

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

RACE EQUALITY SCHEME

REVISED 31 MAY 2005

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Action Plan

List of functions and policies

Equality of Opportunity in Service Delivery Policy

Equality of Opportunity in Employment Policy

1 Introduction

This revised Race Equality Scheme has been prepared to enable the Council to meet the requirements of the Race Relations (Amendment) Act 2000 and follows a review of the original scheme which was published on 31 May 2002. The Scheme considers race equality within the Council's wider strategic policy context and sets strategic objectives to be achieved over the next three years in accordance with an accompanying action plan.

The Race Relations (Amendment) Act 2000 places a statutory general duty on public bodies to promote race equality. This means that, in carrying out its functions, the Council must have due regard to the need to:

- Eliminate racial discrimination;
- Promote equality of opportunity; and,
- Promote good race relations.

The Scheme is designed to help the Council meet this general duty and it covers not only its obligations as a public service provider, with all that entails, but also its responsibility as an employer.

2 Mission Statement

The Council is committed to:

- Promoting good race relations;
- Mainstreaming race equality into all of our activities so that citizens from ethnic minority communities:
 - Can access our services;
 - Have equal opportunity to gain employment with us; and,
 - Play an active and fulfilling role in the economic, social and environmental well being of the County Borough.

3 Geography and Demographics

The County Borough covers an area of 44,217 hectares. Rising from sea level in the west to 600 metres at Craig y Llyn, above Glynneath, Neath Port Talbot is predominantly an upland area dissected by the valleys of the Afan, Neath, Dulais and Tawe rivers which all flow to the sea in Swansea Bay. These valleys are separated from each other by hill ridges of high forest or moor land. A narrow coastal strip extends around Swansea Bay where the main centres of population and economic activity are found. The surrounding valleys are rural in aspect with scattered communities, many of which still contain significant numbers of Welsh speakers.

The County Borough's resident population at the 2001 Census was 137,954. The Census revealed the following ethnic diversity:

White: British	131,198
White: Irish	685
Other White	1,137
Mixed: White and Black Caribbean	218
Mixed: White and Black African	42
Mixed: White and Asian	149
Other Mixed	119
Indian	241
Pakistani	104
Bangladeshi	156
Other Asian	38
Black Caribbean	81
Black African	41
Other Black	21
Chinese	155
Other Ethnic Group	83

The Census also showed that the number of Welsh speakers within the County Borough has increased since 1991. The Council's Welsh Language Scheme, written in response to the Welsh Language Act 1993, has provided a clear indication of our commitment to natural justice and the promotion of good race relations.

4 The Strategic Context

It is important to set the revised Race Equality Scheme in the wider strategic policy framework within which the Council operates. Modern public service delivery necessitates joined-up and integrated service planning, commissioning and delivery, not only between service units within the Council, but also with other statutory and voluntary sector public service providers operating in the county borough.

The Neath Port Talbot Community Plan is the overarching strategy that sets out the vision for Neath Port Talbot for the next ten years. The Council's own corporate aims and objectives are grounded in the Community Plan and each of the Council's services are managed and delivered via business plans with service objectives that clearly link to the Council's own objectives and the wider Community Plan objectives.

Neath Port Talbot Community Plan

Since the Community Plan was launched in 2002, the Community Plan Partnership has been working hard, both collectively and individually, to achieve the Plan's objectives and targets. Whilst there has been a large measure of success, since it is a ten-year Plan, much remains to be done.

A recently concluded review of the Community Plan assessed progress made to date and changing circumstances to produce a revised Plan covering the period 2005 to 2015. Following this extensive review and a period of public consultation the revised Plan will be launched in June this year.

The Plan has been strengthened across all of its themes, viz.

- Confident Communities
- Economic Prosperity
- Education and Lifelong Learning
- Health, Social Care and Well-being
- Environment
- Transport
- Community Safety

The confident communities theme in particular has been strengthened and prioritised, recognising and promoting the crucial role communities themselves play in achieving success.

This theme focuses on adopting a community development approach to working with communities, in order to help promote and maintain strong, vibrant local communities. This approach is about building community capacity to identify local issues and solutions to bring about change and improvement. The theme also recognizes the equal importance of communities of interest and communities of place. Communities of interest include those in danger of being discriminated against due to gender and gender reassignment, age, disability, race, language, colour, nationality or ethnic or national origin, responsibility for dependants, marital status, sexuality, HIV or AIDS status or religion/belief.

The Council's Corporate Aims and Objectives

The Council's own mission statement and corporate aims are based on ensuring that the Council maximizes its contribution to achieving the Community Plan's vision and objectives.

Mission Statement

To create a more prosperous, better educated, healthier, greener, safer and more confident future for the people and communities of Neath Port Talbot.

Community Leadership

To enhance Neath Port Talbot's reputation at local, national and European levels and to act as a focus for all local endeavours in achieving the vision of the Neath Port Talbot Community Plan.

Economic Prosperity

To make Neath Port Talbot a place where jobs, business, e-commerce and entrepreneurship can develop and flourish.

Education and Lifelong Learning

To provide the best opportunities for educational excellence, culture, leisure and lifelong learning.

Better Health and Well Being

To improve the health and well being of individuals and communities by providing effective services and tackling the causes of poor health and health inequalities.

Environment and Transport

To improve the quality of the local environment. To improve mobility and access, adopting an integrated approach to public transport.

Community Safety

To increase residents' and communities' sense of security and safety.

Confident Communities

To engage with local people and communities, fostering strong community spirit, identity and confidence.

Service Quality and Improvement

To provide customer-focused and cost-effective services continuously seeking improvement and value-for-money.

Guiding Principles

To deliver these corporate aims and objectives by promoting partnership working, sustainable development, social inclusion and equal opportunities.

The specific corporate objectives which support the “guiding principles” aim are as follows:

- To continue to improve the effectiveness of partnership working, both strategically and operationally;
- To engender commitment, openness and trust between the Council and its partners;
- To apply sustainable development principles to all of the Council’s activities;
- To adopt a joined-up approach to promoting social inclusion; and,
- To apply equality of opportunity principles to all of the Council’s activities, promoting minorities’ rights to play a full role in the community.

