Department: Development Services

Equal Opportunities & Diversity Action Group Departmental Representative: Steve Powell, Building Control Manager

Action Number	Department / Division Functions / Policies	Key Race Equality Target	Target Date	Responsible Officer(s)
DS 1	**Development Services**	▪ 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	▪ Policy & Best Value Manager ▪ Planning Services Manager ▪ Technical Services Manager
DS 2	**Development Services**	▪ 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	▪ Policy & Best Value Manager ▪ Planning Services Manager ▪ Technical Services Manager
DS 3	**Development Services**	▪ 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	▪ Policy & Best Value Manager ▪ Planning Services Manager ▪ Technical Services Manager

Action Number	Department / Division Functions / Policies	Key Race Equality Target	Target Date	Responsible Officer(s)
DS 4	**Development Services**	▪ 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	▪ Policy & Best Value Manager ▪ Planning Services Manager ▪ Technical Services Manager
DS 5	**Development Services**	▪ 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	▪ Policy & Best Value Manager ▪ Planning Services Manager ▪ Technical Services Manager

Action Number	Department / Division Functions / Policies	Key Race Equality Target	Target Date	Responsible Officer(s)
DS 6	**Policy & Best Value** Local Strategic Partnership (LSP)	▪ Carry out an assessment to establish whether LSP Board Members require Equality and Diversity training and guidance	December 2003	▪ Policy and Best Value Manager
		▪ Ensure that all LSP Board Members receive the Equality and Diversity training and guidance to be provided corporately by the Human Resources Division **(See Key Race Equality Target K1)**	September 2004	
		▪ Carry out a review of all published literature to assess the need for its availability in other languages, to meet the needs of BME groups within the local community , in accordance with corporate guidelines issued by the Customer Services Division	September 2004	
		▪ Carry out a review 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)**	June 2004	
DS 7	**Policy & Best Value** Consultation	▪ Carry out a review of the consultation process and procedures(including surveys), as appropriate by seeking support and advice from BME groups	September 2004	▪ Policy & Best Value Manager
		▪ Develop objectives and Performance Indicators to monitor involvement of BME in consultation exercises	June 2004	

Action Number	Department / Division Functions / Policies	Key Race Equality Target	Target Date	Responsible Officer(s)
DS 8	**Policy & Best Value** Best Value , Comprehensive Performance Assessment (CPA),Policy & Performance Management	▪ Ensure that equality and diversity issues are built into the Performance Management , Best Value , CPA and Policy Development frameworks	June 2004	▪ Policy & Best Value Manager
		▪ Demonstrate in final reports how equality and diversity issues have been addressed	June 2004	
		▪ Develop Objectives / Performance Indicators to monitor how equality and diversity issues have been addressed	June 2004	
		▪ Monitor equality and diversity issues in Action/ Implementation Plans	June 2004	
		▪ Monitor in accordance with BVPI 2 (a) and (b)The level of the Equality Standard for Local Government to which the authority conforms and the duty to promote race equality	March 2004	
DS 9	**Technical Services** Parks, Playing Fields & Open Space administration	▪ Encourage active involvement of members of BME groups in 'Friends of' groups	September 2004	▪ Grounds & Facilities Manager ▪ Service Manager (Grounds & Facilities
DS 10	**Technical Services** Management of Swadlincote Market	▪ Work with Market Initiatives Ltd (MIL)to ensure that all their staff are trained in equality and diversity issues	March 2004	▪ Grounds & Facilities Manager
		▪ Work with MIL to ensure that all information and promotional literature, as appropriate the needs of BME groups within the local community	March 2004	
		▪ Work with MIL to ensure that letting policies do not discriminate against the BME groups within the community	March 2004	

Action Number	Department / Division Functions / Policies	Key Race Equality Target	Target Date	Responsible Officer(s)
DS 11	**Technical Services** Organisation of Special Events	▪ Monitor attendance/involvement of BME groups at events	July 2004	▪ Grounds & Facilities Manager ▪ Service Manager (Grounds & Facilities
		▪ Ensure entertainment programmes reflect the BME mix of area	July 2004	
DS 12	**Technical Services** Management & Administration of Cemeteries	▪ Ensure that services provided reflect the needs of BME communities	January 2004	▪ Grounds & Facilities Manager ▪ Cemeteries & Administration Officer
DS 13	**Technical Services** Management of Green Bank Leisure Centre	▪ Liaise with Sport & Leisure Management Ltd (SLM) to ensure all staff are trained in equality issues	June 2004	▪ Grounds & Facilities Manager ▪ Service Manager (Grounds & Facilities)
		▪ Monitor usage of facility by people from BME groups	December 2004	
		▪ Encourage members of BME groups to participate in user/ non-user forums & groups	December 2004	
		▪ Work with SLM to ensure that all information & promotional literature meets the requirements of BME groups within the local community	December 2004	

