

Corporate Equality Scheme



October 2007



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Malvern Hills District Council

Corporate Equality Scheme

1. Introduction

The Council is fully committed to taking forward work on equality and diversity. There is substantial diversity within the District and the Council considers that its actions in this area will be of benefit to the community and to the organisation itself.

This Corporate Equality Scheme supplements the Corporate Equality Policy, and sets out in more detail how the Equality Standard for Local Government is to be implemented across the Authority. The Council achieved Level 1 of the Standard in 2004, claimed Level 2 October 2007, and is now working towards the other Levels.

This Scheme also complements the Race, Disability and Gender Equality Schemes attached as Appendices A – C to this Scheme. Each of those Schemes sets out an action plan for its delivery.

2. Approach to Implementation of Equality Standard

The Council proposes to adopt the following processes in its work on equalities, both in order to progress through the various levels of the Equality Standard and to implement the various statutory Equality Schemes. These processes will be used in relation to the equality strands of race, disability, gender, age, sexual orientation, and religion and belief.

The actions to be taken are as follows:

Consultation and Involvement - Consultation will be undertaken with members of various minorities and the groups representing them on the provision of Council services and policy and they will be involved in carrying out Equalities Impact Assessments of those services/policies. A programme of consultation has been drawn up and consultation groups are being formed. For instance, a disability consultation group has been established comprising representatives of local groups representing people with disabilities.

Gathering of Information - The Council already has baseline data in relation to the numbers of people from some minority groups in the District, some of which is set out in the three Statutory Equality Schemes. Further information in relation to gaps in service provision, or adverse impact of services on minority groups and also in relation to the Council's employment of people

from these groups will be gathered. To do this, as well as receiving information from the above consultations, the Council will use focus groups, other channels of customer feedback and published research and statistics. A further major source of information will be the Tailoring our Equality and Diversity Strategy for Worcestershire (a County wide equalities project) which includes substantial mapping and community engagement work to identify barriers and issues for minority groups.

Equalities Impact Assessments - The Council will work with groups representing minorities to prioritise policies and service areas for assessment and they will also be involved in carrying out the assessments. An initial screening to prioritise services for consultation and Equalities Impact Assessment has been carried out for all strands of equalities (ie. Race, Gender, Disability, Sexual Orientation, Age and Religion and Belief) and this is attached at Appendix D. Where Equalities Impact Assessments have been carried out on a self-assessment basis without the involvement of minority groups, they will be revised in the light of any information received from those groups. All Council services will be covered. Equalities Impact Assessments will eventually cover all strands of equality ie. Race, Disability, Gender, Age, Sexual Orientation, and Religion and Belief.

The Equalities Impact Assessments will include:

- i) Consideration of available data, data still required and how it will be gathered.
- ii) Consideration of any feedback from or consultation with service users
- iii) Identification of the effect of the service or policy on minority groups, such as any detrimental impact or shortfall in take up or missed opportunities to promote equality.
- iv) Consideration of ways of reducing any adverse impact and alternative approaches to achieve policy aims which better promote equality.
- v) Arrangements for monitoring future impact.

Training has been given and guidance issued to Council officers involved in conducting Equalities Impact Assessments and a pro-forma questionnaire is in use to assist with the process.

The timetable for conducting Equality Impact Assessments is as shown in the consultation programme attached at Appendix E. The Council expects to complete this work by July 2008.

Each Equality Impact Assessment will be completed by the relevant managers in the service under consideration, with guidance from staff in the Performance and Policy Team. These managers will also play a major role in consultation with minority groups. Members such as the relevant Portfolio holder and the Equalities Champion will also be involved in the consultation

and be able to contribute to the Equalities Impact Assessments drawn up as a result. Staff within the service will also contribute to the Equalities Impact Assessment.

The process of consultation and completion of Equalities Impact Assessments, including progress against the timetable, will be monitored by the Diversity Working Group (comprising officers from across the Council, the trade union and a Councillor) , with completed Equalities Impact Assessments being considered by it. That group is overseen by the Equalities Project Board which will periodically receive reports on progress.

