some (3) Substantial	Is there any public concern that the policy is being carried out in a discriminatory way? (1) None or little (2) Some (3) Substantial
POLICY/FUNCTION AREA				
CORPORATE DEVELOPMENT				
Best Value/Service Review/EFQM	(1) (2) (3)	Little evidence or reason	(1)	(1)
Comments & Complaints	(1) (2) (3)	Little evidence or reason	(2) Ethnic Minorities Forum consulted prior to implementation.	(1)
Corporate Policy Development & Reporting	(1) (2) (3)	Little evidence or reason	(1)	(1)
Performance Information	(2)	Little evidence or reason	(1)	(1)
COMMUNICATION				
Media work	(2) (3)	Little evidence or reason	(1)	(1)
Headlines/ Eastwords	(2) (3)	Little evidence or reason	(1)	(1)
E-News/Press cuttings	N/A	No reason to believe there is an impact on the general duty	N/A	N/A
Event management	(2) (3)	Little evidence or reason	(1)	(1)
Design Section	(2) (3)	Little evidence or reason	(1)	(1)

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SOCIAL INCLUSION				
SOCIAL INCLUSION UNIT	(1) (2) (3)	Little evidence or reason	(2)	(1)
Coalfield Area Social Inclusion Partnership	(1) (2) (3)	Little evidence or reason	(2) Community consultation undertaken	(1)
North Social Inclusion Initiative	(1) (2) (3)	Little evidence or reason	(1)	(1)
Better Neighbourhood Services Fund	(1) (2) (3)	Little evidence or reason	(2) Community consultation undertaken	(1)
Community Planning	(1) (2) (3)	Little evidence or reason	(2) Multi-agency consultation undertaken in the public and private sectors	(1)
External Funding	(1) (2)	Little evidence or reason	(1)	(1)
Public Health	(1) (2)	Little evidence or reason	(1)	(1)

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ADMIN & LEGAL Policy/Function area	<u>Is it relevant to the general duty</u>		<u>How relevant is it?</u>	
	Which of the 3 parts does it apply to (if any): 3 Eliminating discrimination? 4 Promoting equal opportunities? 5 Promoting good race relations?	Is there evidence or reason to believe that some racial groups could be differently affected? Which racial groups are affected?	How much evidence do you have? (1) None (2) Some (3) Substantial	Is there any public concern that the policy is being carried out in a discriminatory way? (1) None or little (2) Some (3) Substantial
Committee Administration Service	(1) (2) (3)	No evidence or reason	(1)	(1)
Election Office Service	(1) (2) (3)	No evidence or reason	(1)	(1)
Reception/switchboard Service	(1) (2) (3)	No evidence or reason	(1)	(1)
Member Services	(1) (2) (3)	No evidence or reason	(1)	(1)
Legal & Administrative Support to External Bodies	(1) (2) (3)	No evidence or reason	(1)	(1)
Support to Community Councils	(1) (2) (3)	No evidence or reason	(1)	(1)
Litigation service to include court representation	(1) (2) (3)	No evidence or reason	(1)	(1)
Provision of an advice service in respect of all legal issues	(1) (2) (3)	No evidence or reason	(1)	(1)
Legal Support to Committee	(1) (2) (3)	No evidence or reason	(1)	(1)
Reprographics service	(1)	No evidence or reason	(1)	(1)

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Provision of Property Enquiry Certificates	(1)	No evidence or reason	(1)	(1)
Administration of Boundary Reviews	(1)	No evidence or reason	(1)	(1)
Conveyancing service to include acquisition, disposal and lease of property	(1)	No evidence or reason	(1)	(1)
Sale of Council Houses	(1)	No evidence or reason	(1)	(1)
Administration of the District Court Service in East Ayrshire	(1)	No evidence or reason	(1)	(1)

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Information Technology Policy/Function area	Is it relevant to the general duty		How relevant is it?	
	Which of the 3 parts does it apply to (if any): 4 Eliminating discrimination? 5 Promoting equal opportunities? 6 Promoting good race relations?	Is there evidence or reason to believe that some racial groups could be differently affected? Which racial groups are affected?	How much evidence do you have? (1) None (2) Some (3) Substantial	Is there any public concern that the policy is being carried out in a discriminatory way? (1) None or little (2) Some (3) Substantial
Corporate IT Strategy	N/A	No evidence or reason to believe there is an impact on the general duty	(1)	(1)
Corporate IT Security Policy	N/A	No evidence or reason to believe there is an impact on the general duty	(1)	(1)
IT Project Management Handbook	N/A	No evidence or reason to believe there is an impact on the general duty	(1)	(1)
IT Security Code of Practice	N/A	No evidence or reason to believe there is an impact on the general duty	(1)	(1)
Egovernment Strategy	N/A	No evidence or reason to believe there is an impact on the general duty	(1)	(1)
Data Protection	N/A	No evidence or reason to believe there is an impact on the general duty	(1)	(1)
Use of Email & Internet	N/A	No evidence or reason to believe there is an impact on the general duty	(1)	(1)

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Personnel Services	Is it relevant to the general duty		How relevant is it?	
	Which of the 3 parts does it apply to (if any): <ul style="list-style-type: none"> ➤ Eliminating discrimination? ➤ Promoting equal opportunities? ➤ Promoting good race relations? 	Is there evidence or reason to believe that some racial groups could be differently affected? Which racial groups are affected?	How much evidence do you have? (1) None (2) Some (3) Substantial	Is there any public concern that the policy is being carried out in a discriminatory way? (1) None or little (2) Some (3) Substantial
Policy/Function area				
PERSONNEL SERVICES – HEALTH & SAFETY				
Incident & Near Miss reporting	N/A	No evidence or reason	(1)	(1)
First Aid	N/A	No evidence or reason	(1)	(1)
Fire Precautions & Procedures	N/A	No evidence or reason	(1)	(1)
Personal Protective Equipment	N/A	No evidence or reason	(1)	(1)
Control of Substances Hazardous to Health	N/A	No evidence or reason	(1)	(1)
Asbestos	N/A	No evidence or reason	(1)	(1)
Display of Health & Safety Information	N/A	No evidence or reason	(1)	(1)
Office Safety Guidance	N/A	No evidence or reason	(1)	(1)
Management workplace safety inspections	N/A	No evidence or reason	(1)	(1)
Control of ladders, stepladders & associated equipment	N/A	No evidence or reason	(1)	(1)
Display screen equipment	N/A	No evidence or reason	(1)	(1)
AIDS/HIV/Hepatitis (prevention of)	N/A	No evidence or reason	(1)	(1)
Inspection & Testing of Electrical Equipment & Installations	N/A	No evidence or reason	(1)	(1)

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Provision & use of work equipment regulations	N/A	No evidence or reason	(1)	(1)
Lifting operations & lifting equipment regulations	N/A	No evidence or reason	(1)	(1)
Gas safety	N/A	No evidence or reason	(1)	(1)
Noise at work	N/A	No evidence or reason	(1)	(1)

* Separate Employment Duty requires Employee Relations function and Training function to be treated separately within the Employment Duty as they all have a high relevance to Race Equality.