

South Derbyshire District Council



at the Heart of the National Forest

DRAFT

RACE EQUALITY SCHEME

SOUTH DERBYSHIRE DISTRICT COUNCIL

Race Equality Scheme

Contents

Page

Foreword

Introduction – our Statutory Duties

Background:

about South Derbyshire District

the Council's Vision

Guiding Principles

Key Aims

Organisational Structure

Equality and Diversity Policy Statement

Departmental Race Equality Action Plans

Chief Executive's Department

Community Services Department

Development Services Department

Finance and IT Department

Consultation

Publication

Monitoring

Complaints

Appendix 1 - Organisational Structure

Appendix 2 - Equality and Diversity Policy Statement

Appendix 3 - Assessment Sheet

Appendix 4 – Consultation List

Foreword

The purpose of this Race Equality Scheme is to show how South Derbyshire District Council aims to fulfil its duties under the Race Relations (Amendment) Act 2000.

This is just one of the steps we are taking as part of our renewed commitment to equality and diversity in everything we do, based on the qualities of quality, leadership and community involvement.

At this stage, the Scheme is in draft form. Before it is finalised, we welcome comments or suggestions. These should be sent to me at the following address:

South Derbyshire District Council
Civic Offices
Civic Way
Swadlincote
Derbyshire DE11 0AH.

Alternatively, you can e-mail me at: john.porter@south-derbys.gov.uk

Audio and large print copies of the Scheme are available on request. We can also provide help for those who speak in languages other than English. If you would like to use either of these services, or if you have queries on the Scheme, please call 01283 595780

Frank McArdle

Chief Executive
South Derbyshire District Council

Introduction

Our Statutory Duties

Since the Race Relations Act 1976, the Council has had the following general duties:

- to eliminate unlawful discrimination
- to promote equal opportunities
- to promote good relations between people from different racial groups.

There is now a further, specific duty for the Council under the Race Relations (Amendment) Act 2000. This is to prepare and publish a Race Equality Scheme, summarising the Council's approach to race equality and our corporate aims. The scheme also has to say how we plan to carry out the individual parts of the specific duty:

- by examining our services to decide which are most relevant to race equality
- by assessing and consulting on the likely impact of our proposed policies on the promotion of race equality
- by monitoring our policies for any adverse impact on the promotion of race equality
- by publishing the results of such assessments and consultation
- by ensuring public access to information and our services
- by training our staff on race equality issues.

We also have a specific duty to monitor, by reference to the racial groups to which they belong, the numbers of:

- staff in post
- applicants for employment, training and promotion
- staff who receive training, benefit or suffer detriment from performance assessment procedures, are involved in grievance or disciplinary procedures, or cease employment with the Council,

and to publish the results of that monitoring annually.

Background

About South Derbyshire District:

- The district of South Derbyshire was established in 1974. The Council now has 36 councillors representing 17 wards.
- There are 50 parishes outside the urban area of Swadlincote. 33 administered by parish councils and 17 by parish meetings.
- For almost two decades, South Derbyshire has been the fastest growing district in Derbyshire. The current population is estimated to be 81,700. The town of Swadlincote is the main centre of population.
- About 21% of the population are in pre-school/school age groups, 62% are of working age, and 17% are retired. At the 2001 Census, 2.7% of the district's population (about 2,260 people) belonged to ethnic minority communities.
- Unemployment levels are low (2.1% compared with 3.1% nationally). However, the standard of living in some parts of the district is relatively poor – the areas concerned are mainly Swadlincote and the villages of the former South Derbyshire Coalfield.
- 1,000 businesses are located in the district employing about 18,000 people.
- About 25% of the National Forest area lies in South Derbyshire.
- 22 Conservation Areas (areas of special architectural or historic importance) have been designated.
- The district has three Leisure Centres (at Swadlincote, Etwall and Melbourne), 45 playgrounds and parks, and six cemeteries.
- 53% of homes are in Council Tax bands A and B (ie valued at up to £52,000).
- 3,600 homes (11% of the total) are rented from the Council.
- South Derbyshire households generate 36,000 tonnes of waste annually. At the moment, just over 10% is recycled or composted.

