

Individual Decisions

The attached report will be taken as an
Individual Portfolio Member Decision on:

25th November 2008

Ref:	Title	Portfolio Member	Page No.
ID1622	Race Equality Scheme 2008-11	Councillor Pamela Bale	3 - 52

Individual Executive Member Decision

Title of Report:	Race Equality Scheme 2008-11	Item 1
Report to be considered by:	Individual Executive Member Decision	
Date on which Decision is to be taken:	25 November 2008	
Forward Plan Ref:	ID1622	

Purpose of Report: To inform Council of the outcome of the consultation on the draft Race Equality Scheme and to highlight the draft Scheme and minor amendments

Recommended Action: To adopt the draft Scheme

Reason for decision to be taken: To comply with the Race Relations Amendment Act (2000) to publish a three year Race Equality Scheme setting out how the Council intends to meet the General Duty contained in the Act

Key background documentation: The Statutory Code of Practice on the Race Equality Duty

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Implications

Policy:	Supports the Council's Comprehensive Equality Policy
Financial:	n/a
Personnel:	The Scheme will influence HR policies in tackling any illegal or unfair discrimination
Legal:	Race Relations (Amendment) Act 2000 and the Race Equality Duty on public authorities.
Environmental:	n/a
Partnering:	n/a
Property:	n/a
Risk Management:	n/a
Community Safety:	Implementation of the Scheme will help promote good race relations across the District.
Equalities:	A specific EIA on the Scheme itself is not appropriate but the Scheme explicitly refers to the requirement for Services to undertake EIAs on all relevant functions.

Consultation Responses

Members:	
Leader of Council:	None
Overview & Scrutiny Commission Chairman:	None
Policy Development Commission Chairman:	None
Ward Members:	n/a
Opposition Spokesperson:	None
Local Stakeholders:	The draft Scheme was open to public consultation between July and September 2008
Officers Consulted:	Corporate Board Officers in addition to Karen Reeve; David Hogg; Christine Owen; Bill Jennison; and Jane Milone;
Trade Union:	Unison

NOTE: The section below does not need to be completed if your report will not progress beyond Corporate or Management Board.

Is this item subject to call-in.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
<p>If not subject to call-in please put a cross in the appropriate box:</p> <p>The item is due to be referred to Council for final approval <input type="checkbox"/></p> <p>Delays in implementation could have serious financial implications for the Council <input type="checkbox"/></p> <p>Delays in implementation could compromise the Council's position <input type="checkbox"/></p> <p>Considered or reviewed by OSC or associated Task Groups within preceding 6 months <input type="checkbox"/></p> <p>Item is Urgent Key Decision <input type="checkbox"/></p>		

Supporting Information

1. Introduction

- 1.1 Following Management Board's consideration of the draft Race Equality Scheme in June 2008 it was agreed the draft scheme should go out to external consultation. The consultation ran from the beginning of July to the end of September 2008.
- 1.2 During the consultation period the Principal Policy Officer (Equality & Diversity) attended Senior Management Team Meetings in each Directorate to increase awareness about the draft Scheme and to discuss how Service Units will continue to contribute to the three corporate equality schemes, including the Race Equality Scheme and its action plan. Since June 2008 additional information has been added to the outline action plan, which is an appendix to the main Scheme and which will continue to be further developed through the Corporate Equality Group and updated every six months.

2. Consultation Methodology

- 2.1 In July 2008 information about the consultation was placed on the website, within the Council's Consultation Finder and also on the equality & diversity webpage. The consultation was also widely advertised to Council employees through 'Reporter' and posters were distributed to all Council offices. However, there were no responses from individual employees but several Service Units and the trade union, Unison, made minor comments which have been noted by the Corporate Equality Group and, where feasible, incorporated into the draft Scheme.
- 2.2 The Policy Officer also made direct contact with a number of key external stakeholders and invited them to submit responses by the end of September. The stakeholders contacted were as follows:
- The West Berkshire Minority Ethnic Forum
 - The West Berkshire Muslim Association
 - The Bangladesh Welfare Centre
 - The Polish Diversity Association
 - The Polish Catholic Church, Reading
 - Sahara's Women's Group
 - Community Council Berkshire
 - Sakoma
 - Newbury United Nations Association
 - Churches Together
 - Connections
 - The Council's external DES Scrutiny Board
 - CYP Trust
- 2.3 The only external stakeholder to respond in detail was the West Berkshire Minority Ethnic Forum.

3. West Berkshire Minority Ethnic Forum's response to the draft Scheme

- 3.1 The Forum provided a comprehensive response to the consultation process, the details of which have been considered by the Corporate Equality Group. Overall the Forum welcomed the Council's draft Scheme and their main points are highlighted below.
- 3.2 The Forum recommended reference be made to the community cohesion agenda. It also suggested it would be helpful to include an illustrative diagram of the Council's complaints system and to list other agencies that offer independent advice to people who encounter racial discrimination. The draft Scheme has been amended to include these recommendations.
- 3.3 The Forum highlighted the importance of monitoring take up of services by ethnicity and questioned how comprehensive such monitoring was across the Council. Detailed comments were made about the Council's duty to monitor recruitment and employment practices, as set out in Section 5 of the Scheme, and also the duty to publish those results on an annual basis. HR have acknowledged that, at present, only limited information regarding workforce statistics are published in the Annual Employment Report and are now considering whether further information could be included in those reports.
- 3.4 The Forum also recommended the Council take active steps to try and establish a staff association which would represent employees from ethnic minority background. It said that other authorities had found such associations helpful in monitoring and developing internal processes and would be happy to support the Council establish such a network.
- 3.5 In considering the outline action plan attached to the Scheme, the Forum welcomed the Council's aim to ensure mechanisms are in place to address and report racist incidents but said there were concerns that such incidents were not always appropriately recorded in schools. The Forum also noted the Council's aim that its public documents reflect the diversity of the community but expressed concern that, despite their earlier recommendations, the Sustainable Community Strategy distinctly lacked references to diversity.
- 3.6 All concerns raised by the Forum have been referred to the relevant Services and a response to the Forum has been prepared.

4. Proposals

- 4.1 Council approve the updated draft Race Equality Scheme, set out in Appendix A, and formally adopt the Scheme.
- 4.2 Council agree that Service Units continue to develop the outline action plan attached to the Scheme and that it be updated on a six monthly basis and published on the website, together with the Scheme.

Appendices

Appendix A – The draft Race Equality Scheme 2008-11



D R A F T

Race Equality Scheme

2008 – 2011

Foreword

Welcome to West Berkshire Council's Race Equality Scheme 2008-2011. This Scheme sets out our commitment to tackle racial discrimination and to promote equality in our functions as an employer, service provider, and in our role as a community leader.

Ever since the creation of West Berkshire Council in 1998 equality has been at the core of what we do. However, we are not complacent and recognise there is still more to do to help reduce disadvantage, discrimination, and inequalities of opportunity. This Scheme sets out our commitment to this work and to valuing diversity within our own workforce, amongst our partners, our service users, and in the way we develop and deliver our services.

The Council has welcomed the statutory duty on local authorities to publish race equality schemes, as it has encouraged us to review and improve our performance in terms of race equality and to consider new ways to further promote equality of opportunity for all our residents. Appendix 6 sets out some examples of the work undertaken recently to advance race equality.

This Scheme, unlike earlier race equality schemes, is a 'stand alone' document and together with our 'stand alone' Schemes on disability and on gender, it directly links to the Council's Comprehensive Equality Policy (published in January 2008). All of these documents can be downloaded from our website www.westberks.gov.uk/equality.

Our ambition is not only to meet the legal duties but to truly make the district of West Berkshire a place where everyone feels included and respected as equal citizens, irrespective of their differences.

We want everyone in West Berkshire to feel safe from harassment and to have access to high quality services which meet their individual needs. We recognise the increasing diversity of our community and value the varied skills, knowledge and experience within it, which is why we want our own workforce to reflect that diversity.

As community leaders we will promote equality and share ideas and good practice with our partners and other public service providers. Equally, we will continue to consult with the public, our service users, and other stakeholders to better understand needs and, where unfair barriers to equality are identified, we will take whatever action possible to address them.

In developing this Scheme we ran an extensive consultation with local residents and our own staff during summer 2008 and have sought, as far as possible, to reflect the feedback received in the Scheme. We continue to welcome comments, particularly on the Scheme's action plan, which remains a 'live' document and which will be further developed and updated throughout the lifetime of the Scheme.