Effective implementation of this revised Race Equality Scheme is a key element in achieving these corporate objectives.

5 Key Policies and Plans

Our commitment to the equalities agenda is evident in the adoption of a number of policies, standards and plans in which the aims of promoting race equality, eliminating racial discrimination and promoting good race relations are implicit. These existing policies and action plans are a sound basis on which to build delivery of the Race Equality Scheme.

Equality of Opportunities Policies

Both the revised Equality of Opportunity in Service Delivery and the revised Equality of Opportunity in Employment policies, along with associated action plans, were approved on 7 May 2004. These can be found in the appendices.

Equality Standard in Local Government in Wales

The Council has adopted the Generic Equality Standard for Local Government in Wales and is currently working towards Level 2 of the standard, having successfully achieved Level 1 in 2004/2005.

It is anticipated that we will have reached Level 3 by 2008. Successful delivery of the action plans associated with our equal opportunities policies, the Welsh Language Scheme and the Race Equality Scheme will all contribute to the achievement of the Equality Standard.

CRE Leadership Challenge

The Leader of the Council and the Chief Executive have accepted personal corporate responsibility for promoting race equality and valuing diversity as part of the Commission for Racial Equality's Leadership Challenge. This leadership role now forms a key element of working towards the Equality Standard.

Welsh Language Scheme

The Council's Welsh Language Scheme:

- Offers the public the right to choose which language they use in their dealings with the Council;
- Recognises that members of the public can express their views and needs better in their preferred language;
- Recognises that enabling the public to use their preferred language is a matter of good practice, not a concession; and,
- Recognises that by denying the public the right to use their preferred language could place them at a real disadvantage

The Scheme ensures that services, policies and initiatives are assessed for their impact on both the Welsh and English languages and conformity with the Scheme's commitments. Implementation of the Scheme is ongoing and the Scheme's effectiveness is assessed annually by the Welsh language Board.

Public Policy Agreement

The Welsh Assembly Government was satisfied with the Council's performance in delivering the commitments made in the 2001-2004 policy agreement. These included achieving Level 1 of the Equality Standard.

The Council's second policy agreement with the Assembly covering the period 2004 to 2007 includes a wide range of commitments that contribute to both national and local priorities. Equality of opportunity features as one of these priorities and the Council has made a commitment to achieve Level 2 of the Equality Standard, and to have made significant progress towards achieving Level 3, by March 2007.

7 Progress and Achievements

Since the publication of the first Race Equality Scheme in 2002, the Council has made progress in promoting race equality in a number of practical ways both corporately and across a variety of service areas. These achievements are summarised below:

- The Library Service provides books and videos in Bengali, Punjabi and Cantonese in the main libraries in Neath and Port Talbot.
- Minority language newspapers are also provided by the service.
- The Education Psychology Service now provides assessments through the medium of Welsh.
- The Council has helped establish, and continues to be involved in, the annual Holocaust Memorial.
- The Council has worked with the Swansea Bay Racial Equality Council to provide a range of courses for people excluded through recent immigration, the victims of cultural isolation and asylum seekers. This includes the employment of suitably qualified students from within the above communities to work as tutors.
- Schools have continued to organise educational visits to the local mosque, synagogue, and churches and chapels.

- The Education Service has developed and implemented an initiative to involve parents from minority ethnic groups working with schools as a living resource as part of curriculum delivery.
- The Council has worked with the Swansea Bay Racial Equality Council to help establish football teams from the various BME communities in Neath Port Talbot to play in the Zebra League.
- The Council gave financial support to help establish the “Closer Knit” project, a local self-employment project for minority ethnic women in the Cimla area of Neath.
- The Council continues to contribute to Swansea Bay Racial Equality Council’s core funding and has senior elected Member and officer representation on the Council’s Executive Committee.
- The Council has financially supported the Minority Ethnic Women’s Network to provide its services on an outreach basis in Neath Port Talbot.
- Race equality awareness training has been delivered to senior and middle managers throughout the Council. Further training has been delivered to employees in the Housing Service as part of the Council’s Black and Minority Ethnic Housing Strategy.
- Race equality awareness training has also been provided for elected Members as part of the Members Induction Programme following the last Council elections.
- Equalities has been included in the portfolio of one of the Council’s Cabinet Members, Councillor Paul Thomas, establishing an Equalities Champion at the heart of the Council’s decision-making processes. The Head of Corporate Strategy and Improvement has been given specific corporate responsibility for equalities.
- Equalities issues are regularly scrutinised and reviewed by the Council’s Scrutiny Committees from both a corporate and a service-specific perspective.

- The Council has introduced a corporate approach to business planning across all business units which will enable equalities to be more effectively integrated into mainstream service delivery.
- The Mayor and Leader recently hosted a successful event with representatives from our various BME communities as a precursor to establishing more formalised communication and engagement with them.
- The Council supports the South Wales Police local community race relations advisory group and works with them, through the Safer Neath Port Talbot Partnership, to tackle crime and the fear of crime as it particularly relates to our various BME communities.
- The Council is working closely with Neath Port Talbot Local Health Board to develop race equality impact assessment mechanisms.

7 Prioritised Objectives

In adopting the first Race Equality Scheme in 2002 the Council made a genuine and serious commitment to meet its statutory requirements under the Race Relations (Amendment) Act 2000. However, despite the progress and achievements described above, the practical implementation of the Scheme was difficult primarily due to the lack of fundamental systems for monitoring, analysis and impact assessment.

Progress has been made in developing a standardised monitoring system and on piloting impact assessment in two service areas but it has not yet proved possible to embark on a systematic approach to these issues across the Council's services.

Good progress has also been made on race equality awareness training but further training is required to ensure that managers and employees are able to practically implement the Scheme in their areas of responsibility.

