

**Corporate Equality and  
Fairness Scheme  
2008 - 2011**

**South Derbyshire  
District Council**

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# Message from the Leader of the Council and Chief Executive

South Derbyshire District Council provides services to the community of South Derbyshire. Our community is diverse in its needs, aspirations and expectations. We recognise the importance and value of enabling equality of opportunity and access to all our services.


For almost two decades we have been the fastest growing district in Derbyshire and one of the fastest growing districts in the Country. This means the population that we serve has become more diverse over the years; for example, we have a greater proportion of people who are economically active than the national average and a slightly younger population than the national average. We also have the highest percentage of black and minority ethnic people in Derbyshire, outside of the city of Derby.

We believe that to better serve the people of South Derbyshire our employees should understand the changing population we serve and we will work to ensure our employees and the people we serve do not suffer unfair discrimination. We are committed to treating people fairly in everything we do as a service provider, employer and leader of the community. To do this we will ensure our services and information are accessible to everyone. We will ensure our community is aware of our commitment to equalities and will give people an opportunity to comment and make suggestions for improvement.

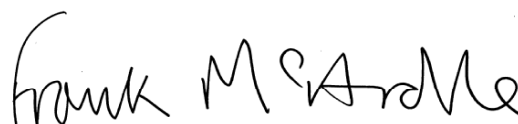
We have developed a three year plan setting out how we will work towards achieving equality in all aspects of our services, policymaking and employment. It details how we will review and report our progress to the community.

The Government has asked all local Councils to work towards the Equality Standard for Local Government. This is a common standard on equalities in both employment and service delivery. We believe that achieving the Standard will clearly demonstrate that we are ensuring equality of opportunity for everyone who lives, works and visits South Derbyshire.

We hope you will take the time to read this document and if you have any comments for improvement we would welcome them.



Councillor Heather Wheeler  
- Council Leader



Frank McArdle - Chief Executive

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## Section 1: introduction to the scheme

### The Corporate Equality and Fairness Scheme

1.1 We are committed to treating people fairly in everything we do as a service provider, employer and leader of the community regardless of gender, race, colour, ethnic or national origin, religion, disability, marital status, age and sexual orientation.

1.2 As a **service provider** we will:

- provide services and information on these services that everyone in our community can access;
- consult with our community to identify needs and find out how to improve our services to meet them;
- monitor our policies and procedures to ensure they do not discriminate;
- act quickly when we receive complaints about services we provide; and
- monitor and review our services to measure our progress in meeting these aims.

1.3 As an **employer** we will:

- provide and maintain, in consultation with employees and trade unions, fair employment practices and conditions of service;
- tell our employees about employment, training and promotion opportunities so they can achieve their full potential;
- follow recruitment and selection procedures that are free from discrimination so that individuals are appointed on merit;
- work towards a workforce that reflects the community we serve; and
- make sure that the workplace is safe, free from discrimination, bullying and harassment.

- 1.4 As a **community leader** we will
- promote social inclusion so that local people escape poverty, enjoy good health, live in safe and pleasant neighbourhoods and enjoy a sense of well-being;
  - work with other organisations to make sure that our community is free from harassment and violence;
  - listen to, represent, and provide leadership to the people of South Derbyshire;
  - work with other organisations to promote equality and diversity; and
  - help to develop strong, self-sufficient communities within our district.

### **Purpose of the Corporate Equality and Fairness Scheme**

- 1.5 The Corporate Equality and Fairness Scheme sets out how we intend to achieve our equality objectives. We have a legal duty when carrying out our services to make sure we don't discriminate against people because of who they are or the circumstances in which they find themselves. We also have to make sure we promote equal opportunities and good relations between people of different racial groups, between men and women and between disabled people and people who are not disabled.
- 1.6 We have adopted the **Equality Standard for Local Government** to help us measure our performance in the areas of equality, fairness and diversity. The Standard has five levels of achievement. One of the actions we need to take to achieve Level Two is to set out how we are going to plan to make sure we prevent discrimination and promote equality and fairness in terms of race, gender and disability. The Corporate Equality and Fairness Scheme is where we have set out these plans. The Scheme also covers age, religion and sexual orientation. For more information about the Equality Standard for Local Government please see Section 4.

## Section 2: the legal framework

2.1 Equality law has been with us for several decades now and much of it applies to everyone who employs people or provides services to the public. Some of the law only applies to public organisations like councils, the health service, police, schools and so on. In recent years three main pieces of law have guided councils on equality and diversity:

- The Race Relations (Amendment) Act 2000
- The Disability Equality Act 2005
- The Equality Act 2006

2.2 The law says that we have to carry out several general and specific duties and publish how we plan to meet these duties. This means we have to say how we are going to:

- examine our services to decide which are most relevant to equality and fairness and consult people on how our policies on promoting equality might affect them;
- monitor our policies to see how they affect people, whether in a good or bad way;
- publish the results of our assessments and consultation;
- ensure the public has access to our services as well as information about our services; and
- train our staff on equality and fairness issues.

2.3 We also have to publish information to show what proportion of our workforce is made up of men and women, as well as the proportion of disabled people and to which racial groups our employees belong.

More information about equality law can be found in Appendix A.

