

## RACE EQUALITIES SCHEME 2005

### 1. INTRODUCTION

- 1.1 The Race Relations (Amendment) Act 2000 (RRAA) places a general duty on public authorities to promote race equality by eliminating unlawful racial discrimination, promoting equality of opportunity and promoting good relations between people of different racial groups.
- 1.2 The RRAA also places several specific duties on the Council:
  - assess its functions for adverse impact (every three years)
  - publish the results of assessments and consultations
  - ensure information and services are accessible
  - train employees
  - assess impact of proposed policies and consult.
- 1.3 The publication of a Race Equality Scheme (RES) showing how these general and specific duties will be met is also a duty of the RRAA.

### 2. RES 2005

- 2.1 The Council published its first RES in 2002 based on the knowledge of the duties at that time.
- 2.2 The proposed 2005 RES can be seen in Appendix 1. It follows the style suggested by the Commission for Racial Equality. It includes the statutory review of functions and policies and information on black and minority ethnic (BME) residents.
- 2.3 It is felt the RES does justice to the real issues of race without neglecting the other equality issues of the district.

### 3. CONSULTATION

- 3.1 The proposed RES has been sent to all Councillors and employees for their comments. It is also proposed that comments will be sought from the Community Action Team leaders of the Local Strategic Partnership, and later from the Equalities Network focus group. Once approved a copy will be available at all information offices.
- 3.2 A copy has also been placed on the Council's web pages seeking comments from any other interested party or resident.

### 4. ENVIRONMENTAL IMPLICATIONS

- 4.1 There are no direct implications arising from approving the RES. However it is hoped any indirect results will have a positive effect on the environment.

## **5. FINANCIAL IMPLICATIONS**

- 5.1 There may be minor financial implications arising from some of the improvement activity. The intension is to fund these from existing resources.

## **6. CRIME AND DISORDER IMPLICATIONS**

- 6.1 The involvement of the Equalities Network should have a positive impact on the reporting of racial incidents and harassment.

## **7. CONCLUSIONS**

- 7.1 The RRAA places a duty on this Council to approve and publish a RES. It is believed the proposed RES will satisfy the legal duty.

## **8. PORTFOLIO HOLDER COMMENT**

- 8.1 The Portfolio Holder's comments are "RES sets out in a formal format procedures which have always been inherent in the excellent way in which we at NFDC have always treated all people regardless of age, creed, sex, colour or religion. I support all methods of reinforcing this message for public, present staff and future employees. It, however, is a sad commentary on our times that such formal procedures should be necessary at all in our country".

## **9. RECOMMENDATION**

- 9.1 It is recommended that the proposed RES as shown in Appendix 1 be formally approved as the Council's RES for 2005.

### **For further information:**

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### **Background information:**

Published papers

# **RACE EQUALITY SCHEME**

**2005 – 2008**

**As revised 31 May 2005**

**“Treating people as they wish to be treated”**

For a copy of this in braille, large print, on tape/cd, or if you wish to have it in a language other than English, please telephone 023 8028 5491 or email [equalities@nfdc.gov.uk](mailto:equalities@nfdc.gov.uk).

Comment from Councillor Mel Kendal, Leader of the Council:

“I am committed to New Forest District Council providing equal opportunities and services to all our residents and staff members, irrespective of race, colour or creed, and expect this to be self evident in the way in which we provide services”.

Comment from Dave Yates, Chief Executive:

“The Council has taken significant action and its work to achieve Level 2 of the Equality Standard is being recognised. However in race equalities issues there is always more to be done and employees have a vital role in achieving this.”

## **Executive Summary**

The publication of a Race Equality Scheme (RES) is a statutory requirement of the Race Relations (Amendment) Act 2000 (RRAA). This second RES represents New Forest District Council's commitment to Race Equality as part of a wider Equalities and Diversity agenda.

The RES includes:

- Data on the 1.1% of residents who record themselves as part of the black and ethnic minority population of the district.
- Maps showing the distribution of the Black and Ethnic minorities throughout the district.
- The Council's responsibilities arising from the RRAA.
- The Council's three year review of its services highlighting the services which are a priority.
- How this Council has integrated Impact and Needs/Requirements Assessments (INRAs) into its Service Planning system to ensure that the needs and/or requirements on race equality grounds are considered in providing services to the public.
- Details on how information can be obtained on our progress and how the public can be involved in future improvements.
- How the Council deals with employment issues on Race and how it trains its employees.
- Progress made since the first RES and proposed action up to 2008.
- How the RES can be obtained in alternative formats.
- The Equalities Network and how we are working in partnership with the Local Strategic Partnership (LSP) to improve involvement of and consultation with the BME population.

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## 1. INTRODUCTION

The Council published its first Race Equality Scheme (RES) in June 2002. It was available for public inspection on the Council's website.

In 2003/04 the Council adopted the Equality Standard (ES). From that time it was the Council's framework for achieving equal access to services and fair employment. For simplicity the RES and its action plan was merged with the Council's Corporate Equality Plan (CEP). This resulted in a single action plan for all race and other equality issues.

The Race Relations Amendment Act 2000 (RRAA) required a review of the original RES to be completed by 31 May 2005. This document is the result of that review. It is now published as a separate document reflecting the importance this Council places on Race Equality and for easy access to the information it contains.

The Council however remains committed to action on all equality issues. The Corporate Equality Plan (CEP) remains the Council's overall strategy for action on equalities including race. The RES therefore remains an integral part of the CEP. All the activities identified for action as a result of the review of the RES are included in the Corporate Equality Action Plan (CEAP). Those specifically on race are marked RRAA. They are therefore easy to recognise and the Council's actions resulting from the RRAA can be clearly identified. The CEAP set for 2005/06 can be seen at the end of this document.