Graham Jones
Leader of the Council

Nick Carter
Chief Executive

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1 Executive Summary

1.1 Understanding our Race Equality Scheme

- 1.1.1 The purpose of this Scheme is to set out how we will continue to promote equality of opportunity for people of different ethnic backgrounds and tackle unfair discrimination when carrying out our functions as an employer, service provider, and in our role as a community leader.
- 1.1.2 The Scheme is designed to show how we comply with the requirements of the Race Relations (Amendment) Act 2000, including how our policies and procedures are reviewed to ensure they are in line with the Code of Practice, issued by the Commission for Racial Equality, which is now part of the Commission for Equality and Human Rights.
- 1.1.3 This fully revised Race Equality Scheme sets out how the Council will continue to meet the statutory requirements through mechanisms such as our impact assessment process, and also through the implementation of a specific action plan, which is set in Appendix 1, and which will be further developed throughout the lifetime of this Scheme.
- 1.1.4 The Council's commitment to promoting race equality, and indeed the other strands of the equality agenda, such as equality for older people or for people of different religions, is highlighted in the Council's Comprehensive Equality Policy. Our Race Equality Scheme should be viewed in the context of that policy, as the policy sets the standards to which all Elected Members, Council officers, and agencies acting on our behalf will work to. The policy statement is set out in Appendix 2.
- 1.1.5 This Scheme focuses on the steps the Council will take to promote racial equality and tackle discrimination. In addition, the Council has developed a number of mechanisms, set out in a Corporate Equality Plan, to help officers embed all aspects of equality into their service provision and performance management. These mechanisms exist to help officers meet the standards aspired to and set out in our policy. Appendix 3 illustrates how the equality Schemes link to the policy and plan.
- 1.1.6 Due to the specific positive duties placed on local authorities in relation to race, gender, and disability, the Council has produced three separate equality Schemes to clearly demonstrate how the Council is working to fully comply with the duties. Each Scheme, including this Race Equality Scheme, has its own action plan. These actions plans are updated on a six monthly basis and published on the Council's website. In developing this structure the Council responded to requests by local stakeholders who expressed a preference for separate schemes so that progress might be more easily monitored.
- 1.1.7 By working in partnership with local stakeholders considerable progress has been made over recent years in relation to this agenda. However, we recognise that our duty to promote race equality is a long-term initiative and therefore, in order to build on our achievements, we will continue to work with stakeholders to progress the issues set out in this Scheme.

2 The Legislative Framework

2.1 The Race Relations (Amendment) Act 2000

2.1.1 The Race Equality Duty came into force with the Race Relations (Amendment) Act 2000 (RRAA). The legal situation prior to this was based on the Race Relations Act 1976 which prohibited discrimination in terms of employment and training, the provision of goods and services, education, housing and certain other activities. It enabled individuals who had been discriminated against to claim damages.

2.1.2 The RRAA 2000 strengthened, rather than replaced the earlier legislation and, significantly, placed a General Duty on public authorities to *actively* promote race equality. Furthermore, it placed Specific Duties on some public bodies, including all local authorities, which are designed to help those organisations meet the General Duty, which include the requirement to produce a race equality scheme.

2.2 About the Race Equality Duty

2.2.1 The Race Equality Duty places race equality at the centre of policy-making, service delivery, and employment practice. The duty is positive, requiring public authorities to seek to avoid discrimination before it occurs. As policy makers and service providers adhering to this Duty, the Council takes steps through its impact assessment process to ensure our policies and services are fair, and if evidence shows that things are unfair or unlawful, we will take action to put them right.

2.2.2 As responsible employers and in adherence to the Duty, we aim to ensure our recruitment and employment procedures are fair so that the Council better reflects the local community we serve. The Duty specifically requires us to monitor and publish workforce statistics in terms of job applications, training, promotion and procedures for grievances or disciplinary matters – see specific duties below.

2.2.3 The General Duty to promote race equality requires public authorities, including all local authorities, to have due regard, when carrying out their functions, to the need to:

- Eliminate unlawful racial discrimination
- Promote equality of opportunity between persons of different ethnic groups
- Promote good relations between persons of different ethnic groups

2.2.4 To ensure improved performance of the General Duty, other Specific Duties have been placed on some public authorities, including all local authorities, which cover the areas of policy, services and employment.

2.2.5 The Specific Duties include:

- Training staff on both the General and Specific Duties
- Monitor by ethnic group the numbers of staff in post and applicants for employment, training and promotion

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- Further monitoring, where 150 or more full-time staff are employed – on the number of staff, by ethnic group, who benefit or suffer detriment from performance assessment procedures, raise grievances, are disciplined and who cease employment
- Assessment of relevant functions, with a further review every three years
- Set out arrangements for assessing and consulting on the likely impact policies may have on race equality (impact assessments)
- Arrangements for monitoring any adverse impact policies may have on the promotion of race equality
- Publishing the results of assessments, consultations and monitoring
- Ensuring access to information and access to services
- The publication of a race equality scheme which makes clear how it will meet the General and Specific Duties, and how the work links to corporate aims and objectives

2.3 Purpose of the Race Equality Scheme

2.3.1 Race equality schemes should set out how organisations comply with their duties under the Race Equality Duty, details of which are set out above.

2.3.2 The purpose of West Berkshire Council's Race Equality Scheme is to:

- Set out our intentions to make race equality a reality for everyone accessing our services, seeking job opportunities or employed by the Council
- Fulfil our legal responsibilities and continue to build on our progress to date
- Inform our Elected Members, managers, staff, our partners in the public, voluntary and private sectors, and citizens of our responsibilities
- Explain how race equality is integrated within our service planning and performance management systems
- Show how the Scheme links to our broader equalities objectives and priorities
- Provide information about our consultation, monitoring, and training arrangements
- Present progress on current performance
- Outline our three year race equality action plan on how we will implement the Scheme, which will continue to be developed through the lifetime of the Scheme and will be reviewed every six months.

3 West Berkshire Council's Vision and Priorities

3.1 Our Vision for West Berkshire

- 3.1.1 Our vision for people living in West Berkshire is that they enjoy a high quality life by having equal access to services, a safe environment to live in, and prosperity through a range of meaningful job opportunities.
- 3.1.2 Our vision for the District as a whole is that West Berkshire is a cohesive community, where diversity is respected and valued. This Scheme focuses on the Council's work to promote racial equality which is directly linked to the wider community cohesion agenda which the Council is pursuing in partnership with other statutory and voluntary organisations.
- 3.1.3 The implementation of this Scheme is vital to upholding the Council's core values of respect in all relationships; integrity in everything we do; and ambition to deliver continuous improvement.
- 3.1.4 The vision and values stated above are set out in the Council Plan 2007 – 2011, to which this Scheme and all other council plans compliment. The Council Plan also sets out the three key priorities which are safer communities; a cleaner and greener West Berkshire; and successful schools.
- 3.1.5 The Council Plan also lists 16 desired outcomes, which include health and wellbeing for all residents, community safety, social inclusion, and the protection of vulnerable people - all of which are relevant to this Race Equality Scheme as it focuses on the challenge of promoting racial equality and good relations between people of different ethnic or national backgrounds.

3.2 The local context shaping our priorities

- 3.2.1 Evidence indicates that the local ethnic minority population increased by over 75% between the years 1991 and 2001. Despite this increase, the 2001 Census found the black minority ethnic (BME) population to be only 2.63%, which is smaller than the other Berkshire unitary authorities and considerably smaller than the average across England & Wales, which was approximately 10%. Although 2.63% is a small proportion of the total West Berkshire population, it amounts to some 4,000 residents
- 3.2.2 In addition, the 2001 census found 2.3% of the population to be 'White Other', which includes all white citizens, excluding 'White British' or 'White Irish'. This is an important section of our minority ethnic population as it includes a wide range of people, including people from Eastern Europe.
- 3.2.3 We oppose all forms of discrimination and, as the Race Relations Amendment Act 2000 makes it unlawful to discriminate against anyone on grounds of race, colour, nationality (including citizenship) or ethnic or national origin, this Scheme defines the total ethnic minority population as the BME population, together with 'White Others'. Combining these two categories which were used in the 2001 Census, the ethnic minority population in West Berkshire was 5% of the total population. However, various indicators suggest that this figure is now likely to be considerably higher.
- 3.2.4 Forecasts suggest that the ethnic minority population, especially those from Eastern Europe, will continue to grow as second and third generation

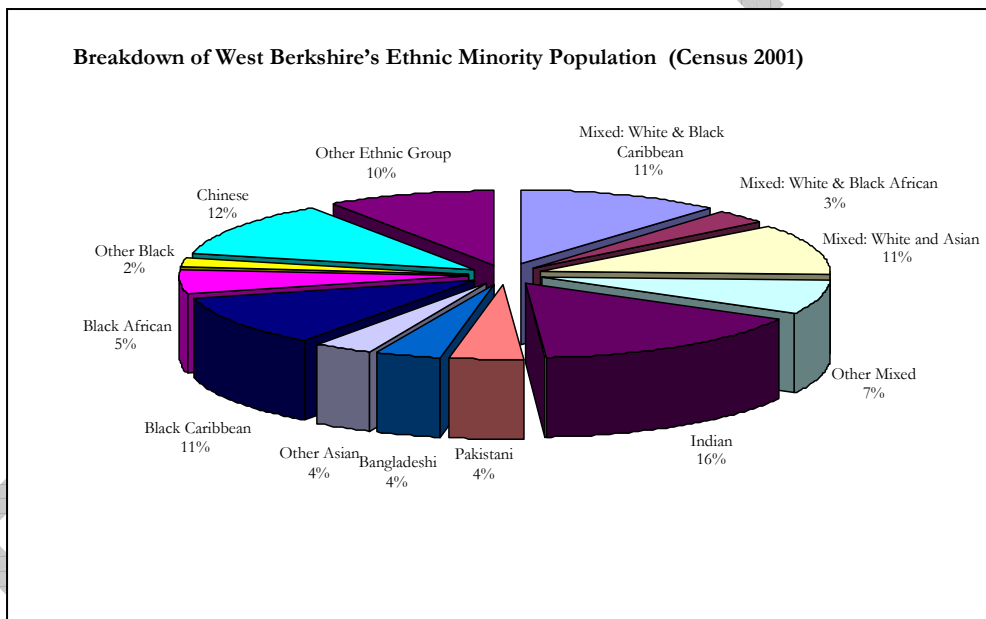
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immigrants' move to the District and as local employers recruit staff from abroad to fill labour shortages.