Setting Equality Objectives and Targets

Following each Equalities Impact Assessment, an Improvement Plan will be drawn up for that function or service which sets out the actions to be taken as a result. This Improvement Plan will clearly set out objectives and targets and will be attached to the Equalities Impact Assessment documentation. Each Improvement Plan will be approved by the appropriate Departmental Management Team and considered by the Diversity Working Group. That Group will in turn make a summary report to the Equalities Project Board.

Development of Information and Monitoring Systems

To inform Equalities Impact Assessments, to monitor the implementation of the actions arising from them and to assess the effect that the actions have for minority groups (for instance increased take up of services), information and monitoring systems need to be established. Departmental Management Teams will act as the planning group and oversee the development of these systems for their services. Corporately, this work will be overseen by the Diversity Working Group which will report to the Equalities Project Board periodically.

3. Employment with the Council

In addition to gathering information on the effect of the Council's policies and services and how they meet the different needs of minority groups, the Council also needs to gather information on the extent to which equality is promoted between staff.

Whilst the Council holds equality data about staff and those who apply for posts with the authority, the type of data held and how it is used is to be reviewed. The way in which any issues emerging from the data are to be addressed will also be reviewed.

Current issues of which the Council is aware and actions already planned are referred to in the statutory equality schemes.

4. Reporting

Annually, in accordance with the statutory equality schemes, progress reports will be published setting out the actions taken, the results of information gathering and how this information will be used.

5. Review of Statutory Equality Schemes

The three statutory equality schemes have been developed at different times. They will be reviewed from time to time to reflect changing circumstances, as well as the reviews required by statute. The Race Equality Scheme has been reviewed in August 2007 and is attached as Appendix A to this Scheme. A review of the action plan for the Disability Equality Scheme will be carried out in late 2007. The Gender Equality Scheme, approved in April 2007, will be reviewed in April 2008.

6. New Equality Strands

As referred to above, the statutory Equality Schemes relate to Race, Gender and Disability and it is in these areas that the Council's equality work has so far concentrated. However, in conducting self assessed Equalities Impact Assessments officers have been asked to also consider the new strands of Age, Sexual Orientation and Religion and Belief.

Consultation on issues of Age, Sexual Orientation, Religion and Belief has not yet been included within the Council's consultation work as groups representing these strands have not been fully identified as yet.

An action plan for including these new equality strands within the Council's equality work is attached at Appendix F.

7. Internal Arrangements for Taking Forward Equality and Diversity

A project management approach is being taken to working through the Equality Standard (using PRINCE2 methodology).

The work will be overseen by an Equalities Project Board, comprising the Leader of the Council, the Portfolio Holder for Personnel, the Member Equalities Champion, the Chief Executive and the Head of Performance and Policy.

Reporting to this Board is a Diversity Working Group consisting of a Project Manager, representatives from each service unit, staff representatives and a Trade Union representative. This Group acts as the Project Team for taking forward equalities work and amongst other things has a scrutiny role in relation to work being carried out within service units (for instance, scrutinising Equalities Impact Assessments carried out and reporting on these to the

Equalities Project Board). Another important role is overseeing the development of equality objectives and targets within service units.

The Diversity Working Group will also carry out self assessments of the Council's progress and report on this to the Equalities Project Board. Self Assessments of the level the Council has reached against the Equality Standard for Local Government will be undertaken by the Equalities Project Board.

The Council's Overview and Scrutiny Committee will examine the Authority's progress on equalities from time to time.

Internal audit examine and comment upon progress as part of their work schedule and the Council's external auditors (the Audit Commission) also assess progress, for instance as part of the Comprehensive Performance Assessment/Comprehensive Area Assessment.

Managers and staff will have an important role to play in their service areas, for instance in consulting with minority groups, completing Equalities Impact Assessments and setting objectives and targets, and in setting up and maintaining information and monitoring systems. Managers and staff will be engaged in all aspects of the work outlined in this Scheme, and kept informed of progress, through mechanisms such as Departmental Management Team meetings and staff team meetings. Departmental Management Teams will undertake equality self assessment and scrutiny from time to time, as a means of reviewing progress on equalities in their service areas. They may be assisted in this self assessment and scrutiny by staff from the Performance and Policy Unit and will involve staff within the service areas as appropriate.