The Equalities Unit at New Forest District Council co-ordinate equalities issues at service level and have produced this RES. If you have any queries on this document or on any of the issues covered within you can contact them at:

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## 2. RACE EQUALITY DUTIES

The Race Relations Act 1976 (as amended by the Race Relations (Amendment) Act 2000) (RRAA) places a general duty on public authorities to promote race equality. The legislation requires the Council and its employees to -

- eliminate unlawful racial discrimination
- promote equality of opportunity, and
- promote good relations between people of different racial groups

The aim of this general duty is to make race equality an integral part of the way local authorities work by placing it within policy and decision making, service delivery, employment and enforcement. By pursuing the elimination of discrimination and promoting fair access to all the following outcomes should be achieved:

- decisions based on knowledge, evidence and consultation
- targeted action
- accessible and appropriate services
- increased public confidence in services

The Act also places several specific duties on the Council:

- assess functions for adverse impact (and every 3 years after)
- publish results of assessments and consultations
- ensure information and services are accessible
- train employees
- assess impact of proposed policies and consult.

The RRAA also places a specific duty on public authorities to publish a Race Equality Scheme. The scheme is required to indicate the actions this Council has and will take to meet the general and specific duties of the Act.



### **3. COMMUNITY STATISTICS ON RACE**

The New Forest District Council area is a rural one with no single central area of population. The local people tend to live around the seven local settlements of Totton, Ringwood, New Milton, Lymington, Fawley, Lyndhurst and the Waterside (between Totton and Fawley). Maps showing this detail can be found in the following pages.

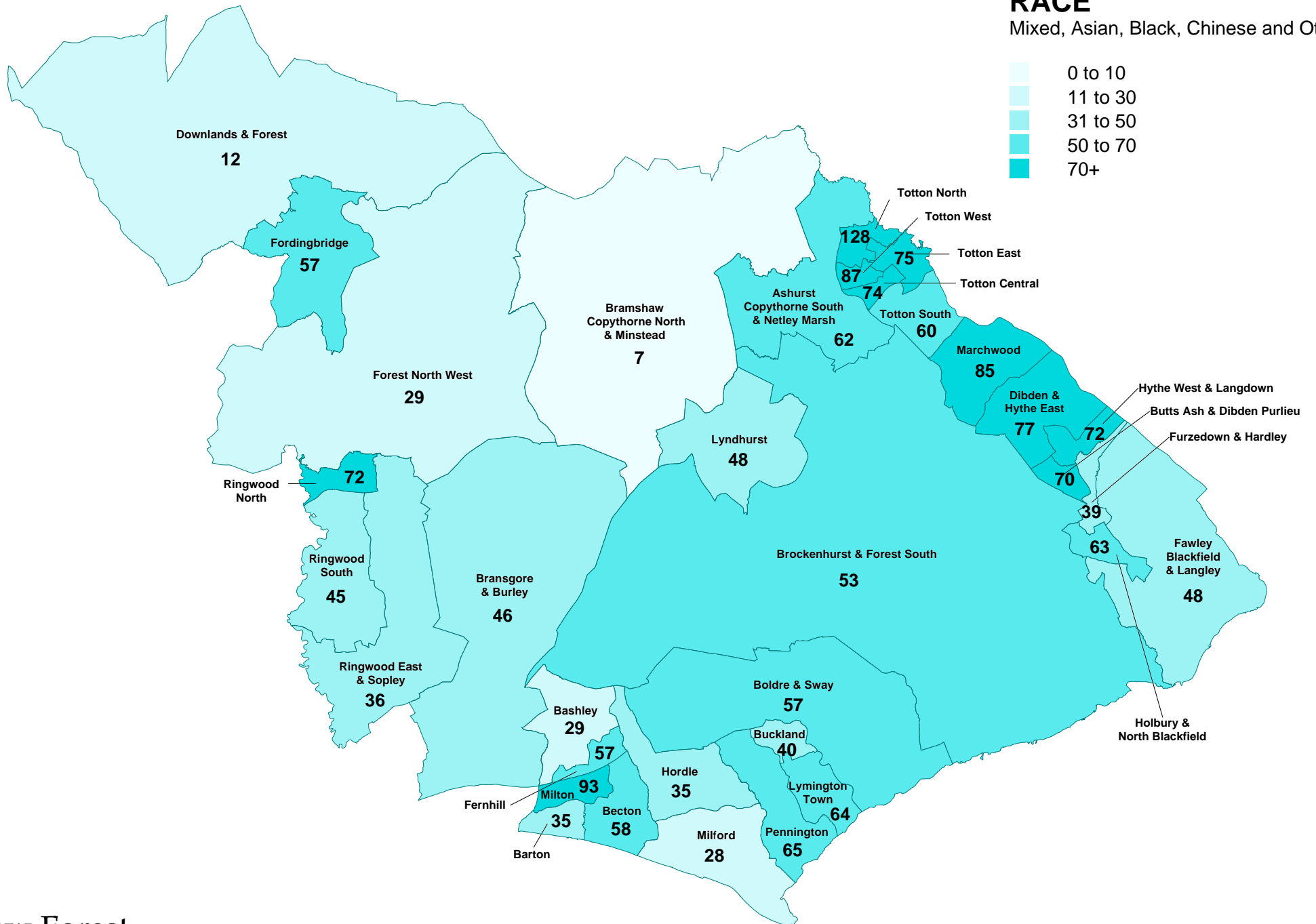
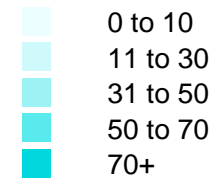
The population is mainly white with a 1.1% BME (Census 2001). This equates with a BME population of under 2,000 residents in a population of approximately 170,000.

The population by ward is shown in table 1.