The following objectives have been set to ensure that, over the life of the Scheme, the Council will have made significant progress in mainstreaming race equality and meeting its statutory obligations.

The first four objectives have been prioritised to ensure that early progress is made on establishing the fundamental systems and mechanisms referred to above to enable effective implementation across all service areas to begin towards the end of 2005/6 and into 2006/7.

Priority 1

Arrangements for monitoring policies and functions for adverse impact

Our current monitoring systems are not sufficiently developed to ensure robust data to inform the assessment of our functions and policies. This is pivotal to ensuring that our policies and functions address and meet the needs and aspirations of our various BME communities.

- 1 We will develop robust monitoring systems to ensure services are able to capture and analyse relevant and comparable data.
- 2 We will ensure that policies are revised to address adverse impacts and to remove any barriers to race equality.

Priority 2

Arrangements to consult with relevant groups

Effective working relationships have been established with local representative bodies and work has begun to develop more direct engagement with our various BME communities.

- 3 We will continue to work in association with the Swansea Bay Racial Equality Council and the Minority Ethnic Women's Network.
- 4 We will continue to develop consultation links with local representatives.
- 5 We will establish a 'Forum' to help identify the needs of our various BME communities, to help inform policy and service development, commissioning and delivery.

Priority 3

Arrangements for training staff

We are currently reviewing equalities training with the assistance of the Welsh Local Government Association. We are considering a variety of training methodologies and courses not only to develop our employees but also to build the training capacity within the Council.

- 6 We will ensure all elected Members, managers and employees are aware of their responsibilities under the Race Equality Scheme.
- 7 We will provide equalities training, including race equality training, for managers/supervisors and other employees.
- 8 We will review training and development activities to ensure there is a consistent and integrated approach to equal opportunities issues throughout the Council's training programme.
- 9 We will raise awareness amongst all employees about equalities training and development opportunities, encouraging employees to take advantage of them and targeting training for specific groups of employees as required.
- 10 We will review induction training activities to ensure that equalities issues are effectively addressed.

Priority 4

Arrangements for making sure the public have access to information and services

Information about the Council and its services must be readily accessible. Information is currently made publicly available by a variety of methods, verbally; via leaflets and newsletters, via the Council's web site and individually via telephone, letter and e-mail. This information is currently made available in English, Welsh and alternative formats.

- 11 The level of need and appropriateness of providing information in other languages will be determined in consultation with representatives from our various BME communities.

Identifying relevant policies and functions

In accordance with the general duty placed on public bodies under the Race Relations (Amendment) Act 2000 the Council must, in carrying out its functions, have due regard to the need to eliminate racial discrimination and promote equality of opportunity and good race relations.

- 12 We will review the ranking of our functions and policies in order of relevance and priority. The current list, based on the limited evidence currently available, is set out in the appendices.
- 13 Over the next three years we will further assess the impact of our functions on the promotion of race equality and monitor our policies for any adverse impacts.

Arrangements for assessing and consulting on the likely impact of new policies and functions

New policies and functions are currently assessed across a range of cross-cutting issues and community plan themes. This assessment mechanism – the sustainability appraisal – is currently under review.

We are also currently piloting a race equality impact assessment tool which has identified gaps in our knowledge and monitoring systems which will be addressed at an early stage in the implementation of the revised Scheme.

- 14 Impact assessments will be undertaken where a new policy or function is found to be relevant to race equality.
- 15 The sustainability appraisal, currently used as an executive reporting mechanism, will be further developed to incorporate the race equality impact assessment tool.

Arrangements for publishing assessment, consultation and monitoring reports

The Council currently uses the following methods for publishing information:

- The Council's web site
- Committee reports and minutes
- Publications, leaflets, booklets
- The quarterly newsletter
- The annual Improvement Plan

- 16 We will update the Council's web site to provide more information on equalities issues including progress reports on the implementation of the Scheme and employment monitoring data.
- 17 The Council's 2006/7 Improvement Plan will contain more detailed information on equalities issues. This will include summaries of assessment, consultation and monitoring reports as well as information in respect of the employment duty.
- 18 The availability of reports and information about monitoring, assessments and consultation will be widely publicised.

Meeting the specific duties for employers: monitoring employment

Equalities monitoring in employment has been a feature of the Council's internal reporting systems for a number of years. However, it is only recently that this information has been refined to include the various strands required under the Race Equality Scheme.

- 19 We will publish our monitoring information in accordance with established methods including the website, the reporting cycle of Scrutiny committees, the annual report on the Race Equality Scheme and in the Improvement Plan commencing in 2006/2007.

8 Implementation, Monitoring and Review

An action plan detailing how the foregoing objectives will be achieved is set out in the appendices. The Scheme and the action plan will be monitored regularly and reviewed on an annual basis to take account of progress and changing circumstances.

The Council is keen to ensure that the Scheme is dynamic and is a “living” plan. Comments and input from the public, other stakeholders and partners are welcome and will be proactively considered when progress is being monitored and annual reviews are being undertaken.

Responsibility for implementation, monitoring and review is as follows:

Executive responsibility:	Councillor Paul Thomas, Cabinet Member
Scrutiny responsibility:	Policy and Resources Scrutiny Committee, Chair – Councillor Colin Morgan
Corporate responsibility:	Philip Graham, Head of Corporate Strategy and Improvement, supported by the Heads of Service Equalities Group
Employment responsibility:	Graham Jones, Head of Strategic Personnel
Directorate responsibility:	Directorate representatives on Heads of Service Equalities Group

9 Complaints

The Council welcomes any complaints or comments about its services and policies and considers these to be an essential element in the assessment of the Council’s performance.

Complaints received from members of the public who consider they have been unfairly treated under the Equality of Opportunity in Service Delivery Policy are dealt with under the complaints procedure. A complainant’s final recourse is to report the issue to the Ombudsman and/or the Commission for Racial Equality.

Complaints from employees in respect of the application or non-application of the Equality of Opportunity in Employment Policy are dealt with under the grievance procedure, with trade union support as required. Complaints from prospective employees are determined by the Head of Strategic Personnel.