The Council is also working with others on equalities and diversity issues. A key element of making progress through the Equality Standard will be the information and sharing of expertise which it gains from taking part in the project 'Tailoring our Equality and Diversity Strategy for Worcestershire'. This project, running through 2007/08 and 2008/09, is a major scheme involving the County and the six District Councils in a number of pieces of work designed to advance equalities and diversity across Worcestershire. It is financed from the Capacity Building Fund managed by West Midlands Local Government Association and the learning from the project will be disseminated across the West Midlands.

8. Levels of the Equality Standard

The Council claimed Level 2 of the Equality Standard in October 2007. The processes outlined in this Scheme will enable the Council to move forward to the higher levels of the Equality Standard with the aim of achieving Level 3 by October 2008.

9. Conclusion

The Council is fully committed to integrating equality and diversity into everything it does. This Scheme sets out the approach the Council is taking to this and how it proposes to meet its statutory duties and progress through to the higher levels of the Equality Standard for Local Government.

Race Equality Scheme

1. Introduction

The Council's new Race Equality Scheme, written after a review of its 2005 scheme, reviews the progress made to date and sets out how the Council will proceed from this point, particularly with a view to:

- Better meeting the needs of different racial communities in Malvern Hills District
- Encouraging take up of our services, and
- Improving our understanding, capability and community engagement as an employer and community leader.

Additionally the Council aims to develop an effective approach to race equality promotion and foster and maintain good race relations through:

- Challenging public misconceptions or preconceptions and prejudices against people perceived as outsiders, as well as
- Ensuring that people from all racial groups have access to information about services available to them, and therefore raise awareness of those services
- Empowering all communities so that aspirations can be pursued and attained regardless of racial group.

Malvern Hills District Council is very committed to Equalities and Diversity, recognising that action to improve outcomes benefits both the community and the Council itself as an organisation.

The Council achieved Level 1 of the Equality Standard for Local Government in 2004. In 2005 we were part of a programme run by the then local government Employers' Organisation known as 'Diversity in the Districts', which assisted us in progressing Equality and Diversity in the organisation. The Council claimed Level 2 of the Equality Standard in October 2007 and has adopted a revised Corporate Equality Policy.

The Council is also taking part in a County wide project, 'Tailoring our Equality and Diversity Strategy for Worcestershire'. It is expected that this project will, through the research which forms an important part of its work, help to inform and assist Race Equality promotion.

2. Race Relations (Amendment) Act 2000

Since April 2001 most public, including local, authorities have had a statutory **General Duty** to promote race equality. We must have due regard, and therefore give weight to race equality proportionate to its relevance to different functions, to the need to:

- a. eliminate unlawful racial discrimination
- b. promote equality of opportunity; and
- c. promote good relations between people of different racial groups.

Specific Duties

The Council also has a specific duty to set out, in a Race Equality Scheme, how it will meet the General Duty.

This Race Equality Scheme includes:

- Functions and policies relevant to promoting race equality
- Arrangements for assessing and consulting on the likely impact of our proposed policies on the promotion of race equality
- Monitoring for any adverse impact on the promotion of race equality
- Arrangements for publishing impact assessment and consultation results
- Arrangements for ensuring public access to information and services provided and,
- Arrangements for staff training in connection with the duties

The Council's Race Equality Scheme also provides a framework for measuring progress in equality of opportunity in employment and includes monitoring by racial group, numbers of the following:

- Staff in post
- Applicants for employment, training and promotion
- Staff receiving training
- Staff who benefit or not as a result of performance assessment procedures
- Staff involved in grievance procedures
- Staff who are the subject of disciplinary procedures
- Staff who cease employment with the Council.