The Council also records Housing Needs data of BME applicants. Data from 2000/01 to date is shown in table 2.

# RACE

Mixed, Asian, Black, Chinese and Other



**POPULATION BY WARD**

| RACE             | Population    | White | Number Mixed  | Number Asian | Number Black | Number Chinese/Other | Number     |      |            |      |            |
|------------------|---------------|-------|---------------|--------------|--------------|----------------------|------------|------|------------|------|------------|
| Ashurst          | 5535          | 98.9% | 5474          | 0.5%         | 28           | 0.3%                 | 17         | 0.1% | 6          | 0.2% | 11         |
| Barton           | 5056          | 99.4% | 5026          | 0.3%         | 15           | 0.0%                 | 0          | 0.2% | 10         | 0.2% | 10         |
| Bashley          | 2740          | 99.0% | 2713          | 0.3%         | 8            | 0.2%                 | 5          | 0.2% | 5          | 0.4% | 11         |
| Becton           | 4751          | 99.0% | 4703          | 0.5%         | 24           | 0.2%                 | 10         | 0.2% | 10         | 0.3% | 14         |
| Boldre           | 5242          | 98.9% | 5184          | 0.6%         | 31           | 0.1%                 | 5          | 0.1% | 5          | 0.3% | 16         |
| Bramshaw         | 2464          | 99.6% | 2454          | 0.2%         | 5            | 0.0%                 | 0          | 0.0% | 0          | 0.1% | 2          |
| Bransgore        | 5683          | 99.2% | 5638          | 0.4%         | 23           | 0.1%                 | 6          | 0.1% | 6          | 0.2% | 11         |
| Brockenhurst     | 5410          | 99.0% | 5356          | 0.5%         | 27           | 0.1%                 | 5          | 0.1% | 5          | 0.3% | 16         |
| Buckland         | 3172          | 98.7% | 3131          | 0.7%         | 22           | 0.2%                 | 6          | 0.2% | 6          | 0.2% | 6          |
| Butts Ash        | 6457          | 98.8% | 6380          | 0.7%         | 45           | 0.1%                 | 6          | 0.1% | 6          | 0.2% | 13         |
| Dibden           | 5502          | 98.6% | 5425          | 0.6%         | 33           | 0.4%                 | 22         | 0.2% | 11         | 0.2% | 11         |
| Downlands        | 2899          | 99.6% | 2887          | 0.2%         | 6            | 0.0%                 | 0          | 0.0% | 0          | 0.2% | 6          |
| Fawley           | 6088          | 99.2% | 6039          | 0.4%         | 24           | 0.2%                 | 12         | 0.0% | 0          | 0.2% | 12         |
| Fernhill         | 5746          | 98.9% | 5683          | 0.5%         | 29           | 0.2%                 | 11         | 0.1% | 6          | 0.2% | 11         |
| Fordingbridge    | 6357          | 99.0% | 6293          | 0.4%         | 25           | 0.2%                 | 13         | 0.1% | 6          | 0.2% | 13         |
| Forest           | 2665          | 98.9% | 2636          | 0.6%         | 16           | 0.1%                 | 3          | 0.3% | 8          | 0.1% | 3          |
| Furzedown        | 3207          | 98.8% | 3169          | 0.3%         | 10           | 0.4%                 | 13         | 0.1% | 3          | 0.4% | 13         |
| Holbury          | 6995          | 99.1% | 6932          | 0.4%         | 28           | 0.1%                 | 7          | 0.1% | 7          | 0.3% | 21         |
| Hordle           | 5095          | 99.0% | 5046          | 0.3%         | 15           | 0.1%                 | 5          | 0.1% | 5          | 0.2% | 10         |
| Hythe            | 6026          | 98.7% | 5948          | 0.6%         | 36           | 0.2%                 | 12         | 0.1% | 6          | 0.3% | 18         |
| Lymington        | 5293          | 98.8% | 5229          | 0.4%         | 21           | 0.2%                 | 11         | 0.2% | 11         | 0.4% | 21         |
| Lyndhurst        | 2973          | 98.4% | 2925          | 1.0%         | 30           | 0.1%                 | 3          | 0.2% | 6          | 0.3% | 9          |
| Marchwood        | 5586          | 98.5% | 5502          | 0.5%         | 28           | 0.3%                 | 17         | 0.1% | 6          | 0.6% | 34         |
| Milford          | 4703          | 99.5% | 4679          | 0.2%         | 9            | 0.0%                 | 0          | 0.0% | 0          | 0.4% | 19         |
| Milton           | 5460          | 98.3% | 5367          | 0.6%         | 33           | 0.4%                 | 22         | 0.1% | 5          | 0.6% | 33         |
| Pennington       | 5864          | 99.0% | 5805          | 0.6%         | 35           | 0.2%                 | 12         | 0.0% | 0          | 0.3% | 18         |
| Ringwood E       | 2798          | 98.6% | 2759          | 0.4%         | 11           | 0.4%                 | 11         | 0.1% | 3          | 0.4% | 11         |
| Ringwood N       | 5973          | 98.8% | 5901          | 0.5%         | 30           | 0.2%                 | 12         | 0.2% | 12         | 0.3% | 18         |
| Ringwood S       | 5605          | 99.2% | 5560          | 0.3%         | 17           | 0.2%                 | 11         | 0.0% | 0          | 0.3% | 17         |
| Totton C         | 5330          | 98.6% | 5255          | 0.6%         | 32           | 0.4%                 | 21         | 0.1% | 5          | 0.3% | 16         |
| Totton E         | 5708          | 98.6% | 5628          | 0.4%         | 23           | 0.4%                 | 23         | 0.1% | 6          | 0.4% | 23         |
| Totton N         | 5832          | 97.7% | 5698          | 1.0%         | 58           | 0.8%                 | 47         | 0.1% | 6          | 0.3% | 17         |
| Totton S         | 6009          | 99.0% | 5949          | 0.5%         | 30           | 0.3%                 | 18         | 0.0% | 0          | 0.2% | 12         |
| Totton W         | 5107          | 98.2% | 5015          | 0.6%         | 31           | 0.7%                 | 36         | 0.1% | 5          | 0.3% | 15         |
| <b>All Wards</b> | <b>169331</b> |       | <b>167390</b> |              | <b>839</b>   |                      | <b>402</b> |      | <b>176</b> |      | <b>492</b> |