Race Equality Scheme - Action Plan

Priority 1		
Arrangements for monitoring policies and functions for adverse impact		
Action	Responsible officer	Target Date
Develop guidance on monitoring and analysis.	Corporate strategy officer	2005/006
Develop monitoring systems for all relevant services.	Relevant business managers	2006/2007
Report monitoring information through established reporting channels	Corporate strategy officer	2006/2007 2007/2008
Address any adverse impact as identified by monitoring systems and deal with them in an appropriate manner.	Corporate strategy officer/business managers	2006/2007

Priority 2 Arrangements to consult with relevant groups		
Action	Responsible officer	Target Date
Establish a 'Forum' with representatives of our BME communities	Corporate Strategy Manager	2005/2006
Implement community engagement guidance	Corporate Strategy Manager	2005/2006
Monitor the implementation of the guidance by business managers to determine its effectiveness.	Corporate Strategy Officer	2005/2006
Encourage supporting partnerships to have due regard to the community engagement guidance in carrying out their responsibilities in the Community Plan	Corporate Strategy Manager	2005/2006 2006/2007

Priority 3		
Arrangements to for training staff		
Action	Responsible officer	Target Date
Review content of induction training activities to ensure equalities issues are addressed	Principal personnel officer	2005/2006
Incorporate equality of opportunity training as part of other courses e.g. customer care	Management development co-ordinator	2005/2006
Promote equalities training and development activities more widely	Management development co-ordinator	2005/2006
Develop a tailored equalities training programme for senior managers with assistance from the WLGA	Principal personnel officer/ Corporate strategy officer	2005/206
Develop a tailored equalities training programme for Members with assistance from the WLGA	Committee/member services manager/ Corporate strategy officer	2005/2006 2006/2007

Priority 4		
Arrangements for making sure the public have access to information and services		
Action	Responsible officer	Target Date
Determine the level of need and appropriateness of the use of minority languages	Corporate strategy manager	2005/2006
Develop and implement guidance on the use of minority other languages and methods of communication where appropriate	Corporate strategy manager	2005/2006 2006/2007
Ensure information is available in a variety of formats in accordance with established Council policies	Corporate strategy officer / Communications manager	2005/2006 2006/2007
Ensure consultation/monitoring processes address information needs and experiences of our various BME communities	Corporate strategy officer / Business managers	2006/2007

Identifying relevant policies and functions		
A. Review of those functions and policies identified as high priority		
Action	Responsible officer	Target Date
Identify responsible person to review each policy and function	Heads of Service Equalities Group	2005/2006
Review each policy and function		2006/2007
Publish results of reviews		2006/2007
Ensure policies/functions are revised or new policies introduced to address issue of adverse impact and to remove any barriers to race equality	Relevant business managers	2007/2008
B. Review of those functions and policies identified as medium priority		
Action	Responsible officer	Target Date
Identify responsible person to review each policy and function	Heads of Service Equalities Group	2005/2006
Review each policy and function		2007/2008
Publish results of reviews		2007/2008

Action	Responsible officer	Target Date
B. Review of those functions and policies identified as medium priority (cont)		
Ensure policies/functions are revised or new policies introduced to address issue of adverse impact and to remove any barriers to race equality	Relevant business managers	2008/2009
C. Review of those functions and policies identified as low priority		
Action	Responsible officer	Target Date
Identify responsible person to review each policy and function	Heads of Service Equalities Group	2005/2006
Review each policy and function		2007/2008
Publish results of reviews		2007/2008
Ensure policies/ functions are revised or new policies introduced to address issue of adverse impact and to remove any barriers to race equality	Relevant business managers	2008/2009

Arrangements for assessing and consulting on the likely of new policies and functions		
Action	Responsible officer	Target Date
Develop and implement guidance on undertaking equalities impact assessments which includes race equality	Corporate strategy officer	2005/2006 2006/2007
Ensure equality impact assessments are undertaken on relevant new policies and functions	Business managers	2006/2007
Ensure equality impact assessments are undertaken as part of the reporting and business planning processes	Business managers	2006/2007 2007/2008

Arrangements for publishing assessment, consultation and monitoring reports		
Action	Responsible officer	Target Date
Develop and implement guidance on the publishing of the results assessments, consultation and monitoring	Corporate strategy officer	2005/2006
Ensure consistent implementation of guidance across directorates	Corporate strategy officer	2006/2007
Develop our web site to provide more information on equalities issues	Corporate strategy officer/Principal personnel officer	2005/2006
Promote the availability of equalities information	Corporate strategy officer	2005/2006

Identification of Functions and Policies**High Priority**

Personnel Services*
 Comments Complements and Complaints
 Public Interface Services*
 Licensing Services
 Homelessness & Advice
 Council Housing Services

Medium Priority

Elections and Electoral Registration
 Mayoral and Civic Services
 Committee and Member Services
 Youth Offending Service
 Community Safety *
 Marketing, Media and Public Relations*
 Public Consultation and Communications
 Support for Learning
 Education Development and Inclusion Service
 SEN Administration and Assessment Team
 Cultural Services
 PASS Physical Activity and Sports Service
 Commercial Services
 Community Services
 Legal Services
 Registration Service
 Archive Service
 Children & Young People Services
 Community Care Services
 Housing Regeneration
 Building Maintenance
 Substance Misuse Services

Low Priority

Educational Psychology Service

Cemeteries

Countryside Facilities

Environmental Health & Trading Standards

Economic Development Services

Planning Services

Revenues Services

ICT*

Financial Services

Procurement*

Rent Collection

Engineering and Transport

Streetcare Services

Estates and Architecture

Policy and Administration

Functions marked * are cross-cutting functions that operate across the Council's directorates

The General Duty and Assessing the Level of Priority.

The first question to consider is:

Is the policy or function relevant to any of the three parts of the general duty?

- Eliminating discrimination,
- Promoting equality of opportunity
- Promoting good race relations?