3. Racial Groups Defined

The Race Relations Act defines a racial group as a group of people defined by their race, colour, nationality (including citizenship), or ethnic or national origins. Jews, Sikhs, Gypsies and Irish Travellers have been recognised by the courts as racial groups for the purpose of the RRA.

The term 'race relations' covers relations between and within different racial groups, including groups originating in the different countries that make up the UK.

Asylum seekers, refugees and economic migrants are not racial groups under the Race Relations Act, although individuals have full protection from discrimination on the grounds of their colour, race, nationality or ethnic or national origins. The Black and Minority Ethnic (BME) population is considered to be all ethnic groups other than 'White: British', although Gypsies and Travellers are not listed in Census data.

4. Malvern Hills District Racial Groups

Office for National Statistics figures, mid 2004, indicate that the District's BME communities are estimated to have increased since the 2001 Census to 3,400 people representing 4.57%, (or 5.9% including estimated numbers of Gypsies & Travellers) of 74,400 people in total. (See Figure 1 overleaf)

The largest BME group, over a third of the total, is 'White: Other' at 1,200 people representing 1.6% of the resident population. This proportion is still increasing, with immigration from new EU accession states particularly Poland increasing four fold in the last three years (see Figure 2 overleaf). This group is followed by White: Irish, 500 people representing 0.67% of the resident population and Chinese, 400 people representing 0.54% of the resident population.

The District's Indian community has increased from 0.1% of the resident population to 0.27% and Pakistani and Black Caribbean people are now represented at 0.27% and 0.13% respectively.

Figure 1. Estimated resident population by ethnic group, mid-2004 (experimental statistics), in thousands (rounded)

Area	Persons									
	All Groups	White: British	White: Irish	White:Other White	Mixed:White & Black Caribbean	Mixed: White & Black African	Mixed: White & Asian	Mixed:Other Mixed		
Worcestershire	552.0	519.5	4.4	8.3	2.1	0.3	1.4	1.0		
Malvern Hills	74.4	70.9	0.5	1.2	0.1	0.0	0.2	0.1		

Area	Persons									
	Asian or Asian British: Indian	Asian or Asian British: Pakistani	Asian or Asian British: Bangladeshi	Asian or Asian British: Other Asian	Black or Black British: Black Caribbean	Black or Black British: Black African	Black or Black British: Other Black	Chinese or Other Ethnic Group: Chinese	Chinese or Other Ethnic Group: Other	
Worcestershire	3.0	4.3	1.3	0.8	1.9	0.8	0.3	1.6	1.2	
Malvern Hills	0.2	0.2	0.0	0.1	0.1	0.1	0.0	0.4	0.2	

Source: Office for National Statistics, 2006

It is estimated, by Worcestershire County Council, that there are 1000 Gypsies & Travellers in Malvern Hills District of approximately 5000 in Worcestershire, '07 which is a group not listed above. This includes a high concentration of housed Travellers and approximately 200/250 families.

Figure 2. Number of New National Insurance Registrations, 2002 -2006

National insurance number (NINo) allocations are required for employment/self employment purposes or to claim benefits and tax credits. The Department for Work and Pensions has responsibility for allocating national insurance numbers to overseas nationals.

For the UK as a whole there was a 51% increase in national insurance number allocations to overseas nationals (662,000) in 2005-06 from the previous year, mostly due to the new EU accession states.

Figure 2 shows the increase in NINo registrations since 2002/3 across Worcestershire. Between 2004-05 and 2005-06 there was a 66% increase in NINo registrations across Worcestershire.

Area	Year			
	2002-03	2003-04	2004-05	2005-06
Malvern Hills	100	80	190	320
Bromsgrove	90	100	120	180
Redditch	210	210	430	870
Worcester City	440	460	680	920
Wychavon	220	230	540	970
Wyre Forest	110	110	220	360

Source: Department for Work and Pensions, NINo, 2006

5. Issues for, and needs of BME Groups and Gypsies & Travellers

Since publication of the last Race Equality Scheme, the Council has researched the issues and needs of minority ethnic groups generally for use in developing its services. Issues of which we have become aware are:

- Racial Harassment – In a 2006 survey in Herefordshire & Worcestershire commissioned by Festival Housing Group, Gypsy/Traveller and African households reported the highest proportion of harassment or abuse. Generally there was found to be some dissatisfaction with the response from organisations to reports of harassment and abuse indicating that procedures require improvement. The greatest area of interaction with Gypsies/Travellers in terms of Council services has traditionally been planning. Racial harassment is frequently unreported.
- Issues such as poverty, employment, low pay and working hours, and poorer health and well being are found amongst minority ethnic groups nationally.
- Newly arrived migrants also report a lack of practical information on arrival about how to access health care and obtain advice etc. Poor housing conditions and overcrowding are also issues.
- Migrant workers from EU Accession States are over represented in rural industries such as agriculture and associated work, compared to other employment such as public administration, education, health, banking, finance and insurance.

6. Promoting Good Race Relations: Council Vision, Objectives and Priorities

The Council recognises that fostering Good Race Relations is important to achieve its vision, objectives and priorities for all. The Commission for Racial Equality's 5 principles of good race relations: equality, respect, security, unity and co-operation guide our partnership with local communities. Understanding the needs of different racial groups will increase confidence in our ability to deliver our vision of:

A district which has first class services and facilities; is clean, safe, healthy and prosperous and has vibrant and active communities.

The Council's objectives are:

- Clean and green
- Safe, healthy and active
- Prosperity shared by all
- A connected district
- Affordable, decent housing
- First class, good value services and facilities

The Council's Priorities for Improvement are as follows, and include issues which relate to the needs of different racial groups:

- Local Homes for Local People
- Reducing our Impact on the Environment
- Improving access to quality public spaces
- Supporting Children & Young People
- Rural Regeneration

Underpinning values which the Council believes in and expects commitment to from its staff and Members are:

- Approachability
- A customer focus
- Effective communications
- Equity, fairness and mutual respect
- Innovation and creativity
- Partnership working
- Personal development
- Team working
- A flexible will do attitude

The Vision, Objectives and Priorities for Improvement are reflected in the Council Plan and Service Management Plans which also include equality action planning and target setting. From these are developed individual employees' personal objectives, with progress reviewed at least annually.

Some services are provided by others on the Council's behalf and we are also a large purchaser of various goods. The Council seeks to ensure that organisations from which it obtains goods and services are taking a similar approach to Equality and Diversity.

7. Developing Race Equality

Since its 2005 Race Equality Scheme the Council has established links with the Worcestershire Chinese Association and started to carry out Equality Impact Assessments for priority services. The Council has also looked at research, both national and local, into the issues faced by minority ethnic groups.

As a priority, the Council now proposes to develop stronger links with local BME groups and establish ongoing communication.

It is our aim that engagement of all racial groups in our community will become habitual through effective communication, thereby promoting good race relations through mutual understanding and respect.

Functions and policies relevant to promoting race equality

These have been identified and prioritized according to relevance to promoting race equality, and other strands of equality and are reviewed frequently. Please see Appendix D to the Corporate Equality Scheme for details.

Arrangements for consulting on and assessing the impact of functions and policies on the promotion of race equality

The Council will consult on and assess the impact of its functions and policies, both existing and proposed, in relation to the promotion of race equality. It intends to ensure that the benefits of functions and policies for minority communities are fully developed and that any adverse effects are assessed and addressed.

This will take place through the presentation and discussion of functions and policies at regular meetings held with representatives of minority racial groups and the results will be used to improve the services provided.

To establish an effective communication network approaches will be made to individuals from all racial groups, starting with people of minority racial groups in traditional service areas such as catering and via community meeting places such as religious groups and English classes. Interpreters will be used where necessary.

These events will bring people from different racial groups together with representatives from the Council and promote a sense of common interest in ensuring services are fair and responsive to the whole community.

Larger scale community engagement promotion events encouraging good race relations are also planned.

Monitoring effects of policies on different groups

In addition to assessing the impact of its services, the Council will also monitor such things as service take up. It aims to put systems in place to do this over the next year. Additionally, as well as the results of feedback from consultation meetings, the Council will use other means of feedback such as complaints, contact with local Councillors and other methods to monitor the effects of services and policies.