3.2.5 The 2001 Census showed only two wards in the district had a BME population of more than 4% and only one ward where it was less than 1%. Our priority is meet the challenge of the relatively small and widely dispersed ethnic minority population and to ensure our services are provided in culturally sensitive ways.

The charts below indicate how people from ethnic minorities were split across the district.

	West Berkshire(%)	England and Wales (%)
White	97.4	90.9
Mixed	0.9	1.3
Asian or Asian British	0.7	4.0
Black or Black British	0.5	2.1
Chinese or Other Ethnic Group	0.6	0.9



Population of West Berkshire by Ethnic Background – source 2001 Census

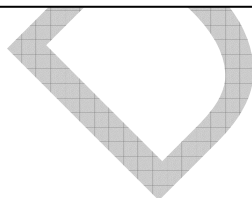
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- 3.2.6 Although the ethnic population is scattered across all wards, the largest concentration is located in the eastern areas of the district. We also know there are significant numbers of people who have come from overseas to meet the demand for nursing, child care, and the horse racing industry. We know there are people from central and Eastern Europe (including Russia) working in the horse racing industry, and people from South Africa working in mental health services, to the south of Newbury. In addition, some of the services on the M4 corridor attract migrant workers to short term work.
- 3.2.7 The small but steady increase in the ethnic population is reflected across West Berkshire schools, with approximately 5% of pupils declaring themselves as non white. It should be noted that this figure does not account for the pupils who did not provide details of their ethnicity. However, recent monitoring shows a decrease in the percentage of 'not obtained' which reflects improvements in data collecting within schools. Data shows that currently five of our primary schools, and two of our secondary schools have 10% or more pupils registered as 'non white'. There is one primary school in the district which now has 19% of pupils registered 'non white'.

The table below, from the Pupil Level Annual School Census (January 2007) indicates the ethnicity within our schools.

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SCHOOL PUPILS BY ETHNIC BACKGROUND IN WEST BERKS JAN 2007		
<i>Maintained Schools : Percentage of Pupils by Ethnic Group</i>		
ETHNIC GROUP	Primary Schools	Secondary Schools
WHITE	92.2	90.5
White British	89.4	88.3
Irish	0.3	0.2
Traveller of Irish Heritage	0.0	#
Gypsy/Roma	0.1	0.1
Any other White background	2.4	1.8
MIXED	3.2	2.8
White & Black Caribbean	1.0	1.1
White & Black African	0.3	0.2
White & Asian	0.9	0.5
Any other mixed background	1.1	0.9
ASIAN	1.4	1.4
Indian	0.4	0.6
Pakistani	0.4	0.3
Bangladeshi	0.3	0.2
Any other Asian background	0.3	0.3
BLACK	0.8	1.4
Black Caribbean	0.3	0.8
Black African	0.3	0.4
Any other Black background	0.2	0.2
CHINESE	0.4	0.2
ANY OTHER ETHNIC GROUP	0.2	0.3



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- 3.2.8 The number of gypsy or Roma and Traveller children in our schools remains small, with 13 recorded in January 2008, and 12 White Irish Traveller children.
- 3.2.9 There has been a steady increase in the number of pupils in West Berkshire schools whose first language is not English and who have received additional support for English Language. In 2004/05 there were 22 children referred to this service¹. In 2005/06, 55 children were referred, and in 2006/07 this figure rose to 91 children. However, it is important to note that these figures are not exclusive to new arrivals.
- 3.2.10 Referrals for additional support with English language for pupils have been received from various ethnic backgrounds – with 38 different first languages recorded over the last three years. In 2006/07 the largest group was Polish, who made up two thirds of the pupils receiving additional support, with the second largest group being pupils whose first language was Portuguese. At the time of preparing this Scheme, figures for 2007/08, indicate that once again Polish is the largest group, and that this is followed by Chinese and then Portuguese.
- 3.2.11 Whilst the numbers remain relatively low, we must remain alert to the fact that often minority groups, particular when small in numbers or dispersed across a wider community, can often feel isolated and at risk of discrimination. Our priority is to reduce the risk of discrimination wherever possible and promote community cohesion.
- 3.2.12 Our ambition is that by complying with the Race Equality Duty, we will better understand our changing community and, by developing and implementing the Scheme's action plan, we will address specific needs and value the unique diversity of West Berkshire District; and thus effectively promote good race relations.

3.3 What we mean by 'good race relations'

- 3.3.1 We understand that relations between people from different ethnic groups and indeed between people of different nationalities can be very complex and should be approached in a sensitive way. However we have a vision of a district where people from all different ethnic groups can come together to form a strong and mutually supportive community.
- 3.3.2 We understand that 'good race relations', which is a key requirement of the Race Equality Duty, is about communities which respect their differences and are also secure in the knowledge that they all have equal rights and opportunities and have the opportunity to pool their talents and achieve common goals. Good race relations are essential a cohesive community.
- 3.3.3 Our duty to promote good race relations will be considered in all aspects of our work, particularly in the way we design and deliver services and how we act as an employer. We will also encourage our partners to promote good race relations and, in our role as a community leader, we will do all we can to promote racial harmony and community cohesion.

¹ The Service is known as EAL (English as an additional language)

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3.4 Commitment to Equality

- 3.4.1 West Berkshire Council has a strong commitment to address equality and diversity issues in all areas of its work and influence. It has set itself ambitious equality and diversity targets. These targets will help to drive through real improvements in the quality of services delivered to local people. It will also ensure that diversity is recognised as a real asset for those working for the Council and local residents.
- 3.4.2 As part of this commitment West Berkshire Council adopted the Equality Standard for Local Government, which has been the main framework to help local authorities meet their legal obligations under anti-discrimination legislation and consists of five levels of achievement:
- Level 1 Commitment to a comprehensive equality policy
 - Level 2 Assessment and consultation
 - Level 3 Setting equality objectives and targets
 - Level 4 Information systems and monitoring against targets
 - Level 5 Achieving and reviewing outcomes
- 3.4.3 Over the last two years the Council has sought to consolidate its performance at Level 3 of the above Standard. It is now preparing itself for the new Equality Framework, which is expected to replace the Standard early in 2009.
- 3.4.4 The new Equality Standard will require local authorities to focus effort on the following five areas of change management:
- Knowing our communities
 - Place shaping, partnership and leadership
 - Community engagement and satisfaction
 - Responsive services and customer care
 - A modern, diverse and reflective workforce
- 3.4.5 In addition to following the Standard for Local Government, the Council has set its own corporate health indicators in relation to equality and diversity, which are monitored by Members and senior management on a quarterly basis.

3.5 Leadership in delivering equality

- 3.5.1 Crucial to the on-going success with equality agenda and, in particular, meeting the requirements of the Race Equality Duty, is the responsibility and ownership that our Elected Members take. The Council's main decision making body, the Executive, regularly review progress in terms of this agenda and has a specific Portfolio Member with responsibility for equality and diversity. Elected Members take an active interest in how the Council can better promote equality and tackle discrimination and have welcomed training and awareness raising events.
- 3.5.2 In addition to the political leadership, the Council's Corporate Board, chaired by the Chief Executive, continue to support the work to better mainstream equality. Significantly, the Corporate Equality Group, which includes

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representatives from all four of the Council's directorates, reports to Corporate Board on a bi annual basis and it is Corporate Board which takes responsibility for the overall strategy with regards equality and diversity.

- 3.5.3 Corporate Board has nominated senior managers in each directorate to help steer progress within each directorate. These directorate leads sit on the Corporate Equality Group and chair their own directorate bi monthly meetings which share best practice and monitor progress in terms of equality, including progress at an operational level in meeting the Race Equality Duty.

4 Meeting the General Duty - policy and service delivery

4.1 Assessing Council functions and policies

- 4.1.1 The Race Relations Amendment Act 2000 requires all local authorities to assess their functions and policies for relevance in delivering the objectives of the Act. The Code of Practice defines '*functions*' as the full range of duties and powers a local authority has and it defines '*policies*' as the way formal and informal decisions are taken.
- 4.1.2 When assessing policies and functions the Council considers how each of the three parts of the Duty – eliminating discrimination, promoting equality of opportunity, and promoting good race relations – applies; it considers which ethnic minority groups are, or might be, affected; and whether there is any reason to believe people are, or might be, differently affected because of their race or ethnic background. Where a differential impact on certain groups is likely, its important to consider whether this would be adverse and what steps, if any, can be taken to omit any adverse impact.
- 4.1.3 In compliance with this Specific Duty, and in support of our Comprehensive Equality Policy, West Berkshire Council carried out a full audit of its functions and policies in 2002/03 in order to check for any evidence of unfair discrimination. From that audit we developed a rolling programme of reviews, with those areas rated as high impact being conducted in year one ie 2003/04
- 4.1.4 The programme of reviews has evolved as we have further developed our equality impact assessment process. The programme now focuses on carrying out comprehensive equality impact assessments on cross-cutting themes which would not be adequately addressed through either an Annual Service Unit EIA or a Specific EIA led by one Service Unit. The issues which come under the programme of reviews tend to require input from several different Service Units or even different Directorates. For example the recent EIA on the Children and Young People's Plan 2008 – 2011.
- 4.1.5 A list of all Council functions, relevant to the General Duty of the Race Relations Amendment Act, is set by service unit and directorate, in Appendix 4.
- 4.1.6 Each Service Unit should prioritise which of its functions and policies are most relevant to race equality. This will enable them to organise and plan actions to better promote race equality. For example, a Service may ask whether there is any evidence that a policy or function is affecting some ethnic groups differently; whether there is any concern from residents that a policy or functions is causing discrimination; and whether such a policy or function is damaging good race relations.