The Council's Vision:

The vision of South Derbyshire District Council is to promote and enhance the social, economic and environmental wellbeing of the community through the provision of cost effective, customer focused services. We recognise that an essential part of that aim is to ensure fair and equal access to Council services and employment opportunities. We oppose all forms of unlawful or unfair discrimination, for example on the grounds of gender, race, ethnic or national origin, disability, family status, age, religious belief, class or sexuality.

Guiding Principles

The following principles guide everything we do:

- making decisions openly and with integrity
- being accountable to the people of South Derbyshire for our decisions
- involving the community in choices about services and local priorities
- being open and responsive to change
- treating people fairly and promoting equality of opportunity in employment and service provision
- providing reliable and responsive services to our customers
- working with partners in the public, private and voluntary sectors to achieve more than we can on our own
- ensuring that the actions we take are sustainable in the long term
- valuing employees and the essential role they play in service provision.

Key Aims

To help us to achieve our vision, we have also identified a number of key aims that will be used to guide service delivery. They are:

- to strengthen and develop the local economy through support for business development and inward investment (in short '*economic development*')
- to safeguard and enhance the natural and built environment ('*caring for the environment*')
- to address the needs of South Derbyshire residents for good quality homes, of a variety of tenures, located in well planned and safe environments ('*the provision of decent homes*')
- to promote the health and welfare of all sections of the community, including access to leisure and cultural activities ('*community and leisure development*')
- to secure continuous improvements in the quality and efficiency of services provided by the Council ('*providing Best Value services*')
- to manage resources efficiently and effectively ('*managing our business*')
- to listen to, represent and provide leadership to the people of South Derbyshire in local, regional and national arenas ('*community leadership*')

- to support the development of the National Forest and its enjoyment by residents and visitors (*'support for the National Forest'*).

Organisational Structure

The Council's Organisational Structure forms Appendix 1 to this Scheme.

Equality and Diversity Policy Statement

The Council has recently adopted an updated and revised Equality and Diversity Policy Statement, which seeks to set out clearly our vision, our commitment, our aims, and our responsibilities – to be used as a foundation stone of equality and diversity for all our future activities. This Scheme represents a further stage in the implementation of that policy. The Equality and Diversity Policy Statement forms Appendix 2 to this Scheme.

Race Equality Action Plans

The first stage of our Race Equality Scheme has been for all four Council departments to examine our services and policies to decide which are most relevant to race equality. The Assessment Sheet used for this purpose forms Appendix 3 to this Scheme.

Each of our departments has then used the information from these assessment sheets to develop priority-based Race Equality Action Plans to eliminate unlawful discrimination, promote equal opportunities, and promote good relations between people from different racial groups.

Each departmental Action Plan has prioritised its targets over a three-year period. The four Action Plans, which are set out in the following pages, are as follows:

- Chief Executive's Department Race Equality Action Plan
- Community Services Department Race Equality Action Plan
- Development Services Department Race Equality Action Plan
- Finance & IT Services Department Race Equality Action Plan

DEPARTMENTAL RACE EQUALITY SCHEME ACTION PLANS

1. The Department of Health and Social Care (DHSC) is committed to the promotion of equality and diversity in the workplace. This commitment is reflected in the Department's Race Equality Scheme (RES) Action Plan, which sets out the measures to be taken to address racial inequalities and promote equality of opportunity for all staff.