**Total Mixed, Asian, Black and Chinese/other = 1908**

**Source: Census 2001**

**TABLE 1**

TABLE 2

**HOUSING NEEDS PERFORMANCE INFORMATION  
APRIL 2002 – MARCH 2005**

**HOMELESSNESS – BME SERVICE ACCESS REPORT**

\* APPS – Applications

| <b>YEAR</b> | <b>TOTAL APPS TAKEN</b> | <b>TOTAL BME APPS TAKEN</b> | <b>% OF APPS FROM BME</b> | <b>TOTAL BME APPS ACCEPTED</b> | <b>% OF BME APPS ACCEPTED</b> | <b>% OF NON BME APPS ACCEPTED</b> | <b>TOTAL BME APPS NOT ACCEPTED</b> | <b>% OF BME APPS NOT ACCEPTED</b> | <b>% OF NON BME APPS NOT ACCEPTED</b> |
|-------------|-------------------------|-----------------------------|---------------------------|--------------------------------|-------------------------------|-----------------------------------|------------------------------------|-----------------------------------|---------------------------------------|
| 2000/01     | 578                     | 13                          | 2.25%                     | 12                             | 92.31%                        | 69.00%                            | 1                                  | 7.69%                             | 31.00%                                |
| 2001/02     | 510                     | 12                          | 2.35%                     | 10                             | 83.33%                        | 68.00%                            | 2                                  | 16.67%                            | 32.00%                                |
| 2002/03     | 346                     | 11                          | 3.18%                     | 5                              | 45.00%                        | 63.00%                            | 6                                  | 55.00%                            | 37.00%                                |
| 2003/04     | 236                     | 8                           | 3.39%                     | 5                              | 62.50%                        | 66.11%                            | 3                                  | 37.50%                            | 33.89%                                |
| 2004/05     | 132                     | 2                           | 1.52%                     | 1                              | 50.00%                        | 57.50%                            | 1                                  | 50.00%                            | 42.50%                                |

#### **4. ASSESSING FUNCTIONS AND POLICIES**

The RRAA requires that all policies and functions be tested for relevance against the Act once every three years and to publish the results. The first publication was in May 2002 making the next one due on 31 May 2005. The next Council wide review will be undertaken by 31 March 2008.

As part of this review the Council's functions and policies have been re-grouped by Service Plans. It is hoped this will make monitoring and scrutiny easier. It will also demonstrate the links from the Council's Corporate Plan – Heart of the Forest- via Service Plans to accessible services.

Each list of functions has been prioritised by its high, medium or low impact on BME populations and show relevant dates for review. The reviews will be undertaken as part of the Service Planning process that underpins the Council's Performance Management process.

In compiling the list of relevant functions those marked high are those that involve face to face contact, involve making decisions based on someone's individual characteristics or circumstances, are likely to have a significant impact on someone's life or well-being, or where there is a pattern of unequal outcomes. Each Head of Service has completed a proforma, which addresses the questions of relevance to

- eliminating unlawful racial discrimination
- promoting equality of opportunity
- promoting good relations between people of different racial groups.

The review at 31 May 2005 can be seen on the following pages:

**NEW FOREST DISTRICT COUNCIL**

**RACE EQUALITY SCHEME 2005 – 2008 (3<sup>rd</sup> year review as at 31 May 2005)**

**REVIEW OF POLICIES AND FUNCTIONS (as relevant to General Duty)**

| <b>SERVICE PLAN: Commercial Services</b> |  |   |   |   |   |
|--|--|---|---|---|---|
| <b>RESPONSIBLE OFFICER: Geoff Bettle</b> |  |   |   |   |   |
| <b>Function/Policy/Proposed policies</b> | <b>Relevant to promoting equality of opportunity</b> | <b>Relevance to promoting good race relations</b> | <b>Relevance to eliminating unlawful discrimination</b> | <b>Relevant assessment priority (High/Medium/Low)</b> | <b>Timescale for review (year) (06/07/08)</b> |
| Building Works                           | N  | N   | N   | Low   | By 31/5/08                                    |
| Grounds maintenance                      | N  | N   | N   | Low   | By 31/5/08                                    |
| Building cleaning                        | N  | N   | N   | Low   | By 31/5/08                                    |
| Engineering design                       | N  | N   | N   | Low   | By 31/5/08                                    |
| Street Cleansing                         | N  | N   | N   | Med   | By 31/5/07                                    |
| Refuse                                   | Y  | N   | Y   | High  | By 31/5/06                                    |

|                               |   |   |   |      |            |
|-------------------------------|---|---|---|------|------------|
| Vehicle and plant maintenance | N | N | N | Low  | By 31/5/08 |
| Central purchasing unit       | N | N | N | Med  | By 31/5/07 |
| Cemeteries                    | Y | Y | Y | High | By 31/5/06 |
| Engineering Works             | N | N | N | Low  | By 31/5/08 |

| <b>SERVICE PLAN: Customer Services</b>   |  |   |   |   |   |
|--|--|---|---|---|---|
| <b>RESPONSIBLE OFFICER: Glynne Miles</b> |  |   |   |   |   |
| <b>Function/Policy/Proposed policies</b> | <b>Relevant to promoting equality of opportunity</b> | <b>Relevance to promoting good race relations</b> | <b>Relevance to eliminating unlawful discrimination</b> | <b>Relevant assessment priority (High/Medium/Low)</b> | <b>Timescale for review (year) (06/07/08)</b> |
| Information Services                     | Y  | Y   | Y   | Med   | By 31/5/07                                    |
| Call Centre                              | Y  | Y   | Y   | Med   | By 31/5/07                                    |
| Concessionary Travel                     | Y  | N   | Y   | Med   | By 31/5/07                                    |