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4.2 Equality Impact Assessments (EIAs)

- 4.2.1 Since 2006/07 each Service Unit has been required to carry out Annual Equality Impact Assessments of their functions as part of the service planning process. These annual assessments are published in full on the Council's website, under equality & diversity. The purpose is to encourage all Service Units to continually gather and regularly assess information about the impact their services and functions have on specific groups. Information about the take up of services by different groups is monitored as part of this process, and wherever possible the information is informed by engagement with hard to reach or vulnerable groups.
- 4.2.2 The aim is that, through robust monitoring and meaningful engagement, any potential adverse impact or opportunities to better promote equality, are identified and addressed through appropriate action.
- 4.2.3 Considering the information gathered over the year during an Annual EIA should help Service Units identify their own equality objectives for the coming year and to set out the specific actions they will take to achieve those objectives.
- 4.2.4 In addition to annual assessments, the Council also considers the impact on equality issues when carrying out its daily functions. It is particularly mindful of the legal requirement for all Service Units to assess any likely *differential* impact any new or revised function² may have on the various target equality groups, including the different ethnic minority groups. The purpose of carrying out EIAs on specific policies or plans is ensure the risk of discrimination is adequately assessed and that any potential barriers or indeed opportunities are addressed at the outset ie at the earliest stage of planning or reviewing specific functions.
- 4.2.5 Specific EIAs are required by the statutory duties regarding equality and are known, within the Council, as *Specific EIAs* to differentiate them from the *Annual Service Unit EIAs*. For example, in February 2008 a specific EIA was conducted on the Council's eligibility criteria for assessing social care, to ensure it was not discriminatory towards any particular group. This was in addition to Community Services carrying out its Annual EIA, as part of its annual Service Plan. Since then other specific EIAs have been completed, including assessments on a range of HR policies.
- 4.2.6 In line with the Council's comprehensive equality policy, EIAs consider the six strands of equality, including race, in relation to both our workforce and external stakeholders, including service users and potential service users. The EIA templates have been designed so specific information regarding race is clear and distinct from information relating to the other equality strands. All EIAs inform individual service or team plans and can contribute to the ongoing development of our corporate action plans, including the action plan attached to this Scheme.

² 'function' in this context may involve any policies, plans, or changes to services.

4.3 Consultation and Community Engagement

- 4.3.1 The Council recognises that consultation is an essential activity to fulfil the General Duty for the Act. By actively seeking the views of ethnic minority communities, the Council is in a better position to identify risks of unlawful discrimination and take appropriate action to address them. Through consultation it can also monitor public perception and assess how effective its work is in promoting equality of opportunity and good race relations.
- 4.3.2 The Council's consultation toolkit provides detailed guidance to staff on consulting with the public, including people from ethnic minority backgrounds, and other stakeholders. It includes specific guidance on consulting with people from ethnic minority backgrounds, including:
- Identify who you wish to contact and where they are
 - Consider use of appropriate language
 - Make links with community influencers to establish trust
 - Consider cultural differences for example, in relation to food or gender
 - Use familiar channels for information such as places of worship or community papers
 - Ensure translation services are available and of appropriate quality
 - **Remember ethnicity is not the *only* defining characteristic of a group.** For example, disabled people from ethnic minority groups are likely to be at a higher risk social exclusion and greater efforts need to be made to encourage their participation.
- 4.3.3 During 2008/09 the toolkit is being further updated, to give staff and partners improved guidance, including more information on consulting with minority ethnic groups. It will also include a more extensive list of local minority groups to help support our equality work.
- 4.3.4 Consultation should be built into each stage of policy development and planning process, which is why it forms a key part of the Council's EIA process. The EIA templates ask what consultations have been conducted with particular minority groups, what the key outcomes were, and what future consultations are planned. Services are encouraged to consider the different methods of consultation including questionnaires, focus groups and engagement through outreach work. Equally, efforts need to be made to engage with people from minority ethnic backgrounds which are not necessarily represented by established groups.
- 4.3.5 All major consultations are listed and their findings published on the Council's website, under Consultation Finder³. Any published information can also be provided in alternative formats / languages, upon request. The Consultation Finder also enables members of the public to register their interests in particular subjects or particular Council services, so they can be automatically notified when relevant consultations are taking place.
- 4.3.6 The Council also recognises that consultation is just one part of community engagement and that further efforts should be made to promote on-going

³ www.westberks.gov.uk/consultation

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engagement with minority groups. For example a number of Services have sought advice from community groups to hold events for staff which celebrate diversity eg Chinese New Year. It also works with partners in supporting community events, such as the '*Building Bridges Across the Faiths*' event in October 2008. Through on-going engagement, we aim to reach out to communities to create empowerment opportunities, where communities are given the confidence, skills, and power to shape and influence what we do.

- 4.3.7 The Council supports the West Berkshire Minority Ethnic Forum which includes members from a range of local ethnic minority groups and which works to raise concerns of its membership with the statutory agencies and, through various activities, works to promote the benefits of greater inclusion of minority communities and individuals in West Berkshire.
- 4.3.8 The relationship with the Forum is greatly valued as it enables the Council to hear the views of local ethnic minority groups and discuss key issues in relation to ethnicity, faith, and culture. The Council is committed to further developing its relationship with the Forum to engage other partners, such as those on the Local Strategic Partnership, in working together to promote good race relations and greater community cohesion.
- 4.3.9 The Council is also committed to supporting a range of events to address discrimination and encourage community cohesion. For example, in January 2007, as part of the Holocaust Memorial activities, the Council hosted an event on the theme "*Same. But Different*", which remembered the various groups persecuted by the Nazis, and brought together people from different ethnic backgrounds, including local Muslims and local Jewish people to reinforce the importance of tolerance and respect for difference in our own community today. The event was attended by local school children and residents and received positive coverage in the media.
- 4.3.10 In 2008 the Council hosted several events on the theme "*Imagine: remember, reflect and react*", and again involved residents and local school children. The theme focused on how ordinary people can make a difference by taking action amid racial hatred and persecution. Once again, the events received positive media coverage and were complimented by West Berkshire Minority Ethnic Forum, who continue to work with the Council on other awareness raising events.

4.4 Monitoring

- 4.4.1 West Berkshire Council recognises the importance of monitoring take up of services by ethnicity, in addition to monitoring the level of satisfaction with our services. Some Services have well established systems for collecting ethnicity data. Those services tend to have on-going contact with people who use their services, for example, Community Care, and Children & Young People Services. Other Council Services may not have direct personal contact with their users, or the nature of that contact may mean there is not the same need to routinely collect personal information. However, all Services will endeavour to monitor who uses their services, whether directly or indirectly, and to monitor satisfaction rates. Evidence of this will be set out in their annual impact assessments.

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- 4.4.2 The aim of this Scheme is to establish or improve systems to better monitor the impact of our functions and to actively use the information to improve service delivery for the benefit of all. We will work with local communities to raise awareness about the importance of collection such information.

4.5 Publishing Evidence Gathered

- 4.5.1 Results of formal consultation exercises will be reported and published on the Council's Consultation Finder. In addition results may be published in reports to Corporate Board and the Council's Executive and also made available on our website. Key consultations, relevant to race, will be summarised in our annual progress report on the Race Equality Scheme. We will use feedback from consultations to inform the annual progress report; revise the RES action plan; and to plan future consultations.
- 4.5.2 Where possible we seek to inform the public about key consultations and outcomes through the media, in particularly through the '*A Great Place to Live*', which is a new quarterly magazine delivered to local residents. We will also inform Elected Members through the Members Bulletin and inform Officers through the 'Reporter', the staff newsletter.
- 4.5.3 In addition, we have developed an Equality and Diversity section⁴ on the Council's website. We will continue to develop this section and provide information about our work on equality, including specific information on race equality.

