

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

**Report by Director of Finance**

**1 PURPOSE OF REPORT**

- 1.1** To report to Committee, action taken and progress made in implementing the Race Equality Scheme within the Department of Finance.

**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 take 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 Finance 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:
  - (i) eliminating discrimination
  - (ii) promoting equal opportunities
  - (iii) 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); and
- (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 Finance 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.

Benefits		
Policy & Customer Relations		

- 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.

Revenues		
Systems Administration	& NDR, Debtors & Arrears Collection	Council Tax Collection
Benefits		
Fraud Overpayments	& Processing	
Systems		
Income Control & Collection		
Support & Development		
Personnel		

- 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.

<b>Corporate Accounting</b>		
Financial Services (Corporate)	Treasury Services	
<b>Operational Accounting</b>		
Financial Services (Development Services)	Financial Services (HATS)	Financial Services (Community Services)
Financial Services (Education & Social Services)		
<b>Payments</b>		
Payroll	Creditors	
<b>Revenues</b>		
Systems & Administration		
<b>Systems</b>		
Rent Income	Revenues System Control, Systems Administration, Financial Systems Control, Data Control & Administration	

- 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 reviews to be conducted in Year 1 will be reported to this Sub-Committee.

## 5. EMPLOYMENT DUTY

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

## 6. PROMOTING RACE EQUALITY

- 6.1 To promote the Council's continuing commitment to equality issues the Department of Finance will:
- Assist in the introduction of an employee leaflet outlining the practical implications of the Council's Race Equality Scheme.
  - Assist in the introduction of a leaflet outlining the Council's Race Equality commitment to the community.
  - Participate in other awareness raising events and activities.

- 6.2** The Finance Department will nominate appropriate members of staff to attend a training programme, developed and delivered by Personnel Services (Training & Development), designed to outline the Council's equalities strategy.

## **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 AND 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.

## **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 Director of Finance to provide a future update report on the department's progress; and
- 9.3** otherwise note the contents of this report.

Alex McPhee  
**Director of Finance**

AD/DMW  
27 January, 2003  
ENC (1)

### **LIST OF BACKGROUND PAPERS**

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

Anyone wishing further information should contact Alex McPhee, Director of Finance, Telephone 01563 (57)6300.

## POLICY/FUNCTION ASSESSMENT GRID – DEPARTMENT OF FINANCE

EXCHEQUER SERVICES  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): (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
<b>REVENUES</b>				
Systems & Administration	(2)	No evidence or reason	(1)	(1)
NDR, Debtors & Arrears Collection	(2) (3)	No evidence or reason	(1)	(1)
Council Tax Collection	(2) (3)	No evidence or reason	(1)	(1)
<b>BENEFITS</b>				
Policy & Customer Relations	(1) (2) (3)	No evidence or reason	(1)	(1)
Fraud & Overpayments	(2) (3)	No evidence or reason	(1)	(1)
Processing	(2) (3)	No evidence or reason	(1)	(1)

<b>PAYMENTS</b>				
Payroll	N/A	No evidence or reason to believe there is an impact on the general duty.	N/A	N/A
Creditors	N/A	No evidence or reason to believe there is an impact on the general duty.	N/A	N/A
<b>SYSTEMS</b>				
Income Control & Collection	(2) (3)	No evidence or reason	(1)	(1)
Rent income	N/A	No evidence or reason to believe there is an impact on the general duty.	N/A	N/A
Revenues Systems Control, Systems Administration, Financial Systems Control, Data Control & Administration	N/A	No evidence or reason to believe there is an impact on the general duty.	N/A	N/A

ACCOUNTING SERVICES  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): (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
<b>CORPORATE ACCOUNTING</b>				
Financial Services (Corporate)	N/A	No evidence or reason to believe there is an impact on the general duty.	N/A	N/A
Treasury Services	N/A	No evidence or reason to believe there is an impact on the general duty.	N/A	N/A
<b>OPERATIONAL ACCOUNTING</b>				
Financial Services (Development Services)	N/A	No evidence or reason to believe there is an impact on the general duty.	N/A	N/A
Financial Services (HATS)	N/A	No evidence or reason to believe there is an impact on the general duty.	N/A	N/A
Financial Services (Community Services)	N/A	No evidence or reason to believe there is an impact on the general duty.	N/A	N/A
Financial Services (Education & Social Services)	N/A	No evidence or reason to believe there is an impact on the general duty.	N/A	N/A

DIRECTORATE & SUPPORT	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				
<b>SUPPORT &amp; DEVELOPMENT</b>				
Departmental Personnel	(2) (3)	No evidence or reason	(1)	(1)