Then the following questions need to be considered:

- Is there here any reason to believe that people from some racial groups are being, or could be, adversely affected by this function or policy?
- How much evidence is there do we have – none, a little, some, or a lot?
- Are the public (especially ethnic minority communities) worried that certain functions or policies are discriminatory or racist?

Determining priority

High priority

- the function is relevant to all or most parts of the general duty.
- there is substantial evidence that some racial groups are (or could be) differently affected by the function.
- there is substantial public concern about the function.

Medium priority

- the function is relevant to most parts of the general duty.
- there is some evidence that some racial groups are (or could be) differently affected.
- there is some public concern about the function.

Low priority

- All other functions and policies that are not determined high or medium priority to be classed low priority.

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
CYNGOR BWRDEISTREF SIROL CASTELL-NEDD PORT TALBOT

EQUALITY OF OPPORTUNITY IN SERVICE DELIVERY

1. Statement of Commitment

1.1 The Council is committed to providing:

- equality of access to all of its services for the communities of Neath Port Talbot on the basis of need; and
- services in a manner that is sensitive to the individual's needs whatever their backgrounds as far as is possible.

1.2 It is committed to eliminating discrimination on the grounds of gender and gender reassignment, age, disability, race, language (Welsh), colour, nationality or ethnic or national origin, responsibility for dependants, marital status, sexuality, HIV or Aids status or religion/belief. The Council will take action to provide genuine equality of opportunity, to tackle unfair discriminatory practices and to review and monitor the outcomes.

1.3 The Council has a unique and influential position in the community, both as a major employer and service provider. It recognises that it can contribute to the development of inclusive and self-confident communities by making its services and jobs accessible to all.

2. Welsh Language Scheme

2.1 The Council is committed to the principle that in conducting its public business, both Welsh and English will be treated on the basis of equality. Further details are set out in the Authority's Welsh Language Scheme.

3. Race Equality Scheme

- 3.1 The Race Equality Scheme, produced in response to the statutory duty imposed on the Council under the Race Relations (Amendment) Act 2000, will ensure all the Council's policies and functions are reviewed in order to eliminate unlawful racial discrimination, promote equal opportunities and promote good relations between people from different racial groups.

4. The Equality Standard for Local Government in Wales

- 4.1 The Council is committed to the Equality Standard for Local Government in Wales. It has made good progress by achieving Level 1 by March 2004, with a long term aim to achieve Level 5 which will demonstrate through its achievements that it is an example of good practice for other local authorities and agencies.

5. Legal Requirements

- 5.1 The following legislation makes it generally unlawful for anyone to discriminate in the way goods, facilities and services are offered/provided:

Sex Discrimination Act 1975 (amended 1986)

Race Relations Act 1976

Welsh Language Act 1993

Disability Discrimination Act 1995

Human Rights Act 1998

Race Relations (Amendment) Act 2000

The Race Relations Act 1976 (Amendment) Regulations 2003 ('the Race Regulations')

6. Equality of Opportunity in Employment

- 6.1 The Council has a separate policy, entitled Equality of Opportunity in Employment Policy and accompanying action plan, which are complementary to this policy.

7. Challenging institutional discrimination and demonstrating fairness

7.1 The Lawrence Inquiry defined institutional racism as:

“The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people.”

7.2.1 The Council is committed to responding to the challenge of institutional discrimination, which may also apply to gender and gender reassignment, age, disability, race, language (Welsh), colour, nationality or ethnic or national origin, responsibility for dependants, marital status, sexuality, HIV or Aids status or religion/belief, by mainstreaming equalities into all core activities of the Council.

7.2.2 The Council is committed to responding to the challenge of institutional racism by mainstreaming equalities into its service delivery, performance management, Improvement Programme process (part of the Wales Programme for Improvement initiative), public consultation and all its other activities.

8. Scope

8.1 This policy applies to all of the Council’s services and activities.

9. Policy Responsibilities

9.1 The Council as a whole is accountable to the public for delivering equality of opportunity in all its activities. All Members and officers of the Council are committed to the principles and objectives of this policy.

9.2 The Chief Executive has overall responsibility for the implementation and monitoring of the operational effectiveness of this policy. Each Corporate Director, Head of Service, Manager and individual employee has a duty to actively promote equality of opportunity in delivering services.

9.3 Each Directorate will develop an action plan based on this policy statement. Responsibility for co-ordinating equal opportunities work will be allocated to a designated “equalities” officer at Head of Service level within each Directorate. Overall co-ordination will be the responsibility of the Chief Executive’s Directorate’s Head of Corporate Strategy and Improvement.

9.4 Progress on the corporate equality of opportunity in service delivery action plan and targets will be reported annually to Policy and Resources Overview and Scrutiny Committee. Progress on Directorate action plans and targets will be reported biannually to the individual directorate management teams and to their respective Overview and Scrutiny Committees.

10. Promoting Equality of Access

10.1 The Council will aim to ensure that services are:

- provided in response to the needs of the whole community
- flexible and responsive to the changing needs in the community
- delivered by a workforce that reflects the diversity of the community
- monitored in relation to service delivery and service user satisfaction
- developed to include positive action programmes to target the needs of potentially excluded groups

11. Consultation

11.1 The Council will ensure that services are developed following consultation, not only with service users, but also with potential service users, particularly those from excluded groups. A sustainable appraisal mechanism, with consultation as a key component, is part of the executive reporting procedure and is designed to ensure that all new policies, initiatives and services are developed in accordance with the Council’s key priorities i.e. Community Plan themes, Welsh language, social inclusion, sustainable development and equalities.

- 11.2 The Council will also consult, and value the contributions of, employees and trade unions in the formation and promotion of equality of access to Council services.

12. Open Information

- 12.1 The Council will ensure that information on services is widely available in line with existing, and any future, equalities strategies and where appropriate targeted at excluded groups.