4.6 Access to Services and Information

- 4.6.1 West Berkshire Council is committed to making its services accessible to all. We provide a wide range of translation and interpretation services to ensure that service users and potential service users, can access information about our services. All customer service points clearly advertise the fact that translation and interpretation services can be provided.
- 4.6.2 All public documents produced by the Council contain our approved 'equality statement' which highlights our commitment to treating everyone with respect and gives details of how to request the information in an alternative format, or alternative language. Services are also encouraged that, where appropriate, targeted information to particular communities is already produced in the appropriate formats or languages.
- 4.6.3 The Council has produced a new Customer Focus Strategy to ensure improved access to services, including access for minority communities. New customer information centres have been opened in different locations across the district, including one at Sainsbury's at Calcot, where specially trained staff are available to help people access our services. We are also in the process of developing an engagement framework that will pull together the wide range of mechanisms that can be used by the Council to engage with local residents. The aim is to help Officers in engaging with local residents and to ensure everyone in the District has the opportunity to influence the way we design and deliver our services.

⁴ See www.westberks.gov.uk/equality

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4.6.4 The Council is also supporting the All U Need 2 Know project, which is comprehensive information service on all health and well being services provided by public, private and voluntary services. The All U Need 2 Know project provides a single route to a wide range of information and resources to help people in West Berkshire access services in order to maintain their health and general well being. Its aim is to prevent exclusion and promote well being, creating a cycle of well being for everyone in the district, through participation, leisure, education, improved health and ensuring people are valued in the workplace and community.

4.7 Training and Development

4.7.1 The Council takes its responsibility to train its employees in the General Duty to eliminate unlawful discrimination, to promote equality of opportunity, and to promote good race relations between people of different ethnic groups, very seriously.

4.7.2 Through an effective and on-going equality training programme, combined with events that celebrate our diversity, we aim to further embed equality and diversity into everything we do. Our corporate training programme has been refreshed and two new courses, one for staff, and one for managers, are being rolled out in 2008/09. Elected Members are also offered training and development opportunities in relation to this agenda.

4.7.3 As indicated in the Council's Corporate Equality Plan, all equality training will be closely monitored to ensure:

- effective take up of equality training amongst both officers and Elected Members
- improved awareness amongst employees about the shared responsibility to promote equality and assist in delivering our equality plan and implementing actions related to corporate equality Schemes, including this Race Equality Scheme;
- new recruits gain an understanding of the Comprehensive Equality Policy during their induction;
- all officers involved in policy development and service delivery are aware of their statutory duties in terms of equality legislation and the need to conduct impact assessments;
- officers develop skills for conducting impact assessments and monitoring services;

5 Meeting the Specific Duty - Employment

5.1 Monitoring Diversity within our Workforce

5.1.1 The Race Relations (Amendment) Act places specific duties on the Council in relation to employment practices. In order to fully comply with the requirements the Council has recently developed a new HR data system, called Resource Link.

5.1.2 Under the Act we must monitor by racial group:

(a) the numbers of:

- (i) employees in post
- (ii) applicants for employment, training and promotion

(b) the numbers of employees who:

- (i) receive training
- (ii) benefit or suffer detriment as a result of performance assessment procedures
- (iii) are involved in grievance procedures
- (iv) are the subject of disciplinary procedures
- (v) cease employment with the Council

5.1.3 The Council will publish the above information on an annual basis on its website under www.westberks.gov.uk/humanresources. Further information will also be included in future Annual Employment Reports. The statistics will be analysed to inform the Council's People Strategy and this Scheme's action plan.

6 Next Steps

6.1 Future development of the Scheme

6.1.1 This Scheme will continue to be monitored by the Corporate Equality Group and annual progress reports will be provided to the Council's Executive. As previously indicated the Scheme's action plan will be updated every six months and the latest version will be available on the website under www.westberks.gov.uk/race.

6.2 How to comment on the Scheme

6.2.1 The Council welcomes comments on the Scheme. If you have any suggestions or concerns about our Race Equality Scheme please contact the Policy Officer for Equality on Telephone 01635 519441 or email: equality@westberks.gov.uk.

6.3 West Berkshire Council's Complaints System

6.3.1 Complaints are an important indicator on how well our services are performing and meeting the needs of local people. Therefore we have put in place a comprehensive procedure to ensure any complaint in relation to West Berkshire Council is responded to in a professional manner. The diagram in Appendix 5

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illustrates this system and further information is set out on our website under www.westberkshire.gov.uk/complaints.

- 6.3.2 Any complaint regarding discrimination or harassment due to race or other equality issues will always be taken seriously and investigated thoroughly. We recognise that discrimination or harassment may be a hidden reason for a complaint, or it may be one part of a complaint. Where it is felt that a crime is being committed which has not been reported to the police (eg a racial offence), Officers should advise the complainant that they can refer their complaint to the Police if they wish to. All discriminatory incidents involving Council employees, and subsequent management action, is recorded and monitored by the Council.

6.4 Further information, advice and guidance

- 6.4.1 The Council understands that people may wish to seek independent advice from other sources, especially if they feel believe they have been discriminated against on grounds of race. Confidential advice about racial discrimination can be obtained from West Berkshire's Community and Diversity Officer at Thames Valley Police on Telephone 01635 264680. In addition, Reading Council for Racial Equality also provide a wide range of advice and guidance and can be contacted on Telephone 0118 951 0279.
- 6.4.2 In addition a wide range of information is provided by the national Equality and Human Rights Commission, who operate a public helpline on Telephone 0845 604 6610 or textphone 0845 604 6620.

7 List of Appendices

- Appendix 1 Race Equality Scheme 2008 – 2011 Outline Action Plan
- Appendix 2 Equality Policy Statement
- Appendix 3 Illustrative diagram on how the RES links to other equality work
- Appendix 4 Draft list of Council functions relevant to the General Duty
- Appendix 5 West Berkshire Council's complaints system
- Appendix 6 Examples of recent work to advance racial equality

Appendix 1 to West Berkshire Council's draft Race Equality Scheme 2008 – 2011

Outline Race Equality Action Plan 2008 - 2011

This plan is part of the draft Race Equality Scheme 2008 -2011. It indicates what actions West Berkshire Council intends to take in order to comply with the three main elements of the Race Equality Duty ie

- (i) to eliminate unlawful racial discrimination and harassment;
- (ii) to promote equality of opportunity;
- (iii) to promote good relations between people of different racial backgrounds.

Please note the plan will remain a 'live' document through the lifetime of the Scheme. It will be updated every six months and published on the Council's website, together with the main Scheme, under www.westberks.gov.uk/race.

Note: The status columns on the right are designed to demonstrate any change in progress between each six monthly review.

To comment on this outline action plan, please email equality@westberks.gov.uk

Desired Outcome: to eliminate unlawful racial discrimination and harassment					
Action	Target Date(s)	Lead Officer	Comment	Status	Previous Status
The Council's Comprehensive Equality Policy and Plan is regularly updated, to include explicit reference about the Council's duty to work to eliminate unlawful race discrimination and to promote racial equality and that the policy is accessible to all employees and Members.	May 08 and thereafter annually	Policy Officer (Equality & Diversity)			

Desired Outcome: to eliminate unlawful racial discrimination and harassment					
Action	Target Date(s)	Lead Officer	Comment	Status	Previous Status
All Council plans and policies are in line with the Corporate Equality Policy	On – going	Heads of Service	The aim is to help eliminate discrimination towards passengers and towards drivers and to ensure where incidents do occur they are appropriately addressed.		
All service units to conduct and publish Annual Service Unit EIAs, including assessing impact on race, and ensure issues identified result in actions being incorporated into service plans and relevant equality schemes.	March 2008 and thereafter annually	Heads of Service			
Specific EIAs to be carried out on all new or revised policies likely to impact on target equality groups and to ensure evidence is published and actions progressed.	March 08 onwards as required	Heads of Service			
Equality issues, including progress on implementing actions identified by EIAs or work requiring specific EIAs are considered by Senior Management Teams on a quarterly basis and plans updated accordingly.	September 08 and quarterly thereafter	Heads of Service (via SMTs)			
All service units to seek engagement with	On going	Heads of Service			

Desired Outcome: to eliminate unlawful racial discrimination and harassment					
Action	Target Date(s)	Lead Officer	Comment	Status	Previous Status
minority groups and publish details of consultations, including outcomes					
Service units to monitor and record take up of services according to race and take action as appropriate and evidence in annual Service Unit EIAs	March 08 and on-going	Heads of Service			
All Service Units to abide by the procurement policy, which includes guidance on equality when going out to tender, and also the requirement for all contractors to abide by the Council's Comprehensive Equality Policy.	Sept 08	Heads of Service			
Corporate equality & diversity training, including training on racist incidents and public sector duties under RRAA, to be rolled out to all staff	June 2008 onwards	HR manager			
Heads of Service to promote understanding of diversity issues amongst their workforce by encouraging the celebration of cultural events and ensuring staff attend training as appropriate.	On going	Heads of Service			
Elected Members to be offered training on race legislation and the wider equality & diversity issues	By April 09	CEG / Member Development Group			

Desired Outcome: to eliminate unlawful racial discrimination and harassment					
Action	Target Date(s)	Lead Officer	Comment	Status	Previous Status
Information, advice and guidance for Council staff and Elected Members maintained on intranet	On-gong	Equality Officer (Policy & Communication)			
Quarterly bulletins issued to staff and members on equality legislation and related best practice	On-going	Legal Office (Alison Coles)			
Awareness raising over the procedure for reporting and recording racist incidents within West Berkshire Council	TBA				
Safer Communities Partnership team to work with partners to tackle racist incidents and ensure mechanisms are in place to report and address incidents.	July 2008 onwards	Rachel Craggs Community Safety Manager			
Safer Communities Partnership Team, in conjunction with Wokingham Borough Council, to bid for funding to prevent violent extremism	September 2008	As above			
Ensure the new draft Gypsy & Traveller Policy takes account of the Race Equality Duty, in particular access to services and understanding and giving fair consideration to the rights & needs of that community through consultation and conducting an EIA	Nov 2008	Bill Jennison Head of Countryside and Environment			