Arrangements for publishing impact assessment and consultation results

At each meeting held with representatives of minority racial groups, those things achieved as a result of previous meetings, including proposed changes to services or policies and any new initiatives to promote equality, will be reported to encourage continued engagement.

Annually, reports reviewing progress including such things as increased accessibility to services and greater understanding of community needs will be published and communicated to stakeholders.

Arrangements for ensuring public access to information and services

The Council is committed to ensuring that information about the organisation and its services is available for everyone.

It is anticipated that through consultation and impact assessments the Council will gain an understanding of how it can improve access to information and services.

The Council is aware, through a survey carried out by local Festival Housing Group in 2006 of the BME population in Herefordshire and Worcestershire, that most respondents preferred to communicate in English. For those that did not, access in other languages (via directly employed staff or outside interpreting services) should be provided. However, it was found that the numbers of people preferring languages other than English do not justify large-scale translation of literature and a translation-on-request policy therefore seems appropriate. This is the approach which the Council has adopted. The Council currently uses the services of Ethnic Access Link and details of how to contact them are printed on the Council's published documents.

The Customer Service Centre provides a single point of contact for the Council, and its staff are well trained in the services available and they are able to assist people in accessing services.

Arrangements for staff training in connection with race equality promotion duties

We will ensure that Council staff have the skills and knowledge to help eliminate unlawful racial discrimination, promote equal opportunities and good race relations. Training of staff has been carried out since the publication of the last Race Equality Scheme and more is planned for the future, through the T.E.D.S. for Worcestershire project.

8. Racial Profile of the Council

The BME and Gypsy & Traveller proportion of the Council's workforce at 1.76% (2007) is significantly below that of the local community.

The Council is currently investigating the possibility of members of staff from these groups being used to assist in making contact with and facilitating the organisation's consultation with minority racial groups.

9. Employment with the Council

Data the Council gathers and how it is used is currently being reviewed, including the way in which any issues emerging will be addressed. Where a need for managerial action is highlighted the Head of Performance and Policy will report to the Senior Management Team.

All job applicants are selected for jobs purely on their skills and abilities. All personal details, including ethnicity, are detached from application forms and not seen by those involved in the recruitment process until shortlisting is completed. Training is provided to staff involved in recruitment on principles of equal opportunity in recruitment and selection.

We recognise that minority racial groups are under-represented in comparison with numbers in the local community. The Council aims to address this through more effective communication to under represented groups and by raising the Council's profile as a potential employer.

A Local Pay and Grading Review is currently being carried out and this will address the issues of Equal Pay and such things as equality of terms and conditions of service.

10. Action Plan

Action & Outcomes	By Whom	By When
Information Gathering & Use		
Research race equality issues and objectives in local context (will include information from consultation exercises)	Policy & Projects Team & HR	By April 2008
Review arrangements for gathering information about performance on race equality including employment policies & practices (eg. how they are applied)	Diversity Working Group & HR	April 2008
Gradually increase knowledge base using monitoring as a foundation for action to promote race equality, putting in place any additional mechanisms necessary for gathering evidence on our performance	Service Units & Policy & Projects Team	Ongoing
Review and strengthen arrangements for gathering information in relation to race issues in recruitment, development and retention of employees	HR & Policy & Projects Team	April 2008
Equalities Impact Assessment		
Prioritise functions and policies in consultation with local groups and individuals representing different minority racial groups according to relevance to race equality promotion.	Diversity Working Group	December 2007
Using Impact Assessments, determine extent to which policies and services, as prioritised, take account of the needs of different minority racial groups and establish detailed actions to rectify gaps	Diversity Working Group	April 2008
Communication and Support		
Review communications, in consultation with minority racial groups, ensuring they improve knowledge and raise awareness of different racial groups and their interdependence.	Business Transformation Unit	May 2008