13. Services Delivered by Contractors and Partners

- 13.1 The Council provides many of its services through contractors, agencies, consultancies and voluntary bodies. Those organisations will be expected to comply with this policy, the Council's Equality of Opportunity in Employment Policy, the Welsh Language Scheme and The Equality Standard for Local Government in Wales, as well as the duties placed on the Council under the Race Equality Scheme and the Commission for Racial Equality's Code of Practice on Procurement where they relate to services provided on the Council's behalf. This applies also to those to whom the contracted organisation may sub-contract or assign service or part service provision.
- 13.2 Where services are provided in partnership with other bodies, the Council will make every endeavour to ensure that they are delivered in accordance with this policy.

14. Training

- 14.1 The Council will train and support all relevant employees, as quickly as resources will allow, in carrying out their duties in accordance with this policy. Details can be found in the Council's Equalities Training Strategy.

15. Complaints

- 15.1 Members of the public who consider they have been unfairly treated under this policy will be encouraged to use the Council's corporate Comments, Compliments and Complaints procedure.

15.2 The Council will provide assistance and advice to service users and the public who wish to use the complaints procedure. Complaints will be monitored, analysed and used to assess the effectiveness of the equalities policies, to provide the public and service users views on the accessibility of services and to improve Council services.

16. Review

16.1 The operation and effectiveness of this policy document will be reviewed on a regular basis

March 2004

**Equality of Opportunity in Service Delivery
Corporate Action Plan**

No.	Action	Equality Standard Theme / Level	Officer Responsible	Finance identified	Target date milestones	Linked Standard Level
A1	Biannual Authority-wide progress reports to Policy & Resources Overview & Scrutiny Committee	Leadership and Corporate Commitment	RH	Core	May/Nov & ongoing	3
A2	Provide guidance on impact and need/requirements assessment process	Leadership and Corporate Commitment	RH	Core	Dec 04	2
A3	Develop and implement equality objectives and targets	Leadership and Corporate Commitment	KD/RO/RH	Core	March 05	2
A4	Ensure all directorates set targets based on equality objectives	Leadership & Corporate Commitment	RH	Core	March 07	3
A5	Ensure Welsh Language equality objectives and targets are developed and implemented	Leadership & Corporate Commitment	KD/RO	Core	March 05 & ongoing	2

No.	Action	Equality Standard Theme / Level	Officer Responsible	Finance identified	Target date milestones	Linked Standard Level
A6	Develop guidance on producing policies in line with current equalities legislation	Leadership & Corporate Commitment	RH	Core	March 05 & ongoing	2
A7	Use corporate elements of employee communications strategy to raise staff awareness of equality policies	Consultation & Community Development & Scrutiny	Heads of Service Group	Core	Awaiting outcome of Communication Review	2
A8	Raise public awareness of equality issues and policy through the Council's web site, the Council's newsletter and targeted press releases	Consultation & Community Development & Scrutiny	KD/RO/ RH/PC	Core	Awaiting outcome of Communication Review	2
A9	Develop and implement guidance on effective consultation with excluded groups	Consultation & Community Development & Scrutiny	KD/RO/ RH/KM	Core	Nov 04	2
A10	Ensure that equality issues/objectives are incorporated in the Community Plan as part of the Community Plan review process.	Consultation & Community Development & Scrutiny	PG/KD	Core	March 05	3

No.	Action	Equality Standard Theme	Officer Responsible	Finance identified	Target date milestones	Linked Standard Level
A11	Identify the immediate information needs of excluded groups	Consultation & Community Development & Scrutiny	RH/RO/ KM/KD	Core	Dec 04 & ongoing	2
A12	Mainstream equalities via the Wales Programme for Improvement and Sustainability Appraisal mechanism	Service delivery & customer care	NH/RH	Core	June 04 & ongoing	2
A13	Develop and implement guidance on monitoring, including ethnic monitoring classification categories, of service take-up by excluded groups	Service delivery & customer care	RH	Core	March 05	3
A14	Develop and implement guidance to all procurement officers on contracts and the equality dimension	Service delivery & customer care	JF	Core	August 05	3
A15	Ensure Directorates have developed and are reporting on Welsh Language Action Plans in accordance with the Scheme.	Service Delivery and Customer Care	KD/RO	Core	March 05 & ongoing	2

**NEATH PORT TALBOT COUNTY BOROUGH COUNCIL
CYNGOR BWRDEISTREF SIROL CASTELL NEDD PORT TALBOT****EQUALITY OF OPPORTUNITY IN EMPLOYMENT*****[REVISED MARCH 2004]*****1. Statement of Commitment**

- 1.1 The Authority is committed to the principle of equality of opportunity in employment. The Authority's policy is that no job applicant and no employee shall receive less favourable treatment than another on the grounds of gender and gender reassignment, age, disability, race, language (Welsh), colour, nationality or ethnic or national origin, responsibility for dependants, marital status, sexuality, HIV or Aids status, trade union activity or religion/belief and none shall be disadvantaged by provisions, criterion or practices which cannot be justified.
- 1.2 As a major employer, the Authority is committed to take positive action to eliminate discrimination and to redress past imbalances in order to provide genuine equality of opportunity.
- 1.3 The Authority recognises that the quality of services will benefit from being delivered by a workforce that reflects the diversity of our communities and it is desirable, therefore, for all of the groups referred to above to be represented at all levels and within all areas of work activity.
- 1.4 The Authority is committed to the principle of equal pay for all its employees and will work with the recognised trade unions to develop a fair pay system.

2. Scope

- 2.1 This policy applies to the employment-related activities of all Elected Members, employees and prospective employees of the Authority (other than those persons employed by schools operating with fully delegated personnel powers).

3. Welsh Language Scheme

- 3.1 The Authority is committed to the principle that in conducting its public business, both Welsh and English will be treated on the basis of equality. Further details are set out in the Authority's Welsh Language Scheme.

4. Race Equality Scheme

- 4.1 The Authority is committed, as set out in its Race Equality Scheme, to eliminate racial discrimination, promote equality of opportunity and good race relations.

- 4.2 In accordance with the Scheme and the Race Relations Act (Statutory Duty) Order 2001, the Authority will annually publish ethnic monitoring data relating to its own workforce on its website.