Desired Outcome: to eliminate unlawful racial discrimination and harassment					
Action	Target Date(s)	Lead Officer	Comment	Status	Previous Status
on the draft policy and that evidence of the EIA is published before the policy is formally adopted by the Council					
Review the new draft Gypsy and Traveller policy one year after its implementation and ensure the review considers the equality implications.	Dec 09	Bill Jennison Head of Countryside and Environment			
Maintain the work of the Traveller Liaison Service		Paul Hendry			
Maintain the work of the Traveller Education Service		Moira Blake			
Bus drivers are trained in equality and diversity (Road Passenger Transport NVQ Level 2) to prevent racism	On going	Transport Manager - Highways and Transport			

Desired Outcome: to promote equality of opportunity					
Action	Target Date(s)	Lead Officer	Comment	status	status
Human Resources to revise its Recruitment Policy and carry out a specific equality impact assessment (EIA) on the new draft policy	Sept 08	HR manager	The new policy is expected to be in place by December 2008		
Human Resources to monitor & publish ethnicity related HR indicators, including on applications, recruitment, and career progression, in future Annual Employment reports and use data to inform the People Strategy	Annually	HR manager			
HR to review policies to ensure fair and effective pay and rewards policy and review job evaluation process to ensure it is not discriminatory	2009 details TBA	HR manager			
Service units to take active steps to attract potential applicants from diverse backgrounds		Heads of Service			
Ensure information about services and how to access them is easily accessible – to include review of website and signposting to partner organisations					
Workforce strategy to consider how managers from BME backgrounds are		Children's Service			

Desired Outcome: to promote equality of opportunity					
Action	Target Date(s)	Lead Officer	Comment	status	status
reflected up the tiers of management					
Monitor access to Children and Young People services by race/ethnicity in order to ascertain any trends or unmet needs.	Immediate and on-going	CYP Directorate			
Conduct an analysis of overall ethnicity of service users and any trends and to report on areas for action or consideration	September 2008	CYP Directorate			
The identity and care needs of children in care, who are from black and minority ethnic communities, are respected, valued and enhanced	Immediate and on-going	Children's Services			
Encourage the recruitment of foster carers and adopters from ethnic minority communities in order to provide the same cultural (or faith) placements	Immediate and on-going	Family Placement Team in Children's Services	This will include ensuring recruitment campaigns for foster /adoptive carers reach BME communities.		
Education Services to provide additional support and intervention for minority ethnic children for whom English is an additional language	On -going	Hazel Davies Ethnic Minority Achievement Team Manager			
Monitor the educational achievement of all BME children and report to schools on areas for action or review	On-going	As above	Note the Council is an associate authority for the National Strategies Black Children's Achievement		

Desired Outcome: to promote equality of opportunity					
Action	Target Date(s)	Lead Officer	Comment	status	status
			Programme		
Specific EIAs are carried out on proposals arising from the 3 year System Transformation Programme to personalise, modernise and reform adult social care.	2008 - 2011	Community Services (Nigel Owen)			
All Council publications to reflect West Berkshire's diverse community		Heads of Service			
The equality statement is produced on all public documents to indicate information can be provided in alternative languages and all staff know how to access translation / interpretation services.		Heads of Service			
Services to audit what information is held on race, including workforce and service user information, and ensure it is up to date and comprehensive		Heads of Service			
Services to consult with minority ethnic communities regarding access to services		Heads of Service			
Housing to conduct specific EIAs on Homelessness Strategy; Housing Strategy; and Supporting People Strategy – to include consideration of race		Housing Strategy Manager			

Desired Outcome: to promote equality of opportunity					
Action	Target Date(s)	Lead Officer	Comment	status	status
Education Services to provide targeted adult learning to specific groups eg travellers, Muslim women		Adult & Community learning Manager			
Education services to provide additional support & intervention for BME children, including specific Ethnic Minorities Achievement team to support BME pupils with language difficulties					
Monitor the educational achievement of all BME children and report to schools on arrears for action or review	Immediate and on-going	Education Services			
Monitor that the BME population are not overrepresented at any stage of the youth justice system	Annually	Youth Offending Team Manager	Information reported to Youth Court User Group, YOT management Group and Youth Justice Board		
Audit case files in the Youth Offending Team to ensure diversity is adequately addressed	March 2009	Youth Offending Team Manager			
Obtain feedback from young people of BME background as to their experiences of local youth justice services to inform planning	March 2010	Youth Offending Team Manager			
Cultural Services to consult with WBME		Cultural Services	Specifically to review library		

Desired Outcome: to promote equality of opportunity					
Action	Target Date(s)	Lead Officer	Comment	status	status
Forum and make adjustments to services as necessary			stock and review leisure facility programmes		
Improve flexibility of Community Mental Health Services to deliver culturally sensitive services		Head of Mental Health Services			
Increase numbers of BME people accessing older people services	2008/09	Head of Older People's Services	Identified as an action in the annual service unit EIA.		
The Phoenix Centre, which specialises in providing services to people with learning disabilities, will continue to run events that raise awareness about cultural diversity.					
To provide an effective communication strategy for those who work in the food industry where English is not their first language, including the delivery of effective training to identified target groups.	Feb 2009	John Priest – Environmental Health and Licensing Manager			
Planning and Trading Standards to use satisfaction surveys to better monitor satisfaction with services, including satisfaction rates of people from minority ethnic communities.					

Desired Outcome: to promote good relations between people of different racial groups					
Action	Target Date(s)	Lead Officer	Comment	status	status
On going support to the West Berkshire Minority Ethnic Forum (WBMEF), including initial funding and provision of IAG as required.	On-going	Karen Reeve			
Service Level Agreement with the WBMEF (July 08 - March 2011)	Review Jan 09	Policy Officer			
Education Services to work with WBMEF on community cohesion projects and to provide support for schools through training	On going	Hazel Davies – Ethnic Minority Achievement Team Manager			
Education Services to investigate possibility of West Berkshire joining the 'Linking Schools Network'	2009 (details TBC)		Note the network links children from very different school communities through visits and joint working.		
Arrange a cultural events programme for Elected Members, including a visit to Newbury Mosque	Sept 2008				
Library Services run a range of programmes promoting cultural diversity	On-going	Christine Owen	'Out of African' – June 08 Dream Tree (Children's Theatre) - July 08 Fair Trade Day – 6th December 08		

Desired Outcome: to promote good relations between people of different racial groups					
Action	Target Date(s)	Lead Officer	Comment	status	status
Support community events aimed to tackle racial prejudice and to promote better understanding	On going	Relevant Heads of Service			
Education Services to run training programmes within WBC schools to tackle bullying / hate crime					
Ensure minority ethnic groups are consulted on all major Council plans / strategies	On- going	Jason Teal (Policy & Comms)			
During annual reviews of the Local Strategic Partnership's Sustainable Community Strategy ensure race equality is reflected.	March 2008 and reviewed annually	Mark Harris (Partnerships Manager)			
Specific equality impact assessment on the LSP plan (sustainable community strategy)	July 08	Emma Lamb			
Work with the media to ensure reporting is balanced and does not exacerbate tensions	On going	Keith Ulyatt, PR Manager			

West Berkshire Council's Equality Policy Statement

“West Berkshire Council will actively strive to address inequalities through its planning and delivery of services. All Council Members, employees, and agents will work to eliminate unlawful and unfair discrimination and to promote equality and good relations within all sections of the community. We will treat everyone with respect, regardless of race, disability, gender, age, religion or sexual orientation”.

- 1.1 West Berkshire Council is committed to fulfilling its role as an employer, service provider, purchaser of goods and services, and also as a community leader without any discrimination in terms of colour, culture, race or ethnic origin, nationality, religion or belief, political affiliation, gender, disability, age, sexual orientation, geographical location, trade union membership, or any other status.
- 1.2 The Council welcomes its responsibility to provide effective, accessible, and appropriate services that meet the needs of all its customers. We recognise, not only the moral and legal obligations in fulfilling this responsibility, but also the fact that it makes good business sense to do so.
- 1.3 We will strive to treat everyone fairly, with dignity, and we will actively promote equality of opportunity. We will challenge stereotyping and seek to redress imbalance and injustice, working for the interests of the whole community, whilst at the same time valuing the diversity across West Berkshire and the unique contribution each individual can make.
- 1.4 West Berkshire Council performs a number of roles in the local community and we will take our responsibility to promote equality and tackle discrimination seriously whilst carrying out each of these roles, which include:
 - **Organisational Leadership** The Council's Plan 2007 – 2011 puts respect in all our relationships at the heart of our approach. We aim to treat people within our organisation respectfully and with integrity.
 - **Community Leadership** We will continue to work in partnership with local organisations and individuals to combat prejudice, tackle discrimination, and to promote equality, social inclusion and community cohesion. We aim to be a positive role model for others.
 - **Service Delivery and Customer Care** We will aim to provide appropriate, accessible services for all customers and always be respectful in the way we, or agents acting on our behalf, provide those services.
 - **Employment and Training** We recognise that a diverse workforce, that reflects its community, is often better able to meet the needs of its customers.