## **Section 3: about south derbyshire**

- 3.1 South Derbyshire covers an area of about 340 square kilometres and has a population of 89,800 (*ONS Mid 2006 Estimate*). The district is bordered by the City of Derby to the north and the towns of Burton on Trent and Ashby de la Zouch to the west and east respectively.
- 3.2 For almost twenty years South Derbyshire has been the fastest growing district in Derbyshire. Swadlincote, with a population of some 33,000, is the main administrative and commercial centre of the district. The rest of the area is mostly rural in character.
- 3.3 The following statistics highlight some of the key characteristics of our community.

### **Population – Gender and Age**

- 3.4 South Derbyshire has 44,800 male residents and 45,000 female residents (*ONS Mid 2006 Estimates*)
- 3.5 The district's age structure is broadly similar to the national average but with a marginally higher percentage of people of pre-school and working age. However, at a local level, we have more men than women aged 0-24 (13,900 men compared to 12,400 women) and more women than men aged 65 and over (6,900 compared to 5,500) (*ONS Mid 2005 Estimates*).
- 3.6 The district has 10,343 households with dependant children, in which 1,560 households are headed by a lone parent, of which, 87% are women. A higher percentage of men who are lone parents are in fulltime employment (64%) compared to women who are lone parents (24%) (*ONS Census Statistics 2001*)

### **Employment**

- 3.7 66% of men (28,700) are of working age; this compares with 60% (26,100) of women (*ONS Mid 2005 Estimates*)
- 3.8 The proportion of people who are working is slightly higher for men of working age (84.2%) than women (83.3%). Both are higher than the national average – the rate for men is 5.3 percentage points higher and the rate for women is 9.1 percentage points higher (*NOMIS Labour Market Statistics Economically active April 2006- March 2007*).
- 3.9 79.5% of both the male and the female working age population are working. Nationally rates are higher for men than women (*NOMIS Labour Market Statistics Economically active April 2006- March 2007*).
- 3.10 46% of women work part time compared to 7% of men – this is in line with national patterns (*ONS Census Statistics 2001*)
- 3.11 31% of men work in managerial and professional occupations compared to 20% of women; a higher percentage of men also work in skilled trades and process operations compared to women (40% and 8% respectively). Women, however, are more strongly represented in administrative, personal service and sales/customer service occupations – 45% for women compared to 8% for men (*ONS Census Statistics 2001*)
- 3.12 The gross weekly pay for full-time workers is higher for men than women - £494 compared to £374 (*NOMIS Labour Market Statistics Earnings by Residence 2007*).
- 3.13 At December 2007, the unemployment rate stood at 1.0%. Some 382 men and 163 women were receiving Job Seekers Allowance (*NOMIS Labour Market Statistics Working-age benefits*).

### **Disability**

The table below shows the percentage of disabled people living in South Derbyshire compared to the percentage of disabled people living in England.

	<b>South Derbyshire</b>	<b>England</b>	<b>Source</b>
Percentage of people with a limiting long term illness	17.6% (14,317)	17.9%	Office of National Statistics 2001 Census
Percentage of people of working age with a limiting long term illness	13.1% (6,664)	13.3%	Office of National Statistics 2001 Census
Percentage of people who said their health was not good	8.6% (7,031)	9.0%	Office of National Statistics 2001 Census
Percentage of households with one or more person with a limiting long term illness	33.4% (11,021)	33.6%	Office of National Statistics 2001 Census
Percentage of people aged 16-74 who are not working because they are permanently sick/disabled	5.3% (3,121)	5.3%	Office of National Statistics 2001 Census
Total number who claim Incapacity Benefit	3,200		Office of National Statistics May 2007
Total number who claim Disability Living Allowance	540		Office of National Statistics 2001 Census

### **Ethnicity**

- 3.14 Just under 3% of the population of South Derbyshire is made up of Black Minority Ethnic (BME) people – this is the highest percentage in Derbyshire outside of Derby City, which has a BME population of 13% (ONS Census Statistics 2001).
- 3.15 Of those South Derbyshire residents aged 15 years and below, 6% are from BME communities, those aged between 16 and 64, 4% are from BME communities and 0.7% of South Derbyshire residents aged 65 and over are from BME communities (ONS Census Statistics 2001).

## **Section 4: the council's commitment to equality of opportunity**

### **Equality and Diversity Policy Statement**

4.1 Our Equality and Diversity Policy Statement is our commitment to promote equality and diversity for everyone no matter who they are and the circumstances in which they find themselves. Our policy recognises the importance of having a workforce that reflects the community we serve and how this will enable us to deliver more cost effective services. It also recognises the importance of promoting equality to everyone who works, lives and visits South Derbyshire.

4.2 Our policy says that we will:

- make sure that people who use our services and people who might want to use them have equal access to our services
- treat our employees fairly when they seek training or promotion.
- promote equality and diversity within our community

4.3 It also details our councillors, managers and employees responsibilities.

## **The Corporate Plan 2008/11**

4.4 The Corporate Plan sets out our vision for South Derbyshire along with our plans and priorities for improving local services.

4.5 Our vision is 'Making South Derbyshire a healthier, more prosperous and safer place to live by offering value for money services'.