Promote a culture of respect for dignity of individuals supported by strong community leadership and within the Council, an effective complaints procedure for dealing with harassment of all forms and abuse	Diversity Working Group	Ongoing
In procurement: ensure that contractors deliver Council services paying due regard to race, and other strands of equality.	Service Units, Business Change Officer and Diversity Working Group	In hand
Involvement		
Develop and implement an awareness raising plan in relation to issues for minority racial communities throughout Malvern Hills District including effective communications to promote good race relations, sharing best practice within and beyond the local strategic partnership.	Diversity Working Group	August 2008
Resources		
Investigate and if possible take up opportunities to attract resources for training, research and involvement/engagement so that it becomes habitual	Diversity Working Group	April 2008
Develop a programme of training and support to staff working with different minority racial groups.	Learning and Development and Diversity Working Group	June 2008
Reporting		
Publish a race equality progress report annually summarising actions taken, results of information gathering and use of this information	Policy & Projects Team	Annually

Appendix A1

Race Equality Scheme Consultees

Citizen's Advice Bureau

Community Action

Connexions

Ethnic Access Link

Evesham & Malvern Hills College

Festival Housing Group

Herefordshire Council

Hereford & Worcester Fire and Rescue Service

Jobcentre Plus, Malvern

Learning & Skills Council

Omega Resource Group

Templo Recruitment Agency

The Best Connection Employment Group

St George's Catholic Church, Worcester

St Joseph's Catholic Church, Malvern

UNISON

West Mercia Constabulary

Worcestershire Chinese Association

Worcestershire County Council (particularly Gypsy Services)

Workers' Education Association

Worcestershire Racial Equality Council

Disability Equality Scheme

The Disability Equality Scheme was approved by the Council in November 2006. A copy is available on the Council's website using the following link:

<http://malvern.whub.org.uk/home/mhc-des-nov2006.pdf>

Gender Equality Scheme

The Gender Equality Scheme was approved by the Council in April 2007. A copy is available on the Council's website using the following link:

<http://malvern.whub.org.uk/home/mhc-genderequalityscheme.pdf>

Appendix D

Functions and Priorities for Consultation and Impact Assessments

Function/Activity	Disability	Gender	Race	Age	Sexuality	Religion/Belief
<i>Planning & Housing</i>						
Housing Services						
Homelessness	High	High	High	High	Low	Low
Affordable Housing/ Housing Enabling	High	High	High	High	Low	Low
Planning Services						
Development Plans & Conservation	Medium	Low	Medium	Med	Low	Low
Development Control	Med	Low	Med	Med	Low	Low
Building Control	Medium	Low	Med	Med	Low	Low
Sustainability	Low	Low	Low	Low	Low	Low
<i>Community and Economic Development</i>						
Economic Development & Tourism	High	Medium	Medium	High	Low	Low
Transport	High	Medium	Medium	High	Low	Low
Cultural Services – Leisure	High	Medium	Medium	Medium	Low	Medium
Cultural Services – Arts	Medium	Low	Medium	Low	Low	Medium
Cultural Services - Health promotion	High	Medium	Medium	High	Low	Low
Community Safety	High	High	High	High	High	High
Vision 21/Community Strategy/LAA	High	High	High	High	High	High
Social Inclusion	High	High	High	High	High	High

Function/Activity	Disability	Gender	Race	Age	Sexuality	Religion/Belief
Customer & Environmental Services						
Environmental Services						
Environmental Health - pest control, nuisance, water supplies testing, animal issues, drainage etc	Medium	Low	Low	Low	Low	Low
Street Scene including car parks	High	Medium	Medium	Med	Low	Low
Streets and Amenities, including parks & open spaces	High	Low	Low	Low	Low	Low
Environmental Health - Food Safety	Medium	Low	High	Med	Low	Medium
Health and Safety	Medium	Low	Low	Low	Low	Low
Recycling & Waste Management Team	High	Low	Low	High	Low	Low
Licensing	Medium	Low	Medium	Low	Low	Low
Service Centre and Contact Centre	High	Medium	High	High	Low	Low
Worcestershire Telecare	High	Low	Medium	High	Low	Medium
Legal and Governance						
Legal Services	Low	Low	Low	Low	Low	Low
Data Protection/FOI	Medium	Low	Medium	Low	Low	Low
Risk Management	Low	Low	Low	Low	Low	Low
Democratic Services	Medium	Low	Medium	Low	Low	Low
Property Services (Council owned property)	High	Low	Low	Low	Low	Low
Electoral Services	Medium	Low	Medium	Low	Low	Low