**SERVICE PLAN: Democratic Services****RESPONSIBLE OFFICER: Rosemary Rutins**

| <b>Function/Policy/Proposed policies</b>              | <b>Relevant to promoting equality of opportunity</b> | <b>Relevance to promoting good race relations</b> | <b>Relevance to eliminating unlawful discrimination</b> | <b>Relevant assessment priority (High/Medium/Low)</b> | <b>Timescale for review (year) (06/07/08)</b> |
|---|--|---|---|---|---|
| Servicing member and officer meetings                 | N  | N   | Y   | Low   | By 31/5/08                                    |
| Procedural and general advice to members and officers | N  | N   | Y   | Low   | By 31/5/08                                    |
| Member support services                               | N  | N   | N   | Low   | By 31/5/08                                    |
| Support to Monitoring Officer                         | Y  | N   | Y   | Low   | By 31/5/08                                    |
| Maintenance of formal documents                       | N  | N   | N   | Low   | By 31/5/08                                    |



|   |   |   |   |     |            |
|---|---|---|---|-----|------------|
| Publication and maintenance of democratic information on Web/Intranet | Y | N | N | Low | By 31/5/08 |
| Electoral registration  | Y | N | N | Low | By 31/5/08 |
| Elections   | Y | N | N | Low | By 31/5/08 |
| Advice to Town and Parish Councils                                    | N | N | N | Low | By 31/5/08 |

|   |  |   |   |   |   |
|---|--|---|---|---|---|
| <b>SERVICE PLAN: Economic Development</b> |  |   |   |   |   |
| <b>RESPONSIBLE OFFICER: Neil Miller</b>   |  |   |   |   |   |
| <b>Function/Policy/Proposed policies</b>  | <b>Relevant to promoting equality of opportunity</b> | <b>Relevance to promoting good race relations</b> | <b>Relevance to eliminating unlawful discrimination</b> | <b>Relevant assessment priority (High/Medium/Low)</b> | <b>Timescale for review (year) (06/07/08)</b> |
| Land and premises availability            | N  | N   | N   | Low   | By 31/5/08                                    |
| Inward investment enquires                | Y  | N   | N   | Low   | By 31/5/08                                    |

|   |   |   |   |     |            |
|---|---|---|---|-----|------------|
| Managed workspace                               | N | N | N | Low | By 31/5/08 |
| Seeking external funding                        | Y | N | N | Low | By 31/5/08 |
| Strategy, policy and influence                  | Y | Y | Y | Low | By 31/5/08 |
| Information/advice to businesses                | Y | Y | Y | Med | By 31/5/07 |
| Training/workforce development                  | Y | Y | N | Low | By 31/5/08 |
| Business support                                | Y | Y | N | Low | By 31/5/08 |
| LEADER+   | Y | Y | Y | Low | By 31/5/08 |
| SEEDA relationship                              | N | N | N | Low | By 31/5/08 |
| New Forest Business Partnership                 | Y | N | N | Low | By 31/5/08 |
| Inputs to planning policy + development control | Y | N | N | Low | By 31/5/08 |

**SERVICE PLAN: Environmental Health Service****RESPONSIBLE OFFICER: Annie Righton**

| <b>Function/Policy/Proposed policies</b> | <b>Relevant to promoting equality of opportunity</b> | <b>Relevance to promoting good race relations</b> | <b>Relevance to eliminating unlawful discrimination</b> | <b>Relevant assessment priority (High/Medium/Low)</b> | <b>Timescale for review (year) (06/07/08)</b> |
|--|--|---|---|---|---|
| Animal welfare                           | N  | N   | N   | Low   | By 31/5/08                                    |
| Dog Warden                               | N  | N   | N   | Low   | By 31/5/08                                    |
| Drainage                                 | N  | N   | N   | Low   | By 31/5/08                                    |
| Air quality                              | N  | N   | N   | Low   | By 31/5/08                                    |
| Contaminated land                        | N  | N   | N   | Low   | By 31/05/08                                   |
| Emergency planning                       | Y  | Y   | Y   | High  | By 31/5/06                                    |
| Food safety                              | Y  | Y   | Y   | Low   | By 31/5/08                                    |

|                             |   |   |   |      |            |
|-----------------------------|---|---|---|------|------------|
| Communities against drugs   | Y | Y | Y | High | By 31/5/06 |
| Welfare funerals            | Y | Y | Y | High | By 31/5/06 |
| Health Development          | Y | Y | Y | High | By 31/5/06 |
| Health and Safety at work   | N | N | N | Low  | By 31/5/08 |
| Corporate Health and Safety | N | N | N | Low  | By 31/5/08 |
| Infectious disease control  | Y | Y | Y | Low  | By 31/5/08 |
| Licensing                   | Y | Y | Y | High | By 31/5/06 |
| Pest Control                | Y | Y | N | Low  | By 31/5/08 |
| Social exclusion            | Y | Y | Y | High | By 31/5/06 |
| Community safety            | Y | Y | Y | High | By 31/5/06 |

|                          |   |   |   |      |            |
|--------------------------|---|---|---|------|------------|
| Domestic violence        | Y | Y | Y | High | By 31/5/06 |
| Anti-social behaviour    | Y | Y | Y | High | By 31/5/06 |
| Environmental Protection | Y | Y | N | Low  | By 31/5/08 |