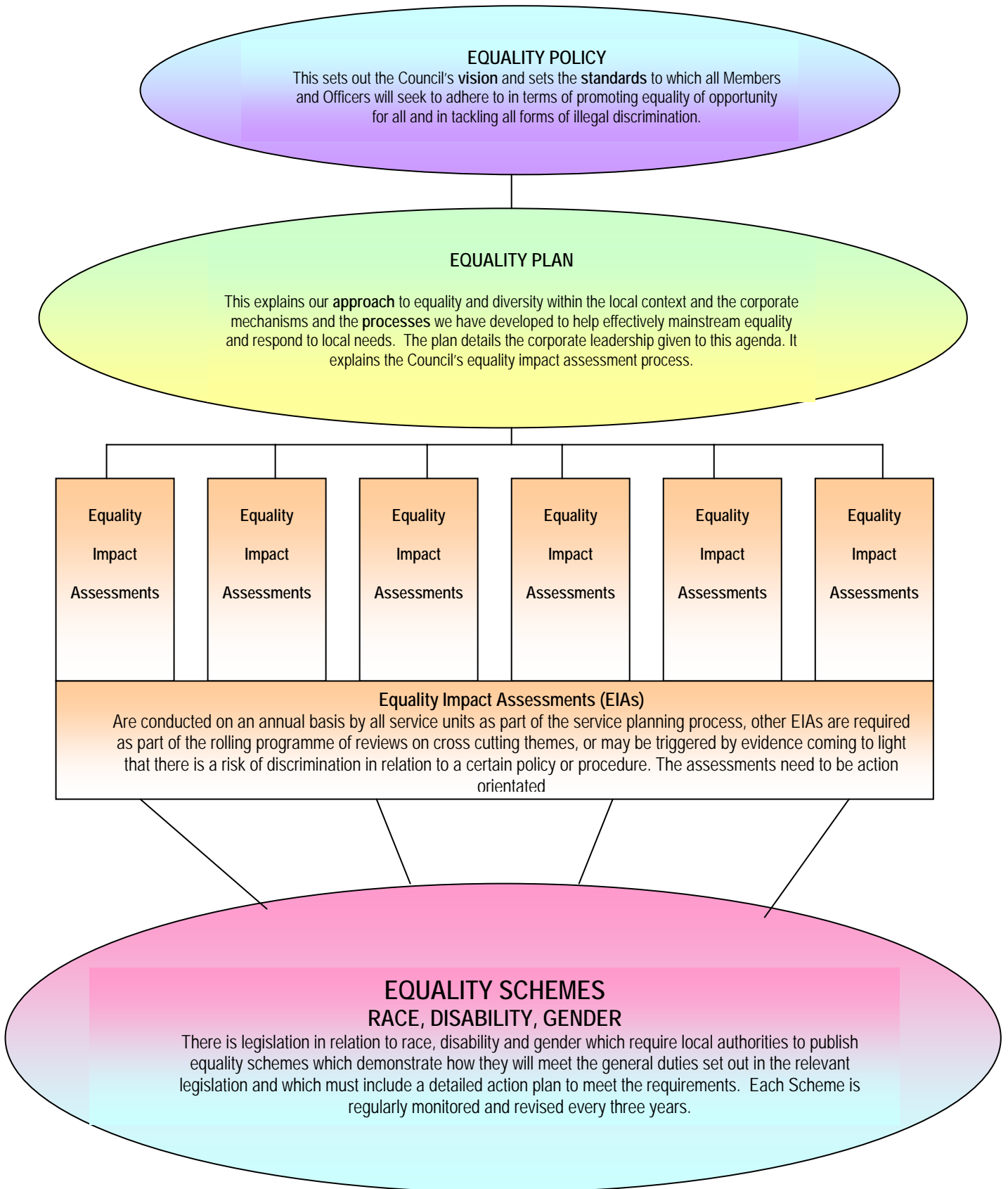
We will recruit people based on their skills and experience and help develop them to their full potential through a range of training and support.

1.5 West Berkshire will also endeavour to mainstream its approach to equal opportunities. By this we mean we will seek to explicitly build equal opportunities into our everyday actions, particularly in the following areas:

- ✓ Policy making
- ✓ Business planning
- ✓ Service delivery and community engagement
- ✓ Employment practices
- ✓ Performance management review

How the Race Equality Scheme links to other equality and diversity work
- Appendix 3 to the Race Equality Scheme

How the policy, plan, assessments and schemes fit together!



Appendix 4 to West Berkshire Council's draft Race Equality Scheme 2008 – 2011

West Berkshire Council's Draft List of Functions, including key policies and plans, which are relevant to the General Duty to promote Race Equality	
Service Unit	Relevant functions, including key policies and plans. (For more detailed information see annual equality impact assessments on www.westberks.gov.uk/equality)
Housing & Performance	Management of Common Housing Register & Choice Based Letting
	Homelessness prevention, assessment, and options
	Tenancy support to vulnerable households at risk of homelessness
	Enabling new affordable housing
	Homelessness Strategy
	Supporting People Strategy
	West Berkshire Allocations Policy
	Client financial services
	Staff Development and Training
	Safeguarding Adults against Abuse
	Providing Performance and Management Information
	Quality Assurance of social care services
	Public Information about adult social care services
	Contracts Management for adult social care services
Older People's	Assessment and care management services for older people and adults with a physical disability in need of social care
	Commissioning care services that will support Older People and Adults with a physical disability to remain in their own home.
	Provision of services to support individuals maintain independence and improve quality of life
Community Care & Well Being	Assessment and care management services for adults with a learning disability in need of social care
	Mental Health Act Assessments & Mental Capacity Assessments for adults in need of social care
	Commissioning care services that will support Adults with a learning disability and mental health problems to remain in their own home
	Provision of services to adults with a learning disability and mental health problems to enable them to maintain independence and improve quality of life.
	To lead a partnership for improving health & well-being through AUN2K and P2E
	West Berkshire Partnership Health and Well Being Strategy
	Commissioning strategies for LD and MH services
	Care Management in West Berkshire Principles and Standards
	Service Plans
	Local Services for Local People
	Putting People First in West Berkshire Strategy
	Preparing for the Future plan

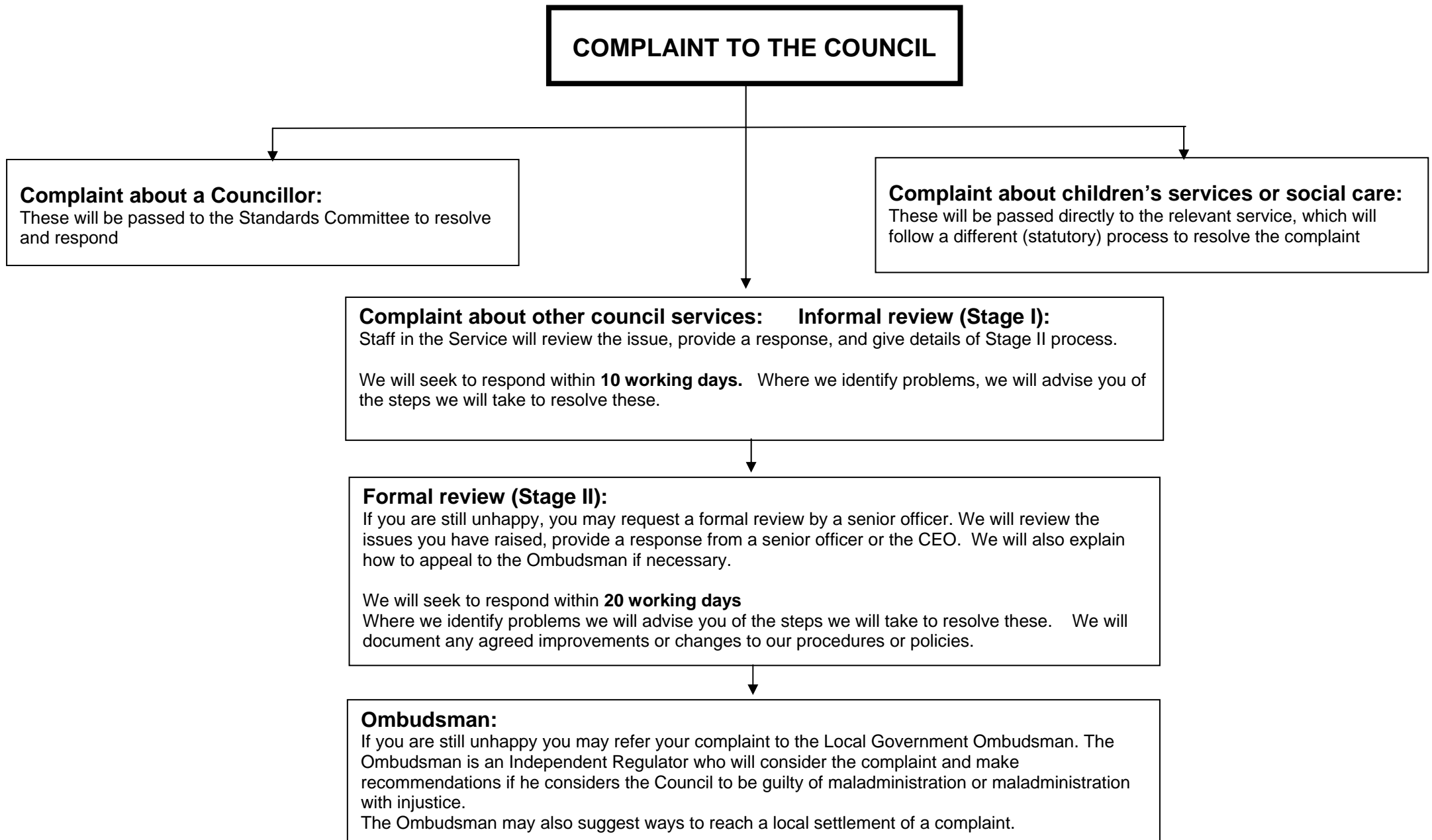
West Berkshire Council's Draft List of Functions, including key policies and plans, which are relevant to the General Duty to promote Race Equality	
Service Unit	Relevant functions, including key policies and plans. (For more detailed information see annual equality impact assessments on www.westberks.gov.uk/equality)
Cultural Services - arts & leisure - heritage - tourism - libraries	To improve access to existing cultural services and/or provide support and signposting to other service providers
	Operation of Leisure Centres
	Sports and Arts Development Programmes
	Operation of Library Services, including mobile services
	Tourism Information
Education Services	Access (funding, admissions, transport etc)
	Adult and Community Learning
	Support for Traveller & Asylum Seekers
	School improvement strategies (including for BME)
	Inclusion of SEN and looked after children
	Alternative Curriculum Services (PRUs)
	Early Years and Childcare
	School Governor Support, Information and Training
	Schools Admissions Policy
	Adult & Community Learning Plan
	Traveller Education Development Plan
	Anti Bullying Policy
Children's Services	Safeguarding & Child Protection Services
	Services to Vulnerable Children (inc disabled, children in need, UASC,
	Family Placement Services (fostering, adoption)
	Services to children in care
	Youth Offending services
Children's Commissioning and Quality	Family Conferencing Services
	Parenting Strategy
	Restorative Community Conferencing
	Child Protection Conferencing services
	Research & Evaluation Services
	School Profiling Service
C&YP Directorate overall and the Children's Trust	Berkshire Safeguarding Boards Child Protection procedures
	Children and Young People Plan
	Children in Care Policies