Action Number	Department / Division Functions / Policies	Key Race Equality Target	Target Date	Responsible Officer(s)
DS 14	**Technical Services** Leisure Capital Projects development & delivery	▪ Ensure that projects are developed & delivered with sensitivity to equality issues (also address with consultants as part of tender evaluation)	June 2004	▪ Grounds & Facilities Manager ▪ Facilities Development Officer

Department: Finance & IT Services

Equal Opportunities & Diversity Action Group Departmental Representative: Pam Carroll , Customer Services Manager

F1	**Finance & IT Services**	▪ 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	▪ Customer Services Manager ▪ Revenues & Benefits Manager ▪ Finance Services Manager ▪ Audit Manager ▪ IT Manager
F2	**Finance & IT Services**	▪ Carry out a review of all published information literature to assess the need for its 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	▪ Customer Services Manager ▪ Revenues & Benefits Manager ▪ Finance Services Manager ▪ Audit Manager ▪ IT Manager

F3	**Finance & IT Services**	▪ 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	▪ Customer Services Manager ▪ Revenues & Benefits Manager ▪ Finance Services Manager ▪ Audit Manager ▪ IT Manager
F4	**Finance & IT Services**	▪ 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	▪ Customer Services Manager ▪ Revenues & Benefits Manager ▪ Finance Services Manager ▪ Audit Manager ▪ IT Manager

F5	**Finance & IT Services**	▪ 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	▪ Customer Services Manager ▪ Revenues & Benefits Manager ▪ Finance Services Manager ▪ Audit Manager ▪ IT Manager
K2	**Customer Services**	▪ Publish corporate guidelines for all Council departments on reviewing all published information literature to assess its availability in other languages to meet the needs of black and minority ethnic groups within the local community and on ensuring that published information assessed as appropriate is available to meet those needs. ***(NB: This is a key corporate equality target from which other specific departmental literature targets will flow.)***	May 2004	▪ Customer Services Manager
K3	**Customer Services**	▪ Publish corporate guidelines for all Council departments on reviewing services to identify where interpretation services are required to meet the needs of BME groups within the local community and on ensuring that interpretation services identified as required are provided to meet those needs ***(NB: This is a key corporate equality target from which other specific departmental literature targets will flow.)***	May 2004	▪ Customer Services Manager

K4	**Customer Services**	▪ Development of a corporate Racial Incident Sub Group to address issues of racial complaints.	December 2003	▪ Customer Services Manager
		▪ Develop mechanisms for recording racial incidents across District Council departments.	December 2003	
		▪ Monitor in accordance with BVPI 174 the number of racial incidents recorded by the Authority per 100,000 population. ***(NB: This is a Key Corporate equality target.)***	March 2004	

Consultation

The Council has carried out consultation on this Scheme at draft stage, and will take into account the views of those responding when finalising the document. A list of those organisations and individuals consulted forms Appendix 4 to this Scheme. These include those within our wider community, as well as such internal consultees as councillors, trade unions and our employees.

We will continue to consult as appropriate on future reviews of this Scheme, and when policies are being introduced, updated or renewed.

Publication

This Scheme will be available in full at all of our offices, and copies will be made available to organisations and individuals on request.

The local press will be informed of the Scheme through press releases.

The Scheme will be widely publicised among our councillors, trade unions and employees, and training given as appropriate.

The Scheme will be published on our website, www.south-derbys.gov.uk.

Similar publicity will be given to reports on our progress in carrying out the Scheme.

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.

Anyone wanting further information about the Scheme or our progress in carrying it out may contact:

John Porter
South Derbyshire District Council
Civic Offices
Civic Way
Swadlincote
Derbyshire DE11 0AH,

by email at john.porter@south-derbys.gov.uk

or by telephone on 01283 595780.