|   |  |   |   |   |   |
|---|--|---|---|---|---|
| <b>SERVICE PLAN: Financial Services</b>             |  |   |   |   |   |
| <b>RESPONSIBLE OFFICER: Pat Higgins</b>             |  |   |   |   |   |
| <b>Function/Policy/Proposed policies</b>            | <b>Relevant to promoting equality of opportunity</b> | <b>Relevance to promoting good race relations</b> | <b>Relevance to eliminating unlawful discrimination</b> | <b>Relevant assessment priority (High/Medium/Low)</b> | <b>Timescale for review (year) (06/07/08)</b> |
| S151 duties to ensure good stewardships and probity | N  | N   | N   | Low   | By 31/5/08                                    |
| Audit of all financial activities                   | N  | N   | N   | Low   | By 31/5/08                                    |
| Housing Benefit and other fraud investigations      | Y  | N   | Y   | Med   | By 31/5/07                                    |

|   |   |   |   |     |            |
|---|---|---|---|-----|------------|
| Data protection and Freedom of Information          | N | N | N | Low | By 31/5/08 |
| Monitoring Officer for RIPA applications            | N | N | N | Low | By 31/5/08 |
| ICT security  | N | N | N | Low | By 31/5/08 |
| Procurement   | N | N | Y | Low | By 31/5/08 |
| Treasury management                                 | N | N | N | Low | By 31/5/08 |
| Preparation of Council's budgets and final accounts | N | N | N | Low | By 31/5/08 |
| Advice and support of managers                      | N | N | Y | Med | By 31/5/07 |
| Management of financial system                      | N | N | N | Low | By 31/5/08 |

|                               |   |   |   |      |            |
|-------------------------------|---|---|---|------|------------|
| Insurance and risk management | N | N | N | Low  | By 31/5/08 |
| Collection of income          | N | N | N | Low  | By 31/5/08 |
| Payments                      | N | N | N | Low  | By 31/5/08 |
| Property Management           | Y | Y | Y | High | By 31/5/08 |
| Asset Management              | N | N | N | Low  | By 31/5/08 |

|  |  |   |   |   |   |
|--|--|---|---|---|---|
| <b>SERVICE PLAN: Housing</b>             |  |   |   |   |   |
| <b>RESPONSIBLE OFFICER: Dave Brown</b>   |  |   |   |   |   |
| <b>Function/Policy/Proposed policies</b> | <b>Relevant to promoting equality of opportunity</b> | <b>Relevance to promoting good race relations</b> | <b>Relevance to eliminating unlawful discrimination</b> | <b>Relevant assessment priority (High/Medium/Low)</b> | <b>Timescale for review (year) (06/07/08)</b> |
| Central Control and Lifeline Service     | Y  | N   | Y   | High  | By 31/5/06                                    |

|                             |   |   |   |      |            |
|-----------------------------|---|---|---|------|------------|
| Tenant participation        | Y | Y | Y | Med  | By 31/5/07 |
| Rent collection and arrears | N | N | Y | High | By 31/5/06 |
| Repairs and maintenance     | N | N | Y | High | By 31/5/06 |
| Disabled facilities grants  | Y | N | Y | Med  | By 31/5/07 |
| Provision of housing        | Y | Y | Y | Med  | By 31/5/07 |
| Sheltered housing           | Y | Y | Y | Med  | By 31/5/07 |
| Estate Management           | Y | Y | Y | High | By 31/5/06 |
| Housing Needs Service       | Y | Y | Y | High | By 31/5/06 |
| Housing Strategy            | Y | Y | Y | Med  | By 31/5/07 |



**SERVICE PLAN: Human Resources****RESPONSIBLE OFFICER: Jayne Griffiths**

| <b>Function/Policy/Proposed policies</b> | <b>Relevant to promoting equality of opportunity</b> | <b>Relevance to promoting good race relations</b> | <b>Relevance to eliminating unlawful discrimination</b> | <b>Relevant assessment priority (High/Medium/Low)</b> | <b>Timescale for review (year) (06/07/08)</b> |
|--|--|---|---|---|---|
| Policy advice to members on employment   | Y  | Y   | Y   | Med   | By 31/5/07                                    |
| Consultancy advice to managers           | Y  | Y   | Y   | High  | By 31/5/06                                    |
| Pay and Reward                           | Y  | N   | Y   | High  | By 31/5/07                                    |
| Employee relations                       | Y  | Y   | Y   | High  | By 31/5/06                                    |
| Training and Development                 | Y  | Y   | Y   | High  | By 31/5/06                                    |
| Resourcing and workforce planning        | Y  | N   | Y   | Low   | By 31/5/08                                    |

|  |   |   |   |        |            |
|--|---|---|---|--------|------------|
| Organisational development               | Y | Y | Y | Medium | By 31/5/07 |
| Payroll administration                   | N | N | N | Low    | By 31/5/08 |
| Recruitment                              | Y | Y | Y | High   | By 31/5/06 |
| Maintaining employee information systems | N | N | N | Low    | By 31/5/08 |
| Absence recording                        | N | N | N | Low    | By 31/5/08 |

|   |  |   |   |   |   |
|---|--|---|---|---|---|
| <b>SERVICE PLAN: ICT</b>                        |  |   |   |   |   |
| <b>RESPONSIBLE OFFICER: Ken Connolly</b>        |  |   |   |   |   |
| <b>Function/Policy/Proposed policies</b>        | <b>Relevant to promoting equality of opportunity</b> | <b>Relevance to promoting good race relations</b> | <b>Relevance to eliminating unlawful discrimination</b> | <b>Relevant assessment priority (High/Medium/Low)</b> | <b>Timescale for review (year) (06/07/08)</b> |
| Strategic development and implementation of ICT | Y  | Y   | Y   | High  | By 31/5/06                                    |