4.6 Supporting this vision are a number of values that are intended to guide what we do and how we deal with people. We will:

- make decisions openly and with integrity;
- involve the community in choices about services and priorities;
- be open and responsive to change;
- look at the way we provide services to make sure we offer value for money services;

- treat people fairly in everything we do;
- value employees and the essential role they play in delivering our services.

4.7 The Plan contains a number of proposals which aim to reduce inequality across the district and give everyone the opportunity to escape from poverty, enjoy good health, live in a safe environment and benefit from an increased sense of well-being.

## **The Equality Standard for Local Government**

4.8 The Equality Standard for Local Government has been developed to help councils achieve and maintain high standards of equality in providing services and employing people.

4.9 The Standard has five levels of achievement:

Level 1	Making a commitment to a comprehensive equality policy
Level 2	Assessing needs/requirements and consulting stakeholders
Level 3	Setting equality objectives and targets
Level 4	Establishing information systems and monitoring against targets
Level 5	Achieving and reviewing outcomes

4.10 We are at Level 1 of the Standard. In order to meet this level we had to:

- write an equality policy covering all aspects of equality;
- make a commitment to improve all our equality practices in the services we provide and for the people who work for us;
- make a commitment to review our policies to make sure they were legal;
- make a commitment to fair employment equal pay;

- find ways to improve equality practice;
- develop a way of consulting people;
- develop ways of monitoring what we do;
- make a commitment to undertaking equality impact assessments;  
and
- make a commitment to equality action planning

4.11 We are now preparing to meet Level 2 of the Standard by March 2008. In order to do this we will have to show that we:

- have prepared a draft Corporate Equality Scheme;
- have looked at our services to decide which ones affect people the most;
- are doing equality impact assessments
- have a way of consulting the community, the people who use our services, our employees and stakeholder groups in planning the services we provide;
- are looking at how we are going to monitor equality and provide information to the community, service users and our employees and stakeholders;
- have started to set equality action plans and targets for employment, pay and service delivery;

4.12 Once we have achieved Level 2, we will begin work towards achieving Level Three. Some of things we will have to do to achieve the next level include:

- showing how we've consulted with the community, our employees and stakeholder groups and how we've used this to set targets for delivering services and employing people.

- that we have set council-wide targets for race, gender and disability for employment, pay and delivering services
- that we have consulted people and set equality targets for sexual orientation, age, religion and belief based on our assessments by March 2009
- that we have had our progress measured independently

## **Monitoring**

- 4.15 We recognise the importance of monitoring the way we employ people and the services we provide. We are already collecting information for some of our services. This is mostly in areas where we have regular contact with people who use our services.
- 4.16 We are committed to monitoring what we do more consistently. To achieve this we will set up a group that will decide what needs to be monitored and who should do it. This group will help and advise us how to improve the way we collect information and how it can be used to help improve our services. We will also tell local communities how important it is that we collect this information.
- 4.17 We plan to record the information we collect and publish it annually.

## **Delivering outcomes**

- 4.18 We work closely with the Values and Attitudes Group, which is chaired by the Council's Equality Member 'Champion'. The Group is made up of people from a range of other organisations with an interest in equality. The group supports and scrutinises our work.
- 4.19 Those organisations include Age Concern, Derbyshire Friend, South Derbyshire Council for Voluntary Services, Derbyshire Coalition for

Inclusive Living, Derby Racial Equality Council, Derbyshire Association for the Blind and Derbyshire County Council.

- 4.20 We also have a Corporate Equalities and Diversity Action Group that advises us and makes sure all our equality work is done according to our policies. This group is made up of representatives from all council departments (front-line and back-office) and trade unions. The group is chaired by the Head of Organisational Development who is responsible for reporting progress to our senior managers.
- 4.21 Councillors also decide on policy issues. The Finance and Management Committee are responsible for equality.
- 4.22 Each area of the council is responsible for producing equality action plans, in line with the Corporate Equality Scheme, and for including equality targets in their service plans.

## **Our Commitment**

- 4.23 We will work closely with the Values and Attitudes Group to ensure that other organisations can scrutinise our equality and fairness policies.
- 4.24 The Corporate Equalities and Diversity Action Group will co-ordinate the Council's equality and fairness work. Each area of the council will support the Equality Policy by developing equality and fairness action plans and including equality targets into their service plans.

## **Section 5: consultation feedback**

5.1 While we are producing our equality policies we will consult a number of internal and external organisations as appropriate. These will include:

- Age Concern/Collingwood Day Centre
- Business Link (East Midlands)
- Derby City Council
- Derby Race Equality Council
- Derbyshire Coalition for Inclusive Living
- Derbyshire Constabulary
- Derbyshire County Council
- Derbyshire County Primary Care Trust
- Derbyshire Friend (Lesbian, Gay, Bisexual and Transgender Support Service)
- Derbyshire and Nottinghamshire Chamber of Commerce
- Learning and Skills Council (Derbyshire)
- Safer South Derbyshire Partnership
- South Derbyshire Citizens' Advice Bureau
- South Derbyshire Council for Voluntary Services (which has access to a wide range of consultation information obtained through their activities with specific groups)
- Trident Housing Association
- Values and Attitudes Group
- Service Managers within the Council
- Corporate Equal Opportunities and Diversity Action Group
- South Derbyshire District Council Joint Negotiating Group (includes Trade Unions and management)

### **Our commitment**

5.2 We will involve our service users, employees, the community, organisations we work with and other organisations who have an interest to produce and introduce our equality policies and aims.