5. Equality Standard for Local Government in Wales

- 5.1 The Authority is committed to achieving Level 1 of the Equality Standard by March 2004 and to progress to Level 2 by no later than March 2007.

6. Legal Requirements

- 6.1 The Authority recognises its obligations under the following legislation:

Equal Pay Act 1970 (updated 1983)
Rehabilitation of Offenders Act 1974
Sex Discrimination Act 1975 (updated 1986)
Race Relations Act 1976
Welsh Language Act 1993
Disability Discrimination Act 1995
Human Rights Act 1998
Sex Discrimination (Gender Reassignment) Regulations 1999
Race Relations (Amendment) Act 2000
Race Relations Act 1976 (Amendment) Regulations 2003 ("the Race Regulations")
Employment Equality (Sexual Orientation) Regulations 2003
Employment Equality (Religion or Belief) Regulations 2003

7. Equality of Opportunity in Service Delivery

- 7.1 The Authority has a separate policy, entitled Equality of Opportunity in Service Delivery, which is complementary to this policy.

8. Challenging Institutional Discrimination and Demonstrating Fairness

- 8.1 The Lawrence Inquiry defined institutional racism as:

“The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which can amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people.”

- 8.2 The Authority is committed to responding to the challenge of institutional discrimination, which may also apply to gender and gender reassignment, age, disability, race, language (Welsh), colour, nationality or ethnic or national origin, responsibility for dependants, marital status, sexuality, HIV or Aids status, trade union activity or religion/belief, by mainstreaming equalities into all core activities of the Council.

- 8.3 Equality of opportunity will be vigorously mainstreamed into all employment policies and procedures.

9. Policy Responsibilities

- 9.1 Whilst the Head of Strategic Personnel is responsible for implementing and monitoring the operational effectiveness of the Policy, it is the duty of each Corporate Director, Manager and individual employee to actively promote equality of opportunity in their own sphere of activity.

10. Positive Action

- 10.1 The Authority is committed to providing the positive action allowed under the law to help to redress current employment imbalances. For example, as a signatory to Positive About Disabled People, the Authority guarantees a job interview to any applicant with a disability who meets the essential criteria on the person specification.

11. Employment Practices

- 11.1 The Authority will actively promote equal opportunity through the application of employment policies which will ensure that individuals receive treatment which is fair, equitable and consistent with their relevant aptitudes, potential, skills and abilities.
- 11.2 The Authority will ensure that individuals are recruited, selected, promoted and trained on objective criteria, having regard to relevant experience, potential skills and abilities. In particular no applicant or employee will be placed at a disadvantage by provisions, criterion or practices which are not necessary to the performance of the job, or which constitute indirect unfair discrimination.
- 11.3 The Authority will ensure that all service conditions, which do not in themselves discriminate against any particular group, are applied equally to all employees.

12. Training

- 12.1 The Authority will make all Elected Members, managers and employees aware of their responsibilities for implementing the Authority's Equality of Opportunity policies and will provide training for managers/supervisors and other employees in Equal Opportunities issues.

13. Harassment (including all forms of bullying and victimisation)

- 13.1 The Authority deplores all forms of harassment and seeks to ensure a working environment in which there are harmonious, respectful and dignified working relations between all employees.
- 13.2 The Authority may take disciplinary action against any employee found to be behaving in a manner which constitutes harassment in contravention of the Authority's Equality of Opportunity in Employment Policy. A Harassment at Work Policy has been established to deal with complaints of harassment and/or bullying. It differentiates between reasonable action being taken to improve performance and behaviour which constitutes bullying.

- 13.3 An employee may also be liable to criminal proceedings if it is proven that they have intentionally harassed another individual under the Criminal Justice and Public Order Act 1994, which created a criminal offence of intentional harassment.

14. Other Employment Policies and Procedures

- 14.1 All employment policies and procedures including Grievance, Harassment at Work, Disciplinary and Capability Procedures will be kept under review to ensure they are appropriate and adequate to cover all aspects of the Equality of Opportunity in Employment Policy. The usage of such procedures will be monitored by gender, ethnicity, disability etc to identify and remove any unjustified discrimination or barriers to equality of opportunity.

15. Work Life Balance

- 15.1 The Authority has developed and continues to develop flexible working policies and schemes which aim to make jobs more accessible, whilst assisting employees to achieve a balance between their work and home life without any overall adverse impact on services provided by the Council.

16. Consultation

- 16.1 The Authority welcomes and values the contributions of employees, trade unions, equality commissions and other stakeholder groups in the formation and promotion of equalities policies and initiatives.

17. Services Delivered by Contractors and Partners

- 17.1 The Council provides some of its services through contractors, agencies, consultancies and voluntary bodies. These organisations will be expected to comply with this policy, the Authority's Equality of Opportunity in Service Delivery Policy and the Equality Standard for Local Government in Wales, as well as the duties placed on the Authority by the Commission for Racial Equality's Code of Practice on Procurement where they relate to services provided on the Council's behalf. This applies also to those to whom the contracted organisation may sub-contract or assign service or part service provision.

17.2 Where services are provided in partnership with other bodies, the Authority will endeavour to ensure that they are delivered in accordance with this policy.

18. Monitoring

18.1 The Authority is committed to an efficient and confidential monitoring system to ensure effective implementation of the Policy.

19. Complaints

19.1 To safeguard individual rights under the policy, any employee who wishes to complain about the application or non-application of the policy may:

- (a) raise the matter through the normal grievance procedure;
and/or
- (b) seek trade union support in the normal way.

19.2 Any prospective employee who wishes to complain about the application or non-application of the policy should contact the Head of Strategic Personnel.

20. Review

20.1 The operation and effectiveness of this policy document will be reviewed on a regular basis.

March 2004

EQUALITY ACTION PLAN – EMPLOYMENT

Introduction

This Action plan has been produced taking into account the information provided by the Equalities Performance Indicators for 2003/4 and also takes into account the **employment related actions** necessary for the Council to achieve Level 2 of the Equalities Standard by 31st March 2006.