|                                       |   |   |   |     |            |
|---------------------------------------|---|---|---|-----|------------|
| Technical support and advice to users | N | N | N | Low | By 31/5/08 |
|---------------------------------------|---|---|---|-----|------------|

| <b>SERVICE PLAN: Legal Services</b>                                       |  |   |   |   |   |
|---|--|---|---|---|---|
| <b>RESPONSIBLE OFFICER: Grainne O'Rourke</b>                              |  |   |   |   |   |
| <b>Function/Policy/Proposed policies</b>                                  | <b>Relevant to promoting equality of opportunity</b> | <b>Relevance to promoting good race relations</b> | <b>Relevance to eliminating unlawful discrimination</b> | <b>Relevant assessment priority (High/Medium/Low)</b> | <b>Timescale for review (year) (06/07/08)</b> |
| Legal advice/ litigation/advocacy/ conveyancing to Services               | Y  | N   | Y   | Low   | By 31/5/08                                    |
| Legal and procedural advice to members including quasi-judicial functions | N  | Y   | Y   | Low   | By 31/5/08                                    |
| Advice on Data Protection and Freedom of Information (and enquiries)      | Y  | N   | Y   | Low   | By 31/5/08                                    |

|   |   |   |   |     |            |
|---|---|---|---|-----|------------|
| Information/advice to Town and Parish Councils        | N | Y | Y | Low | By 31/5/08 |
| Probity and ethics                                    | N | N | N | Low | By 31/5/08 |
| Maintenance of Corporate property records             | N | N | N | Low | By 31/5/08 |
| Monitoring Officer role (including member complaints) | N | N | Y | Low | By 31/5/08 |

**SERVICE PLAN: Leisure Services**

**RESPONSIBLE OFFICER: Martin Devine**

| <b>Function/Policy/Proposed policies</b>   | <b>Relevant to promoting equality of opportunity</b> | <b>Relevance to promoting good race relations</b> | <b>Relevance to eliminating unlawful discrimination</b> | <b>Relevant assessment priority (High/Medium/Low)</b> | <b>Timescale for review (year) (06/07/08)</b> |
|--|--|---|---|---|---|
| Health and Leisure Centres<br>Golf Club/ Clayfields<br>Recreation Centre/<br>Hounslow School | Y  | Y   | Y   | Low   | By 31/5/08                                    |

|   |   |   |   |     |            |
|---|---|---|---|-----|------------|
| Keyhaven river                                  | Y | N | Y | Low | By 31/5/08 |
| Visitor Information Centres/<br>Tourism         | Y | Y | Y | Low | By 31/5/08 |
| Beach hut management                            | N | Y | Y | Low | By 31/5/08 |
| Partnerships agreements<br>e.g. Eling Tide Mill | Y | Y | Y | Low | By 31/5/08 |
| Grant aid to groups and<br>organisations        | Y | Y | Y | Low | By 31/5/08 |
| Play development                                | Y | Y | Y | Low | By 31/5/08 |
| Sports development                              | Y | Y | Y | Low | By 31/5/08 |

**SERVICE PLAN: Performance and Strategic Section**

**RESPONSIBLE OFFICER: Keith Smith**

| Function/Policy/Proposed policies   | Relevant to promoting equality of opportunity | Relevance to promoting good race relations | Relevance to eliminating unlawful discrimination | Relevant assessment priority (High/Medium/Low) | Timescale for review (year) (06/07/08) |
|-------------------------------------|---|--|--|--|--|
| Performance Management (General)    | Y   | Y  | Y  | High   | By 31/05/06                            |
| Corporate Planning                  | Y   | Y  | Y  | Med  | By 31/05/07                            |
| Service Planning                    | Y   | Y  | Y  | High   | By 31/5/06                             |
| Strategic performance and reporting | Y   | Y  | Y  | Med  | By 31/05/07                            |
| Strategic performance improvement   | Y   | Y  | Y  | High   | By 31/05/06                            |
| Corporate Consultations             | Y   | Y  | Y  | Med  | By 31/5/07                             |

|                            |   |   |   |      |            |
|----------------------------|---|---|---|------|------------|
| Corporate Complaints       | Y | Y | Y | Med  | By 31/5/07 |
| Equalities and Diversity   | Y | Y | Y | High | By 31/5/06 |
| Community Strategy         | Y | Y | Y | Med  | By 31/5/07 |
| Changing Lives Partnership | Y | Y | Y | High | By 31/5/06 |
| Special Projects           | Y | Y | Y | Low  | By 31/5/08 |

|   |  |   |   |   |   |
|---|--|---|---|---|---|
| <b>SERVICE PLAN: Planning</b>             |  |   |   |   |   |
| <b>RESPONSIBLE OFFICER: Chris Elliott</b> |  |   |   |   |   |
| <b>Function/Policy/Proposed policies</b>  | <b>Relevant to promoting equality of opportunity</b> | <b>Relevance to promoting good race relations</b> | <b>Relevance to eliminating unlawful discrimination</b> | <b>Relevant assessment priority (High/Medium/Low)</b> | <b>Timescale for review (year) (06/07/08)</b> |
| Planning applications                     | Y  | Y   | N   | Med   | By 31/5/07                                    |
| Planning appeals                          | Y  | N   | N   | Med   | By 31/5/07                                    |

|                  |   |   |   |     |            |
|------------------|---|---|---|-----|------------|
| Informal advice  | Y | N | N | Med | By 31/5/07 |
| Enforcement      | Y | N | Y | Med | By 31/5/07 |
| Building Control | N | N | N | Low | By 31/5/08 |
| Land Charges     | N | N | N | Low | By 31/5/08 |