5.3 This commitment is supported by the values and principles from our Corporate Plan and our Equality and Diversity Policy Statement mentioned earlier and according to the Corporate Consultation Strategy.

## What you told us

5.4 We have grouped your comments into 8 broad themes covering:

- Consultation and involvement
- Services
- Inclusive, responsive and accessible services
- Procurement and partnerships
- Harassment and victimisation
- Participation in the life of the community
- Business process and management issues
- The Council as an employer, training and awareness

5.5 Your key messages are summarised below:

### Consultation and involvement

5.6 You told us you would like to continue to be involved as we develop and deliver the Scheme. We will try to make sure these contributions make a real difference to our plans.

5.7 Consultation was also highlighted as a way that we could improve our understanding of gender equality issues across the district.


### Services

5.8 **Council homes:** You said we should review how we allocate homes to parents who have separated to ensure that both are treated fairly. You also said shared areas in sheltered accommodation may also be an issue in terms of privacy for both sexes. In some cases, tenants may prefer to have repairs to their home carried out by a person of the same sex.

- 5.9 **Community safety:** You told us that while women fear crime more than men, men (especially younger men) are more likely to be victims of crime. Men and women also get involved in different forms of criminal activity. People of either sex are reluctant to report incidents of hate crime.
- 5.10 The multi-agency Safer South Derbyshire Partnership is currently doing a range of work relating to anti-social behaviour, fear of crime and reassurance, violent crime, property crime and substance misuse.
- 5.11 You said disabled people have concerns about personal safety in some parts of the district with reports of teasing and muggings and they are also reluctant to report incidents of anti-social behaviour because they are afraid of reprisals. You also mentioned the need to improve lighting in some public car parks.
- 5.12 **Domestic violence:** You told us our present arrangements for dealing with domestic violence needs to be strengthened. Whilst victims are usually women and perpetrators men, you stressed that men also suffer domestic violence and victims could be of either sex and/or in same sex relationships.
- 5.13 **Health issues:** You said men and women experience different health outcomes. For example, women live longer than men and men have higher rates of coronary heart disease and cancer. The Derbyshire County Primary Care Trust is dealing with these inequalities, which also vary in scale and nature across South Derbyshire.
- 5.14 **Languages and translation:** You told us about the difficulty in working with some communities particularly where language is an issue. You also told us how things are made more difficult because local government has its own language and we need to reduce jargon and use plain language.

- 5.15 You were also concerned about the language we use in our ‘official’ correspondence as this can often cause stress and anxiety for some disabled people. You also said it’s important that we don’t overlook people who can’t read.
- 5.16 **Recreation and leisure:** Recreation and leisure activities improve health and wellbeing but there may be gender equality issues. You said there is a need to look at who takes part in leisure activities.
- 5.17 **Public transport:** Public transport is poor across large parts of the district. You said, in households with one car, women and young people are reliant on public transport to get around. You said that you would welcome support from us in your lobbying for improved public transport including rail links.
- 5.18 **Childcare and support for carers:** Responsibility for childcare and supporting older/ill family members often fell to women. You highlighted the need to investigate the adequacy of childcare facilities, after-school provision and support for carers.
- 5.19 **Employment issues:** Employers said they wanted advice and assistance not only to comply with equality legislation but also to get the best out of their workforce. Women returning to work after bringing up a family often lack confidence and need practical support (especially in updating their skills).
- 5.20 **Access to services:** You said people were unaware of the existing ways we help disabled people to access services (such as assisted bin collections and disabled facilities grants). You said you would appreciate having more information about what we did, together with contact points.

### **Inclusive, responsive and accessible services**

- 5.21 **Access to buildings:** One person commented that the public sector looks at 'access to buildings rather than user friendly buildings'.
- 5.22 Other people agreed with this view and expressed concerns. For example, about the availability and layout of disabled toilet facilities and the need for improved signage and access to information at some of our facilities.
- 5.23 We noted that the South Derbyshire Local Strategic Partnership had completed an audit of community buildings and were writing an action plan to deal with the needs. 
- 5.24 **Swadlincote Town Centre:** You said the current state of the town centre (in terms of street furniture, uneven surfaces and obstacles in front of shops) was an issue for you, in particular those of you with difficulty in getting around. You also had concerns about the improvement plans, especially around the Delph area. You offered us advice in drawing up the detailed proposals.
- 5.25 **Public Transport and Healthcare:** One person said they would welcome support from us in lobbying for improved access to public transport and health care.

### **Procurement and partnerships**

- 5.26 You told us there was a need to improve equality when we buy goods and services and when we work with other organisations.
- 5.27 One request asked us to involve disabled people and groups in developing the new contract for the Greenbank Leisure Centre so that services could be tailored to needs.

- 5.28 **Service level agreements:** You suggested extending the strategy to make sure we build in equality when we buy goods and services into other areas such as service level agreements.