West Berkshire Council's Draft List of Functions, including key policies and plans, which are relevant to the General Duty to promote Race Equality	
Service Unit	Relevant functions, including key policies and plans. (For more detailed information see annual equality impact assessments on www.westberks.gov.uk/equality)
Customer Services	Community Information Centres
	Contact Centre
	Customer Service Strategy
	Council's website (internet and extranet)
Countryside & Environment	Countryside Management (including gypsy & traveller liaison service)
	Environmental Health & Licensing
	Grounds Maintenance
	Waste Management
	Gypsy & Traveller Policy
Planning & Trading Standards	Planning & Trading Standards Services
	Trading Standards – Enforcement
	Local Transport Plan
	Building Regulation Service – Applications and enforcement
	Development Control Service - Applications and enforcement
Highways & Transport	Provision of highway maintenance, lighting, street works and highway structures
	Car parking
	Highways Development Control
	Procurement of transport services
	Traffic management and road safety
	Delivery of Highway improvements.
Human Resources	Development of HR policies, procedures and associated management guidance
	Commissioning and provision of training
	Maintaining & encouraging good employee relations
	Maintaining HR records, including job descriptions and evaluation of grades
	Providing recruitment and selection service
	Provision employee counselling service (via external)
	Developing People Strategy and contributing to the corporate equality schemes
Finance	Maintaining and supporting operational services with advice on finance, accountancy, audit, & insurance
	Medium Term Financial Strategy
	Procurement Strategy 2007 – 2011
Property Services	Repairs and Maintenance
	Procurement, Contract Monitoring
	Estate Management
	Energy Management
	Asset Management Planning

West Berkshire Council's Draft List of Functions, including key policies and plans, which are relevant to the General Duty to promote Race Equality	
Service Unit	Relevant functions, including key policies and plans. (For more detailed information see annual equality impact assessments on www.westberks.gov.uk/equality)
ICT	Availability & suitability of the WBC & WBC schools' ICT business infrastructure & systems
	Provision of technical assistance, training and support to WBC staff through the ICT Help Desk & schools' staff through the Schools ICT Help Desk
	Supporting the delivery of ICT and business projects
	Defining and enforcing policies including WBC's ICT Policy, Business Continuity & Information Security and developing and delivering the Council's ICT Strategy
Legal & Electoral Services	Local Land Charges
	Electoral Services
	Registration Service
	Legal Services
Benefits & Exchequer	Payment of accounts (including housing benefit)
	Accounts receivable services
	Provision of Housing & Council Tax Benefits admin service.
	Cashiers – provide facilities for receipt of monies
	Council Tax & NNDR services
	Homecare finance service support
Policy & Communication	Policy and Scrutiny Work
	Management of the Local Strategic Partnership
	Parish Planning
	Voluntary Sector Support
	Economic Development
	Consultation Toolkit and advice provided for exercises
	Specific consultations undertaken by the research & consultation team
	Public Relations
	Information (including complaints handling)
	Democratic Support
	Drafting and revising the Council Plan (sets out corporate priorities)
	The Sustainable Community Strategy
	The Council's Equality Policy and related Schemes
Functions of Safer Communities Partnership Team Work (see detailed functions below)	
Safer Communities Partnership Team (part of Policy and Communication)	
	Coordination of the West Berkshire Drug and Alcohol Action Team including commissioning of local drug treatment services
	Coordination of the Crime and Disorder Reduction Partnership including the generation of an annual Partnership Strategic Assessment and Community Safety Partnership Plan

West Berkshire Council's Draft List of Functions, including key policies and plans, which are relevant to the General Duty to promote Race Equality	
Service Unit	Relevant functions, including key policies and plans. <i>(For more detailed information see annual equality impact assessments on www.westberks.gov.uk/equality)</i>
	Coordination of the Neighbourhood Watch Scheme
	Coordination of the Anti-social Behaviour Panel and monitoring of ASBOs and ABCs
	Coordination of Domestic Abuse Reduction
	Management of the Neighbourhood Wardens Scheme
	Management of the West Berkshire CCTV system
	Analysis of community safety related data and management of the Partnership Intelligence Monitoring and Mapping System
	Coordination of crime reduction initiatives
	Coordination of the Shop Safe Scheme and monitoring of Exclusion Orders

Appendix 5 to draft Race Equality Scheme - an illustration of West Berkshire Council's corporate complaint system



Appendix 6 Examples of recent work to advance race equality

West Berkshire Council subscribes to the 'Living in the UK', a national information forum book, which is provided in 10 languages, and is offered to all new refugee and asylum seeking social care clients.

Library Services have developed a foreign fiction collection offering material to readers in a range of languages, including Eastern European languages. Library collections have increased and continue to adapt to meet changing demands.

The All u Need 2 know Project, which raises awareness about various services for health and wellbeing, has taken its service out to West Berkshire Minority Ethnic Forum and local gypsy and traveller sites

In October 2008 a revised Traveller Policy was adopted in October 2007 to address traveller needs and establish a framework for a multi agency approach to the management of gypsies and travellers to ensure a fair and sensitive approach to managing traveller issues.

The Council continues to fund the traveller education project which provides basic skills for adults, family learning, and study support for children and community development.

West Berkshire Council is an associate authority for the National Strategies Black Children's Achievement Programme. In addition to monitoring the achievement of all ethnic minority children and reporting areas for action the Council's Ethnic Minority Achievement Team runs a New Arrivals Excellence Programme which provides training for induction procedures for schools for new arrivals.

The Ethnic Minority Achievement Team produce welcoming leaflets to new arrivals and provides dedicated support to pupils from ethnic minority backgrounds and whose English is an additional language

In March 2008 the Council hosted a Community Cohesion conference for all School Heads. The Council also provides briefings to Head teachers in all phases at the Primary and Secondary Heads Forums on the responsibilities to promote community cohesion and works to raise awareness amongst school governors.

The Council's Youth Offending Team (YOT) have introduced specialist training for all YOT staff on challenging racist attitudes and beliefs.

The Council continues to support the West Berkshire Ethnic Minority Forum and over recent years has worked with partners to host a number of ethnic minority events, including drop in sessions, social evenings, and production of a newsletter.

The Safer Communities Partnership Team have revised information on services available to victims of domestic abuse and perpetrators to make it more accessible to people from ethnic minority backgrounds. In particular a leaflet has been revised to include a covering strap line in Bangladeshi, Chinese, Polish, Portuguese, Punjabi and Urdu which directs the reader to a downloadable version on the new domestic abuse website. Similar changes have been made the Family and Friends leaflet which provides guidance for people who have a friend or family member who is being abused.