Department: Chief Executive's IA TV 5817744930
WVA 19 149117 8 09041109

**Equal Opportunities & Diversity Action Group Departmental
Representative: Kevin Mason, Economic Development Officer**

Action Number	Department / Division Functions / Policies	Key Race Equality Target	Target Date	Responsible Officer(s)
CE 1	Chief Executive's	<ul style="list-style-type: none"> ▪ Ensure that all staff receive the Equality Diversity training and guidance to be provided corporately by the Human Resources Division (See Key Race Equality Target K1) 	September 2004	<ul style="list-style-type: none"> ▪ Economic Development Manager ▪ Legal & Democratic Services Manager ▪ Human Resources Manager
CE 2	Chief Executive's	<ul style="list-style-type: none"> ▪ Carry out a review of all published information literature to assess the need for it's availability in other languages to meet the needs of Black and Minority Ethnic (BME) groups within the local community, in accordance with corporate guidelines issued by the Customer Services Division (See Key Race Equality Target K2) 	September 2004	<ul style="list-style-type: none"> ▪ Economic Development Manager ▪ Legal & Democratic Services Manager ▪ Human Resources Manager

Action Number	Department / Division Functions / Policies	Key Race Equality Target	Target Date	Responsible Officer(s)
CE 3	Chief Executive's	<ul style="list-style-type: none"> ▪ Ensure that published information literature assessed as appropriate is available in other languages to meet the needs of BME groups within the local community, in accordance with guidelines issued by the Customer Services Division (See Key Race Equality Target K2) 	December 2004	<ul style="list-style-type: none"> ▪ Economic Development Manager ▪ Legal & Democratic Services Manager ▪ Human Resources Manager
CE 4	Chief Executive's	<ul style="list-style-type: none"> ▪ Carry out a review of all services to identify where interpretation services are required to meet the needs of BME groups within the local community, in accordance with corporate guidelines issued by the Customer Services Division (See Key Race Equality Target K3) 	September 2004	<ul style="list-style-type: none"> ▪ Economic Development Manager ▪ Legal & Democratic Services Manager ▪ Human Resources Manager

Action Number	Department / Division Functions / Policies	Key Race Equality Target	Target Date	Responsible Officer(s)
CE 5	Chief Executive's	<ul style="list-style-type: none"> ▪ Ensure that any interpretation services identified as required to meet the needs of BME groups within the local community, are provided in accordance with corporate guidelines issued by the Customer Services Division (See Key Race Equality Target K3) 	December 2004	<ul style="list-style-type: none"> ▪ Economic Development Manager ▪ Legal & Democratic Services Manager ▪ Human Resources Manager
K1	Human Resources Training & Development	<ul style="list-style-type: none"> ▪ Provide suitable training and guidance to all Elected and Co-opted Members, LSP Board Members and Staff to enable them to understand their respective duties under the council's Equality & Diversity Policy, its Race Equality Scheme, and all relevant legislation and national guidelines (NB: This is a key corporate equality target from which specific departmental training targets flow.) 	September 2004	<ul style="list-style-type: none"> ▪ Training & Development Officer

Action Number	Department / Division Functions / Policies	Key Race Equality Target	Target Date	Responsible Officer(s)
CE 6	<u>Human Resources</u> Policies and Procedures	<ul style="list-style-type: none"> ▪ Monitor the composition of the existing workforce by ethnicity ▪ Monitor in accordance with BVPI 11(b) The percentage of top 5% of earners from BME communities ▪ Monitor the workforce in relation to promotion, training, grievance, disciplinary, PDR and exit interviews by ethnicity ▪ Monitor in accordance with BVPI 17 The percentage of Local Authority employees from minority ethnic communities compared with the percentage of the economically active minority ethnic community population in the authority area ▪ Monitor the number of people applying for jobs, those short-listed and those appointed by ethnicity ▪ Introduce steps that help develop a workforce whose diversity reflects that of the local community subject to the overriding provision that actual recruitment and selection will always be based on merit ▪ Carry out a review of all Human Resource policies and procedures in relation to employment terms and conditions to ensure they are fair and comply with all the Equality and Diversity legislation and national guidelines 	March 2004 March 2004 March 2004 March 2004 March 2004 March 2004 March 2005	<ul style="list-style-type: none"> ▪ Assistant Personnel and Development Officer ▪ Human Resources Manager
CE 7	<u>Human Resources</u> Pay and Job evaluation	<ul style="list-style-type: none"> ▪ Undertake a pay and job evaluation audit based on equal opportunities and diversity issues 	September 2004	<ul style="list-style-type: none"> ▪ Human Resources Manager ▪ Personnel Officer ▪ Human Resources Manager
CE 8	<u>Legal & Democratic Services</u> Electoral Registration	<ul style="list-style-type: none"> ▪ Introduce steps to address any under return of electoral registration forms to meet the needs of BME groups within the local community 	September 2005 June 2004	<ul style="list-style-type: none"> ▪ Human Resources Manager ▪ Electoral Registration Officer