### **Participation in the life of the community**

- 5.29 You drew attention to the fact that men and women have different patterns of volunteering – women are more likely to take part in social/community related work, whilst men are more likely to be involved in leisure/sports groups, often at a management level.
- 5.30 You noted the majority of district councillors were men and said getting young people involved in the work of the Council could help to encourage more women to become councillors in the long term.
- 5.31 Young people are still under pressure from a variety of sources to pursue careers in ‘traditional’ male/female occupations. You said we needed to celebrate the take-up of jobs in non-traditional areas.
- 5.32 Some older men who have lost their partners now have difficulty with cooking and housework, whilst some women in similar circumstances have problems with paying bills and other financial matters. You said we should do more to help people facing such problems.
- 5.33 You suggested local ‘champions’ for diversity as a way to promote more interest in community affairs.
- 5.34 You told us we need to make sure our district isn’t seen as a closed community and that we need to market South Derbyshire as an open, tolerant, vibrant and pleasant place to live. In this way we will attract more diverse communities.

## **Business process and management issues**

- 5.35 **Training awareness:** You told us our employees needed to be more aware of gender equality issues.
- 5.36 **IT Systems:** You were concerned about whether our IT systems could handle cases of gender reassignment without causing embarrassment, delay or hardship to the person involved.
- 5.37 **Service monitoring:** You were also concerned that we don't routinely monitor our services to assess the impact on different sections of our community.
- 5.38 **Internal working groups / panels:** You told us we need to try harder to get a better spread of men and women on some of our more important working groups and panels.

## **Employment, training and awareness**

- 5.39 You highlighted the composition of our workforce (which has proportionally more women in lower graded posts), the pay and grading review, our policies and procedures for employing people (some of which need to be 'refreshed'), issues around 'lone working' and the need for our management to be proficient with equality.
- 5.40 You also thought that our image as an employer and service provider was important. Building equality into the organisation would make sure we were an open, tolerant and fair employer, in tune with the needs of all the people we served.
- 5.41 You welcomed our plans to involve employees as we further develop of our approach to equality.

- 5.42 You also said we need to see what our equalities' commitments are, to make sure our employees know what these are and were given the training to meet them.
- 5.43 You said that our staff need to be more aware of the varied needs of disabled people.
- 5.44 Some people had a specific concern about the lack of privacy we give to disabled people when discussing personal matters or completing application forms at our offices.
- 5.45 Employees welcomed plans to involve them as we further develop the Scheme and put it into operation. They wanted us to do more to make sure that employees felt confident about declaring they had a disability so that they could be appropriately supported.

## **Future Involvement**

- 5.46 We recognise that if we consult and involve people, it will help us to:
- identify barriers around accessing services, working for the Council and participating fully in the life of the community;
  - set priorities for action plans;
  - plan and deliver our services;
  - target our policies;
  - operate effective employment policies and procedures.

We will develop arrangements through the Local Partnerships.

- 5.47 For employees, this will be through the Council's Joint Negotiating Group. Work on involvement will also link in with our new corporate Communications and Consultation Strategy.

## Section 6: working for the council

### Our employees

6.1 We have just over 400 employees based at three sites in Swadlincote (the Civic Offices, the Depot and Granville Court Sheltered Housing Scheme).

6.2 The table below shows current pay grades. You can see that while women make up 51% of the workforce, 77% of women are on scales 1-6 compared with 27% of men. At the other end of the pay scale – 34 of 91 principal officer and chief officer posts are held by women.

<b>Grade</b>	<b>Males</b>	<b>Females</b>	<b>Total</b>
Scales 1 to 3	25	71	96
Scales 4 to 6	29	90	119
Senior Officer	20	12	32
Principal Officer	48	31	79
Chief Officer	9	3	12
Local agreed/other	69	1	70
<b>Total (as at 31 December 2007)</b>	<b>200</b>	<b>208</b>	<b>408</b>

6.3 The next table shows how many men and women work in each area of the Council.

<b>Division</b>	<b>Males</b>	<b>Females</b>	<b>Total</b>
Corporate Management (includes Personal Assistant's)	2	3	5
Legal & Democratic Services	5	14	19
Finance & Property Services	10	10	20
IT & Customer Services	14	27	41
Revenue Services	3	23	26
Planning	19	18	37
Organisational Development	5	5	10

Housing	33	54	87
Environmental Services	57	24	81
Leisure & Community Development	52	30	82
Audit	3	0	3
<b>Total (as at 31 December 2007)</b>	<b>200</b>	<b>208</b>	<b>408</b>

6.4 We have 58 people who work part time and 96% of these are women.

<b>BVPI 11a</b>	The Percentage of top 5% of earners that are women at 31 <sup>st</sup> March 2007	22.2%
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<b>Ethnicity</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
White/White British	174	171	343
White Irish	1	1	2
Indian	0	1	1
Chinese	0	1	1
Not Known	25	34	59
<b>Total (As at 31 December 2007)</b>	<b>200</b>	<b>208</b>	<b>408</b>

6.5 The table above shows 85.5% of our employees have a white ethnic background. Black minority ethnic (BME) people make up 0.5% of our workforce, which is lower than the 2.6% of BME people (Source: 2001 Census) who make up our community. We do not know the ethnicity of 14.5 % of our employees. We are committed to ensuring we reduce this number so that we know the ethnicity of all our employees.