Level 2 Standard	Checklist Item	By	Timescale
2.1.1 Publish Corporate Equality plan	a) Prepare and update Equalities Action Plan annually.	SPU	Spring 2005
	b) Consult with trade unions, Ethnic Minority groups, Disability Groups.	SPU	Spring 2005
	c) Annual report to Committee on Action Plan and consultation process.	SPU	Summer 2005
	d) Publish Action Plan on Intranet and copy to Business Unit Managers.	SPU	Summer 2005
	e) Publicise via Personnel Bulletin	SPU	Summer 2005
	f) Provide copies of Action Plan to stakeholders		Summer 2005
2.1.4 Create a corporate structure for overseeing development of information and monitoring systems	a) Identify monitoring processes and responsibilities. b) Identify accountability c) Identify scrutiny body.	SPU	Completed

Level 2 Standard	Checklist Item	By	Timescale
2.1.5 Ensure that mechanisms for responding to harassment on grounds of race, language, disability and gender are in place.	a) Review existing policy and procedure to include bullying and harassment in service provision.	SPU	Completed Spring 2004
	b) Identify and Review methods of monitoring and reporting incidents.	SPU	Completed
	c) Consult on revised procedures with stakeholders as appropriate.	SPU	Stakeholders consulted 2004.
	d) Include Harassment statistics and commentary in Annual Equalities Report.	SPU	Statistics are currently reported.
	e) Develop “positive action” initiatives to enable the composition of the workforce to reflect the community it serves.	SPU	Winter 2004
2.1.6 Assess and consult on Welsh language equality objectives.	a) Include commitment to pursue Welsh language equality objectives in Equality Plan.	SPU	Summer 2005
	b) Ensure Equalities Plan contains clear objectives and specific targets for consultation on Welsh language issues.	SPU	Summer 2005

Level 2 Standard	Checklist Item	By	Timescale
2.2.3 Engage in consultation with members, staff representatives, departments and service areas on impact and needs/ requirements assessments and all aspects of the CEP.	a) Plan meetings with employees and workforce related stakeholders.	SPU	Winter 2005
	b) Hold meetings with employees and workforce related stakeholders.	SPU	Winter 2005
	c) Report on meetings with employees and workforce related stakeholders.	SPU	Winter 2005
	d) Ensure co-ordinated consultation on equality takes place	SPU	Winter 2005
2.3.3 Review of services should include the procurement function and all contracted services and partnership arrangements.	a) To issue advice on employment elements to Directorate Personnel Officers.	SPU	Summer 2005
2.4.1 Develop and adopt fair employment and equal pay policy element of CEP	a) Does the council have a fair employment policy?	SPU	Spring 2005
	b) Has work started on the equal pay review?	SPU	Spring 2005
	c) Is there sufficient data to enable an equal pay review to be carried out?	SPU	Spring 2005

Level 2 Standard	Checklist Item	By	Timescale
2.4.2 Engage in employment equality assessment of the Local Labour Market Area	a) Has LLMA assessment been planned?	SPU	Autumn 2005
	b) Has LLMA assessment been started?	SPU	Autumn 2005
2.4.3 Engage in workforce profiling and an equal pay review	a) Does the Equality Plan contain plans for workforce profiling and equal pay review?	SPU	Summer 2005

Level 2 Standard	Checklist Item	By	Timescale
2.4.4 Adopt procedures to ensure that publicity for vacancies does not unfairly restrict range of candidates	a) Has the Council's recruitment procedures been reviewed for unfair limitation and restriction?	SPU	Completed
	b) Have procedures been modified in the light of this review?	SPU	Completed
	c) Examine whether or not there are any discriminatory practices in the recruitment process.	SPU	Winter 2004
	d) Consider whether recruitment administrative processes are efficient and effective	SPU	Winter 2004
	e) Ensure that all Council policies are complied with consistency	SPU	Winter 2004
	f) Examine recruitment and retention to determine whether procedures are effective	SPU	Winter 2004
	g) Monitor the cost and effectiveness of recruitment advertising	SPU	Autumn 2004
	h) Examine employee turnover to identify reasons and consistency of data collection.	SPU	Autumn 2004
2.4.5 Produce a standard range of application forms and job descriptions that are clear and explicit.	a) Have all recruitment forms and job descriptions been reviewed?	SPU	Completed
	b) Have all recruitment forms and job descriptions been modified?	SPU	Completed

Level 2 Standard	Checklist Item	By	Timescale
2.4.6 Review personnel information system for monitoring suitability including supporting the Council's statutory ethnic monitoring duties.	a) Has the CPIS been reviewed for monitoring suitability?	SPU	Selima can monitor to the required standard at present.
	b) Can the system support compliance with the Race Equality and Welsh language schemes?	SPU	As above
	c) Are resources available to adapt/modify the system if necessary?	SPU	Not necessary
2.4.7 Have all employment procedures been made consistent with current legislation and all relevant employment codes of Practice?	a) Has a review of employment procedures been carried out?	SPU	Completed
	b) Have all employment procedures been made consistent with current legislation and all relevant employment Codes of Practice?	SPU	Reviews conducted as legislation is introduced.

Level 2 Standard	Checklist Item	By	Timescale
2.4.8 Develop a programme of equality training to support the CEP and departmental service objectives and ensure that the training programme is consistent with the training arrangements in the Council's Race Equality and Welsh Language Schemes.	a) Has a programme of equality training been developed and planned?	SPU	Partially completed
	b) Is it consistent with the Council's Race Equality and Welsh Language Schemes?	SPU	Yes
2.4.9 Make all employment procedures consistent with current legislation and employment codes of practice	a) Have the provisions made in the Welsh Language Scheme been applied to employment policies and practices	SPU	Review Summer 2005
	b) Has a WL skills strategy been developed?	SPU	No
	c) Are WL equality issues incorporated into planned equality training?	SPU	See 2.4.8b above