Monitoring

The departmental Action Plans included in this Scheme set out specific targets and timescales for carrying out the various actions identified. We will monitor our performance against those targets and report annually to the Council as part of our performance management processes. Copies of those reports will be available to organisations and individuals on request.

Complaints

Our Equality and Diversity Policy (Appendix 2) states that any breaches of the Policy will be taken extremely seriously and will be subject to thorough investigation, which will lead to formal action where appropriate.

If you wish to make a complaint to the Council about a race equality issue, we will attempt to deal with it as quickly and effectively as possible under our existing Complaints Procedure.

Our publication *A Guide on How to Complain about Council Services* will be made available to anyone requesting a copy. For further information, please contact:

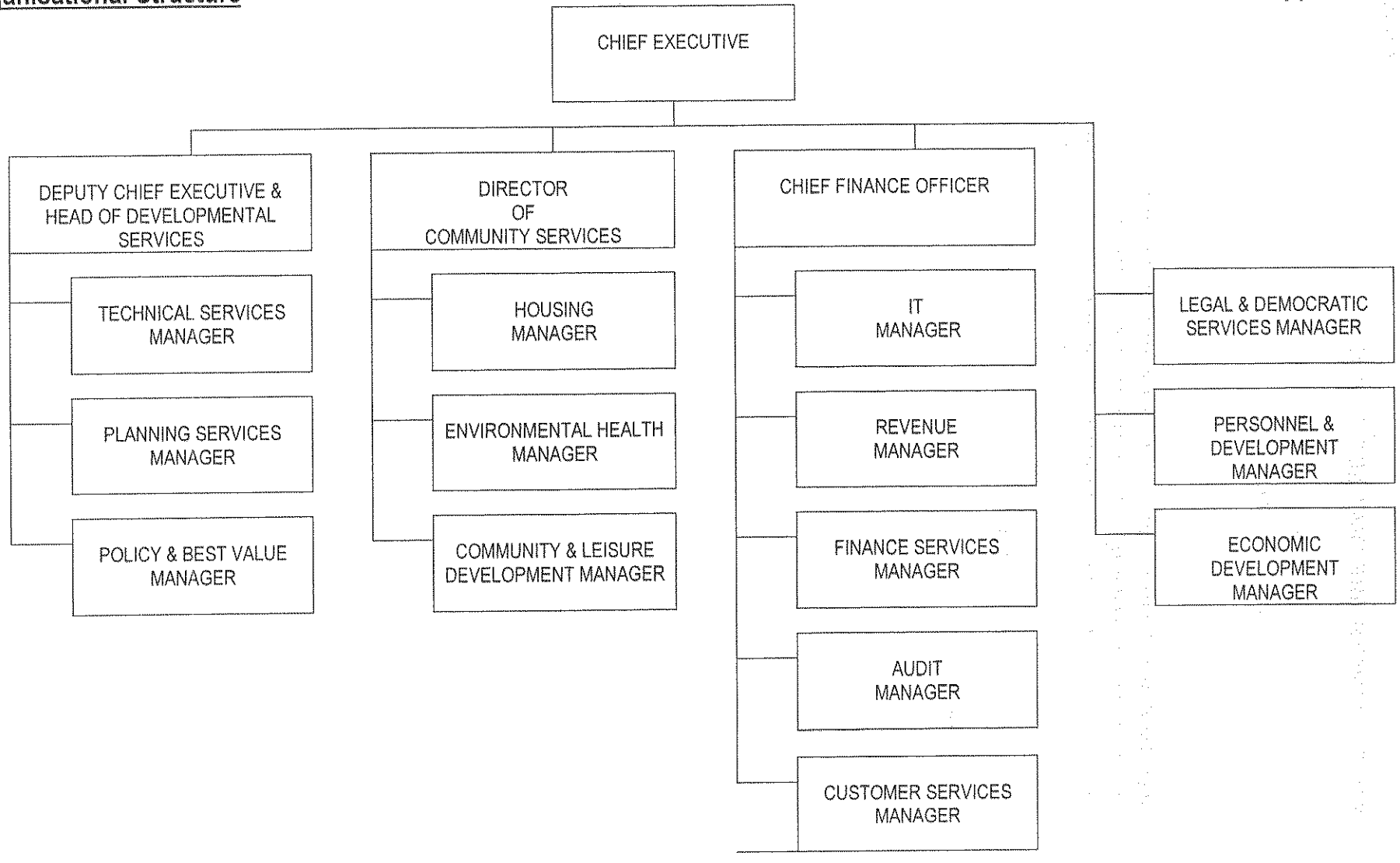
Pam Carroll, Customer Services Manager
South Derbyshire District Council
Civic Offices
Civic Way
Swadlincote
Derbyshire DE11 0AH,