<b>BVPI 11b</b>	The Percentage of top 5% of earners that are black or ethnic minority as at 31 <sup>st</sup> March 2007	0%
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6.6 We have fourteen employees who have declared a disability and the following table shows in which service areas they work.

<b>Division</b>	<b>Number</b>
Corporate Management includes Personal Assistants	1
Legal & Democratic Services	0
Finance & Property Services	1
IT & Customer Services	2
Revenue Services	1
Planning	0
Organisational Development	1
Housing	5
Environmental Services	3
Leisure & Community Development	0
Audit	0
<b>Total (as at 31 August 2007)</b>	<b>14</b>

<b>BVPI 11c</b>	The Percentage of top 5% of earners that are disabled	0%
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## **Employment policies and procedures**

6.7 Over the past four to five years, we have introduced a number of measures to support good employment practice and managing change within our organisation. In November 2005, this was officially recognised when we successfully retained 'Investors in People' for a further 3 years.

6.8 Equality affects a number of policies and procedures. They cover such areas as:

- recruitment and selection (which determines how we recruit individual people);

- flexible working (which means that employees can change their hours of work, decide whether they work part-time, work from home or take more than one of these options);
- leave entitlements (for example, maternity leave, maternity support leave, leave for IVF treatment, medical screening, parental leave, adoption leave, compassionate leave, bereavement leave, study leave and time off for dependants and domestic emergencies);
- harassment, bullying and victimisation;
- grievances;
- employee Performance and Development Review and training;
- disciplinary and capability;
- sickness absence management (supported by a specialist occupational health service provider);
- vacancy management; and
- health and safety.

6.9 We have agreed a programme of policy and procedure reviews with our trade unions, starting with recruitment and selection. We aim to make sure that we continue to comply with the law and follow best practice.

## **People Strategy**

6.10 In March 2006, after consulting employees, managers, trade unions, members and external organisations, we adopted a 'People Strategy'. The Strategy contains a series of actions based on 5 themes:

1. Managing change
2. Promoting diversity
3. Employing people
4. Developing people
5. Communication

6.11 Priority areas include:

- completing a local pay and grading review;
- introducing a fair and open pay and grading structure;
- developing ways of working that allow people to achieve a work / life balance;
- assessing our employment practice to make sure they comply with the law and best practice;
- trying to make sure our workforce reflects the community we serve
- raising awareness of equality and diversity issues through learning and training.

## **Pay and Grading Review**

6.12 We are part way through a full pay and grading review that is being managed by a steering group made up of councillors, trade unions and senior managers (advice only).

6.13 The reason for this review is to make sure our employees are paid in a fair and consistent way. We expect to complete the review and make any changes later in the year.

## Section 7: equality impact risk assessments

### Our Services

7.1 We provide a range of local services. The main ones are:

- collecting rubbish
- cleaning streets and cutting grass
- providing recycling and composting schemes
- providing parks, sports and leisure facilities
- delivering regeneration projects
- collecting Council Tax and Business Rates
- managing and maintaining council homes (including sheltered homes)
- ensuring buildings and alterations are safe
- providing a community warden and CareLine Service
- supporting local arts
- heritage conservation and protection
- providing cemeteries and public toilets
- producing the plans and strategies which make up the Local Development Scheme (a land use framework)
- supporting local businesses
- providing grants to adapt homes for disabled people
- encouraging inward investment and promoting tourism
- providing grants to voluntary and community groups and organisations
- deciding planning applications
- administering Council Tax and Housing Benefits
- licensing alcohol sales, food premises, taxi services, public entertainment and street trading
- working with other organisations to reduce crime and disorder
- controlling pests, dog fouling, fly tipping, water, noise and air pollution
- enforcing health and safety
- protecting public footpaths
- registering voters

- 7.2 Improving the quality of our services continues to be a high priority us. Recent reports for the Audit Commission and residents' satisfaction surveys show that we are making progress.
- 7.3 Equality Impact Risk Assessments (EIRA) are an important tool in moving up the Equality Standard for Local Government. They are a way of looking at our policies to see how they affect people. This applies not only to new policies but also to existing policies. An important step in carrying out an EIRA is to consult people affected by the policy as well as other organisations who have an interest or who we work with. Once a policy has been assessed and put into practice it has to be monitored to see how it is (or is not) working.
- 7.4 An equality impact assessment is made up of two steps:
- **Step 1** is the **Initial Impact Assessment**. We look at our policies to see how much impact they have on people and divide them into policies that have a big effect on people and those that have little or no effect.
  - **Step 2** is the **Full Impact Assessment**. We look at the policies that have a bigger effect on people in a detailed way.
- 7.5 The reason for impact assessments is to make sure our decisions and activities do not affect one group of people unfairly and also to see where we might better promote equality of opportunity.
- 7.7 We cannot look at all of our policies at the same time, so in the first place we will focus on policies that are the most relevant to equality.