Action Number	Department / Division Functions / Policies	Key Race Equality Target	Target Date	Responsible Officer(s)
CE 9	<u>Legal & Democratic Services</u> Democratic Services	<ul style="list-style-type: none"> ▪ Ensure that all Elected and Co-opted Members receive the Equality Diversity training and guidance to be provided corporately by the Human Resources Division (See Key Race Equality Target K1) 	September 2004	<ul style="list-style-type: none"> ▪ Democratic Services Manager

Department: Community Services

**Equal Opportunities & Diversity Action Group Departmental
Representative: Liz Booth, Team Assistant (Licensing &
Environmental Health Administration)**

Action Number	Department / Division Functions / Policies	Key Race Equality Target	Target Date	Responsible Officer(s)
CS 1	Community Services	<ul style="list-style-type: none"> ▪ Ensure that all staff receive the Equality Diversity training and guidance to be provided corporately by the Human Resources Division (See Key Race Equality Target K1) 	September 2004	<ul style="list-style-type: none"> ▪ Community & Leisure Development Manager ▪ Housing Manager ▪ Environmental Health Manager
CS 2	Community Services	<ul style="list-style-type: none"> ▪ Carry out a review of all published information literature to assess the need for it's availability in other languages to meet the needs of Black and Minority Ethnic (BME) groups within the local community, in accordance with corporate guidelines issued by the Customer Services Division (See Key Race Equality Target K2) 	September 2004	<ul style="list-style-type: none"> ▪ Community & Leisure Development Manager ▪ Housing Manager ▪ Environmental Health Manager
CS 3	Community Services	<ul style="list-style-type: none"> ▪ Ensure that published information literature assessed as appropriate is available in other languages to meet the needs of BME groups within the local community, in accordance with guidelines issued by the Customer Services Division (See Key Race Equality Target K2) 	December 2004	<ul style="list-style-type: none"> ▪ Community & Leisure Development Manager ▪ Housing Manager ▪ Environmental Health Manager

Action Number	Department / Division Functions / Policies	Key Race Equality Target	Target Date	Responsible Officer(s)
CS 4	Community Services	<ul style="list-style-type: none"> Carry out a review of all services to identify where interpretation services are required to meet the needs of BME groups within the local community, in accordance with corporate guidelines issued by the Customer Services Division (See Key Race Equality Target K3) 	September 2004	<ul style="list-style-type: none"> Community & Leisure Development Manager Housing Manager Environmental Health Manager
CS 5	Community Services	<ul style="list-style-type: none"> Ensure that any interpretation services identified as required to meet the needs of BME groups within the local community, are provided in accordance with corporate guidelines issued by the Customer Services Division (See Key Race Equality Target K3) 	December 2004	<ul style="list-style-type: none"> Community & Leisure Development Manager Housing Manager Environmental Health Manager
CS 6	Community & Leisure Development Support for the Voluntary and Community Sector	<ul style="list-style-type: none"> Carry out a review of procedures for the allocation of grants to the Voluntary and Community Sector 	March 2004	<ul style="list-style-type: none"> Community & Leisure Development Manager
		<ul style="list-style-type: none"> Monitor recipients of grants from the Community Partnership scheme 	March 2004	