by email at Pam.Carroll@south-derbys.gov.uk

or by telephone on 01283 *595784.*

Organisational Structure

Appendix 1



Appendix 2

SOUTH DERBYSHIRE DISTRICT COUNCIL

EQUALITY AND DIVERSITY POLICY STATEMENT
adopted by the Council on 16 October 2003

Vision

South Derbyshire District Council's vision 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.[1] We intend to promote equality and diversity for all regardless of such considerations as gender, race, ethnic or national origin, disability, family status, age, religious belief, class or sexuality.[2]

Our Commitment[3]

The Council is committed to equality and diversity as integral to everything we do, based on the principles of quality, leadership and community involvement. We are therefore committed to a comprehensive programme of action that will:

(1) ensure all potential users enjoy equal access to our services

(2) provide equal opportunities of employment with us, and of training and promotion in our workforce

(3) promote equality and diversity within our community.

Aims of the Policy

In **service delivery**[4] it is our intention to:

(1) provide services and information on services that are accessible to everyone in our community

(2) consult with our community to identify needs and how to improve services to meet them

(3) value diversity, treating all existing and potential service users with dignity and respect

(4) maintain complaints procedures that are clear, responsive and timely

(5) inform existing and potential service users of this Policy and its aims

(6) apply this Policy through any contractors delivering services on our behalf

(7) ensure ongoing monitoring and review of our services to measure progress in meeting these aims.

In **employment**[5] it is our intention to:

(1) maintain fair employment, training and promotion processes that are based on merit

(2) employ fair recruitment and selection procedures that are based on merit

(3) develop a workforce whose diversity reflects that of our community

(4) investigate thoroughly, promptly and confidentially any complaints of unfair treatment

(5) develop, in consultation with our employees, fair and flexible employment practices

(6) inform employees and potential employees of this Policy and its aims, and provide relevant training to employees and Elected Members

(7) ensure ongoing monitoring and review of employment processes and levels to measure progress in meeting these aims.

In **promoting equality and diversity**[6] it is our intention to:

(1) promote the health and welfare of all sections of our community

(2) listen to, represent, and provide leadership to the people of South Derbyshire

(3) publicise this Policy throughout our community

(4) work in partnership with other agencies to eliminate unlawful and/or unfair discrimination

(5) aid the development of strong, self-sufficient communities within our district

(6) ensure ongoing monitoring and review of our activities to measure progress in meeting these aims.

Responsibilities[7]

The Council, through its Elected Members, is responsible for adopting this Policy and overseeing its implementation.

The Directors and Managers are responsible for taking active steps to carry out and monitor the Policy, and for ensuring compliance by all Employees for whom they are responsible.

All Employees and Elected Members are responsible for complying with the Policy in all aspects of their work and behaviour.

Breaches[8]

Any alleged breaches of this Policy will be taken extremely seriously and will be subject to thorough investigation, which will lead to formal action where appropriate.

Legislation[9]

The Council will comply with all relevant legislation including, for example, the:

Disability Discrimination Act 1995
Disability Rights Commission Act 1999
Race Relations Act 1976
Race Relations (Amendment) Act 2000
Equal Pay Act 1970 (as amended)
Sex Discrimination Act 1975 (as amended)
Equal Pay (Amendment) Regulations 1983
Sex Discrimination Act 1986
Sex Discrimination (Gender Reassignment) Regulations 1999
Sex Discrimination (Indirect Discrimination and Burden of Proof) Regulations 2001
Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000

and any future amendments or additions to that legislation, together with all Codes of Practice issued by the Disability Rights Commission, Equal Opportunities Commission and Commission for Racial Equality (details of which are available on request).

Review[10]

The Council will review this Policy, subject to appropriate consultation, at least every three years.