## **Our commitment**

- 7.8 We are fully committed to carrying out Equality Impact Risk Assessments (EIRA) as a method for assessing equality implications when we are developing and updating all relevant policies. Equality impact assessments will cover ethnicity, gender, disability, sexual orientation, age, religion and belief. We will develop an EIRA Framework detailing how impact assessments will be carried out. Each area of the Council will carry out this assessment process and it will form the basis of their equality self-assessment, scrutiny and continuous improvement.

## **Section 8: equality objectives and action plan**

### **Introduction**

8.1 This section sets out the actions we will take to help us to achieve our equality objectives and priorities for the next three years and how we will report on our progress.

### **Our targets**

8.2 Our targets are based on information we have collected about the local community as well as what you have told us. We have also listened to what our employees and other organisations have said. The targets laid out in this section apply to all types of equality matters. More detail about what we do will be written into our service plans and progress will be reported annually in our equality and fairness annual report.

### **Common equality targets**

8.3 Our targets are to:

- consult and involve service users, employees and other organisations in our work on equality and fairness;
- provide services that are inclusive, responsive and accessible to everyone;
- make sure that when we buy goods and services and when we work with other organisations, we make a positive contribution to equality;
- tackle harassment and victimisation;
- make sure that equality and fairness is central to our decisions about policies and services;

- promote positive images of the varied roles played by men and women, disabled people and black and ethnic minority people in our community;
- reduce inequality within our workforce;
- improve awareness of equality issues within our organisation;
- monitor and report on our progress in achieving our targets;

## **Delivering the action plans**

- 8.4 The plans detail who is responsible for completing each action. Progress will be monitored by the Corporate Equalities and Diversity Action Group and reported to our Finance and Management Committee on an annual basis.
- 8.5 The plans will be reviewed and rolled forward annually at the same time that we produce our Annual Report.

## **Annual reporting**

- 8.6 The Annual Report will be produced each year in June. It will chart the progress we have made in delivering the action plans. It will also contain the information we have gathered as part of our work to promote equality and explain how we have used this information.
- 8.7 We will share progress reports with other organisations we work with or who have an interest. We will make the Annual Report widely available.

## **Priorities for 2008/09**

8.8 Priorities for the year ahead will focus on:

- improving how we consult and engage with stakeholders;
- improving how we collect information and monitor our services;
- raising awareness about equality and diversity issues amongst our workforce
- putting in place ways of reducing disability, gender and race inequality within our workforce.
- completing a programme of equality impact assessments for all our policies and practices where they affect people.

## **Your Views and Comments**

If you require further information or if you would like to make comments on the Corporate Equality and Fairness Scheme, please contact us:

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Civic Way  
Swadlincote  
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# Appendix A

# THE LEGAL FRAMEWORK

## The Race Equality Duty

Under the Race Relations (Amendment) Act 2000 the Council has a duty 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,

This monitoring data has to be published annually.

## The Gender Equality Duty

The Equality Act 2006 places a statutory duty on the Council and other public authorities, when carrying out their functions, to have due regard to the need to:

- eliminate discrimination and harassment that is unlawful under the Sex Discrimination Act 1975 and the Equal Pay Act 1970
- promote equality of opportunity between men and women

This is known as the 'general duty' and it came into effect on 6 April 2007.

In addition to the general duty, public authorities also have a number of 'specific duties' that require them to:

- prepare and publish a Gender Equality Scheme, showing how they will meet their general and specific duties and setting out their gender equality objectives
- consider the need to include objectives to address the causes of any gender pay gap
- consult stakeholders (service users, employees and others) in the development of the Scheme
- gather information about the effect of their policies and practices on gender equality in the workforce and in the delivery of services
- assess the impact of current and future policies and practices on gender equality
- review the Scheme every three years and report progress annually.

### **The Disability Equality Duty**

The Disability Discrimination Act 2005 places a duty on the Council to promote disability equality.

It means that when we carry out our functions, we have to give due regard to the need to:

- Promote equality of opportunity between disabled people and other people
- Eliminate discrimination that is unlawful under the Disability Discrimination Act
- Eliminate harassment of disabled people that is related to their disability
- Promote positive attitudes towards disabled people
- Encourage participation by disabled people in public life
- Take steps to meet disabled peoples needs, even if this requires more favourable treatment

This 'general' duty builds upon the requirements of the 1995 Act which includes the duty to make reasonable adjustments to ensure disabled people can access employment; goods, facilities & services, and premises.

Under the 2005 Act, we also have a 'specific duty' to produce and publish a Disability Equality Scheme.

The content of the Scheme is prescribed in regulations and covers amongst other things, involvement by disabled people in the development of the Scheme, action planning, impact assessment and data collection.

## **Employment Equality (Religion and Belief) Regulations 2003**

The Employment Equality (Religion or Belief) Regulations 2003 outlaw discrimination in employment and vocational training on the grounds of religion or belief.

The regulations outlaw:

- **Direct discrimination** – treating people less favourably than others on grounds of their religion or belief.
- **Indirect discrimination** – applying a provision, criterion or practice that disadvantages people of a particular religion or belief which is not justified in objective terms.
- **Harassment** – unwanted conduct that violates people’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.
- **Victimisation** – treating people less favourably because of something they have done under, or in connection with, the Regulations, e.g. made a formal complaint of discrimination or given evidence in a tribunal case.