Function/Activity	Disability	Gender	Race	Age	Sexuality	Religion/Belief
<i>Performance and Policy</i>						
Human Resources						
Recruitment & Selection	High	High	High	High	High	High
People Strategy/Management	High	High	High	High	High	High
Internal Health and Safety	Medium	Medium	Low	Low	Low	Low
Learning & Development	Medium	Medium	Medium	Med	Low	Low
Performance management	Low	Low	Low	Low	Low	Low
Emergency Planning	High	Medium	Low	High	Low	Low
Communications and Information	High	Low	High	Med	Low	Low
Procurement	Medium	Medium	Medium	Medium	Medium	Medium
Business Change	Low	Low	Low	Low	Low	Low
Equalities & Diversity	High	High	High	High	High	High
<i>Finance and Resources</i>						
Financial Services						
Accountancy	Low	Low	Low	Low	Low	Low
Audit	Low	Low	Low	Low	Low	Low
Payroll	Low	Low	Low	Low	Low	Low
ICT, Document Management & E Government	Medium	Low	Low	Low	Low	Low
LLPG	Low	Low	Low	Low	Low	Low
Office Services	Low	Low	Low	Low	Low	Low
Land Charges	Low	Low	Low	Low	Low	Low
Council Tax and NNDR	High	Med	Med	Med	Low	Medium
Housing and Council Tax Benefits	High	Med	High	High	Low	Low

Appendix E

Timetable for Consultation and Equalities Impact Assessments

Disability Issues

Service Areas	Date
Environmental Services	August 2007
Housing (including Festival Housing partnership work) and Planning	September 2007
Council Tax/NNDR, Housing and Council Tax Benefits, Customer Services and Worcestershire Telecare	October 2007
Economic Development, Cultural Services, Community Safety, Electoral Services, Employment with the Council and support services (including procurement, Property Services, and Internal Audit)	November 2007

Race Issues

Service Areas	Date
Identification of minority race groups and agreement on means of engagement	September/October 2007
Environmental Services	December 2007
Housing (including Festival Housing partnership work) and Planning and Worcestershire Telecare	January 2008
Council Tax/NNDR, Housing and Council Tax Benefits & Customer Services	February 2008
Economic Development, Cultural Services, Community Safety, Electoral Services, Employment with the Council and support services (including procurement, Property Services, and Internal Audit)	March 2008

Gender Issues

Service Areas	Date
Identification of gender groups and agreement on means of engagement	December 2007
Environmental Services	April 2008
Housing (including Festival Housing partnership work) and Planning and Worcestershire Telecare	May 2008
Council Tax/NNDR, Housing and Council Tax Benefits & Customer Services	June 2008
Economic Development, Cultural Services, Community Safety, Electoral Services, Employment with the Council and support services (including procurement, Property Services, and Internal Audit)	July 2008

Appendix F

Action Plan for Equality Impact Assessments for Sexual Orientation, Age and Religion and Belief

Action	Timetable	By Whom
Research issues relating to Age, Sexual Orientation, Religion and Belief groups	October 2007	Policy Team
Identify individuals/groups representing these minorities	December 2007	Policy Team
Guidance issued to managers conducting Equality Impact Assessments	December 2007	Policy Team
Establish consultation timetable to discuss prioritisation of Equalities Impact Assessments and methods of future consultation	February 2008	Policy Team
Commence Equalities Impact Assessments on new strands	April 2008	Policy Team and Managers conducting Equalities Impact Assessments
Previous self assessed Equalities Impact Assessments to be revised to include new strands	May 2008	Managers conducting Equalities Impact Assessments