Action Number	Department / Division Functions / Policies	Key Race Equality Target	Target Date	Responsible Officer(s)
CS 7	Housing Allocations	<ul style="list-style-type: none"> ▪ Ensure compliance with the CRE "Code of Practice in Rented Housing" (BVPI 164) ▪ Introduce a system to monitor housing applications ▪ Introduce a system of monitoring for selection/ offers of property ▪ Assess the satisfaction levels of BME and non-BME tenants with the overall service provided by the Landlord as per BVPI 74 & 75 	<p>March 2004</p> <p>September 2004</p> <p>September 2004</p> <p>June 2004</p>	<ul style="list-style-type: none"> ▪ Housing Manager ▪ Housing Operations Manager ▪ Housing Operations Manager ▪ Housing Operations Manager ▪ Housing Manager ▪ Housing Operations Manager ▪ Tenant Participation Officer ▪ Advice & Liaison Team Leader ▪ Housing Operations Manager
CS 8	Housing Tenancy Management and Tenant Participation	<ul style="list-style-type: none"> ▪ Carry out a review of the consultation process and procedures (including surveys), as appropriate by seeking support and advice from BME groups ▪ Carry out a review of procedures and systems to assess whether there are differing outcomes for BME and non BME groups within the local community ▪ To adopt the "Tackling Racial Harassment Code of Practice for Social Landlords" ▪ Contribute to the Racial Incident Sub Group in order to address issues of racial complaints (See Key Race Equality Target K4) 	<p>March 2005</p> <p>March 2005</p> <p>December 2004</p> <p>December 2003</p>	<ul style="list-style-type: none"> ▪ Tenant Participation Officer ▪ Advice & Liaison Team Leader ▪ Housing Operations Manager
CS 9	Housing Tackling racial harassment	<ul style="list-style-type: none"> ▪ To adopt the "Tackling Racial Harassment Code of Practice for Social Landlords" ▪ Contribute to the Racial Incident Sub Group in order to address issues of racial complaints (See Key Race Equality Target K4) 	<p>December 2004</p> <p>December 2003</p>	<ul style="list-style-type: none"> ▪ Housing Operations Manager

Action Number	Department / Division Functions / Policies	Key Race Equality Target	Target Date	Responsible Officer(s)
CS 10	Housing Capital improvements and repairs & maintenance to Council properties	<ul style="list-style-type: none"> Ensure that all tenders and partnerships entered into, complies with equalities and diversity issues 	March 2004	Buildings Maintenance Manager
		<ul style="list-style-type: none"> Contribute to the Racial Incident Sub Group in order to address issues of racial complaints (See Key Race Equality Target K4) 	December 2003	
CS 11	Housing Access to Public buildings	<ul style="list-style-type: none"> Carry out a review of access to public buildings, to assess the need for improved signage and facilities to meet the needs of BME groups within the local community, in accordance with guidelines issued by the Customer Services Division (See Key Race Equality Target K2) 	March 2004	Buildings Maintenance Manager
CS 12	Housing Advice and Homelessness	<ul style="list-style-type: none"> Undertake a sample check to highlight if there are any areas of bias towards BME groups 	March 2005	Advice & Liaison Team Leader
CS 13	Housing Social Alarms	<ul style="list-style-type: none"> Carry out a review of procedures to ensure that they are in line with the "Association of Alarm Providers" Code of Practice 	June 2005	Sheltered Housing Manager
CS 14	Housing Community Warden Service	<ul style="list-style-type: none"> Carry out a review of procedures to ensure that they are in line with the "Centre for Sheltered Housing Studies" Code of Practice 	June 2004	Sheltered Housing Manager
CS 15	Community & Leisure Development Crime & Disorder Partnership	<ul style="list-style-type: none"> Development of Crime & Disorder Partnership Racial Incident Sub Group to address issues of racial complaints. 	December 2003	Community & Leisure Development Manager
		<ul style="list-style-type: none"> Contribute to the corporate Racial Incident Sub Group (See Key Race Equality Target K4) 	December 2003	