## **Employment Equality (Sexual Orientation) Regulations 2003**

The Employment Equality (Sexual Orientation) Regulations 2003 outlaw discrimination and harassment in employment and vocational training on the grounds of sexual orientation. This means employers are required to protect employees against bullying or harassment suffered in the workplace because of their sexual orientation.

The regulations outlaw:

- **Direct discrimination** – treating people less favourably than others on grounds of their sexual orientation.
- **Indirect discrimination** – applying a provision, criterion or practice that disadvantages people of a particular sexual orientation which is not justified in objective terms.
- **Harassment** – unwanted conduct that violates people’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.
- **Victimisation** – treating people less favourably because of something they have done under, or in connection with, the Regulations, e.g. made a formal complaint of discrimination or given evidence in a tribunal case.

## Employment Equality (Age) Regulations 2006

The Employment Equality (Age) Regulations make it illegal for employers to discriminate against employees, trainees or job seekers because of their age and ensure that all workers, regardless of age, have the same rights in terms of employment-related training (including further and higher education courses) and promotion.

The regulations outlaw:

- **Direct discrimination** – treating people less favourably than others on grounds of their age.
- **Indirect discrimination** – applying a provision, criterion or practice that disadvantages people of a particular age group which is not justified in objective terms.
- **Harassment** – unwanted conduct that violates people's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.
- **Victimisation** – treating people less favourably because of something they have done under, or in connection with, the Regulations, e.g. made a formal complaint of discrimination or given evidence in a tribunal case.

Employers will no longer be able to recruit, train, promote and retire people on the basis of age unless it can be objectively justified. As well as applying to retirement, the regulations:

- Remove the upper age limit for unfair dismissal and redundancy rights, giving older workers the same rights as younger workers to claim unfair dismissal or receive a redundancy payment, unless there is a genuine retirement.
- Allow continuance of pay and non-pay benefits that are dependant on length of service requirements of less than 5 years or which recognise and reward loyalty and experience.
- Remove the age limits to Statutory Payments such as Sick Pay, Maternity Pay, Adoption Pay and Paternity Pay.
- Remove the upper and lower age limits in the Statutory Redundancy Scheme.
- Provide exemptions for many age-based rules in occupational pension schemes.

## **Providing Goods, facilities and services**

It is unlawful to discriminate in the provision of goods, facilities and services on the basis of gender, race, disability, age, religion & belief and sexual orientation.

So if a person provides goods, facilities, services to the public or a section of the public, they cannot refuse to provide these to a person or persons because of their gender, race, disability, religion or belief, age or sexual orientation.

So it is unlawful to:

- refuse to provide goods, facilities or services, to a person on the basis of gender, race, disability, religion or belief, age or sexual orientation
- refuse, on the basis of gender, race, disability, religion or belief, age or sexual orientation, to provide goods, facilities or services of a quality which is the same as or similar to the quality of goods, facilities or services that is normally providing to the public
- refuse on the basis of gender, race, disability, religion or belief, age or sexual orientation, to provide goods, facilities or services in a manner which is the same as or similar to that in which they are normally provided the public
- refuse on the basis of gender, race, disability, religion or belief, age or sexual orientation, to provide goods, facilities or services on terms which are the same as or similar to the terms on which they are normally provided to the public.

The Regulations apply to:

- (a) access to and use of a place which the public are permitted to enter,
- (b) accommodation in a hotel, boarding house or similar establishment,
- (c) facilities by way of banking or insurance or for grants, loans, credit or finance,
- (d) facilities for entertainment, recreation or refreshment,
- (e) facilities for transport or travel, and
- (f) the services of a profession or trade.

## **Earlier Legislation**

### **The Equal Pay Act 1970**

This Act gives an individual the right to the same contractual pay and benefits as a person of the opposite sex in the same employment where the man and the woman are doing:

- the same or broadly similar work; or,
- work rated as equivalent under an analytical job evaluation; or,
- work that is proved to be of equal value

Employers will not be required to provide the same pay and benefits if they can prove that the difference in pay and benefits is genuinely due to a material factor other than one which is attributable to direct or indirect sex discrimination.

### **The Sex Discrimination Act 1975**

The Sex Discrimination Act prohibits direct and indirect discrimination against individuals in the areas of employment and vocational training, education, the disposal or management of premises and in the provision of goods, facilities or services.

The Act also prohibits discrimination in employment and training against married people, civil partners and people who have or are about to undergo gender reassignment.

Victimisation because someone has tried to exercise their rights under this Act or the Equal Pay Act is also prohibited.

The Act applies to men and women of any age, including children.

### **The Race Relations Act 1976**

The Race Relations Act makes it unlawful to discriminate against anyone on the grounds of race, colour, nationality, ethnicity and national origin. All racial groups are protected from discrimination.

The Act applies to the areas of employment, planning, housing, the exercise of public functions, education, the provisions of goods, facilities and services.

### **Disability Discrimination Act 1995**

The Disability Discrimination Act makes it unlawful to discriminate against disabled people. The Act defines a disabled person as *'someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.'*

The Act states that disabled people should not be treated less favourably in the areas of employment, education, access to goods, facilities and services and buying or renting land or property. The Act goes on to say that in certain circumstances reasonable adjustments must be made for disabled people.