| <b>SERVICE PLAN: Communications Service</b> |  |   |   |   |   |
|---|--|---|---|---|---|
| <b>RESPONSIBLE OFFICER: Dave Atwill</b>     |  |   |   |   |   |
| <b>Function/Policy/Proposed policies</b>    | <b>Relevant to promoting equality of opportunity</b> | <b>Relevance to promoting good race relations</b> | <b>Relevance to eliminating unlawful discrimination</b> | <b>Relevant assessment priority (High/Medium/Low)</b> | <b>Timescale for review (year) (06/07/08)</b> |
| Direct communications with the public       | Y  | Y   | Y   | High  | 31/5/06                                       |
| Communications via news media               | Y  | Y   | Y   | High  | 31/5/06                                       |



|  |   |   |   |      |         |
|--|---|---|---|------|---------|
| Communications within the organisation | Y | N | Y | Med  | 31/5/07 |
| Image of the Council                   | Y | Y | Y | Low  | 31/5/08 |
| Graphics                               | N | Y | Y | Low  | 31/5/08 |
| Events                                 | Y | Y | Y | High | 31/5/06 |

|  |  |   |   |   |   |
|--|--|---|---|---|---|
| <b>SERVICE PLAN: Tax and Benefits</b>    |  |   |   |   |   |
| <b>RESPONSIBLE OFFICER: Glynne Miles</b> |  |   |   |   |   |
| <b>Function/Policy/Proposed policies</b> | <b>Relevant to promoting equality of opportunity</b> | <b>Relevance to promoting good race relations</b> | <b>Relevance to eliminating unlawful discrimination</b> | <b>Relevant assessment priority (High/Medium/Low)</b> | <b>Timescale for review (year) (06/07/08)</b> |
| Council Tax Billing and Accounting       | Y  | N   | Y   | Med   | By 31/5/07                                    |
| Council Tax Debt recovery                | Y  | N   | Y   | Med   | By 31/5/07                                    |

|                                  |   |   |   |      |            |
|----------------------------------|---|---|---|------|------------|
| Business Rates                   | Y | N | Y | Med  | By 31/5/07 |
| Housing and Council Tax Benefits | Y | N | Y | Med  | By 31/5/07 |
| Maintenance of records           | N | N | N | Low  | By 31/5/08 |
| Customer Contact                 | Y | Y | Y | High | By 31/5/06 |

## **5. IMPACT NEEDS/REQUIREMENT ASSESSMENT (INRA)**

INRAs are an assessment and consultation tool used to find out if any Council service impacts poorly on residents and to find out if there are any gaps in the Council's knowledge of the needs of residents. They are used by Heads Of Service to understand the likely impact of their policies and services on the community they serve. INRAs are an integral part of the Service Planning process to ensure the consideration of race and equality issues are part of day to day management and service delivery. The Service Planning Guidance for Heads of Service includes a proforma and guidelines on using INRAs. The completed INRAs are also used by others as part of the monitoring and scrutiny process.

A copy of the proforma can be seen on the following pages. Completed INRA's are published on the Council's web site [www.newforest.gov.uk](http://www.newforest.gov.uk) or you can contact the Council's Equality Unit.

**NEW FOREST DISTRICT COUNCIL**

**EQUALITY STANDARD**

**IMPACT AND NEEDS/REQUIREMENT ASSESSMENT**

Purpose: To determine if a service or employment practice fails to meet the needs of specific groups or has discriminatory outcomes.

Service Area

[eg: Planning Dev Control, Housing Needs, Democratic Services etc]

Lead Officer

[usually the person responsible for the service plan eg Heads Of Service]]

Others involved in the assessment

[Fundamental review could include external partner, equalities officer, employees or customer. Other reviews could be team members]

Aims of Policy/Procedure/Practice

[Main purpose of what the service area is about. Summary of what service does, eg receives, considers and determines planning applications]

What needs is the policy/procedure/practice designed to meet?

[ie: How does the service impact on customers/residents. Eg help them submit a successful planning application]

Are the aims consistent with the Council's Comprehensive Equality Policy?

[This is available on the Council's ForestNet and Web. The answer should be yes]

Yes/No

Is there any evidence of the way the policy/procedure/practice impacts on specific groups?  
(Complaints/customer feedback/stakeholder consultation/employee or member feedback/public data ie BVPI's)

[Identify research/consultation results from any source against each heading. They can be done separately or as a matrix]

Race  
Gender  
Disability  
Religion/Beliefs  
Sexual Orientation  
Age

If there is insufficient evidence what steps are to be taken to collect additional data?

[eg: identify what research/consultation will be undertaken to fill the gaps identified above. Eg citizens panel or equalities network survey]

Race  
Gender  
Disability  
Religion/Beliefs  
Sexual Orientation  
Age

From the evidence that you do have, does it evidence adversely impact on specific groups?

Race  
Gender  
Disability  
Religion/Beliefs  
Sexual Orientation  
Age

On the evidence you do have, if there is adverse impact, what steps will be taken to remove/minimise it?

Race  
Gender  
Disability  
Religion/Beliefs  
Sexual Orientation  
Age

On the evidence you do have, does it show any unmet needs or requirements of specific groups?

Race  
Gender  
Disability  
Religion/Beliefs  
Sexual Orientation  
Age

If unmet needs or requirements have been identified what steps will be taken to meet the needs or requirements?

[Eg: Summary of the actions to be included in the action plan. Again you may do each category one by one or do a matrix approach]

Race  
Gender  
Disability  
Religion/Beliefs  
Sexual Orientation  
Age

Summary of agreed actions to be taken.

How will you know if the agreed actions have had the desired results? What monitoring and performance measures/indicators will be reported?

[Need to think about Performance Management here. The new actions need to be SMART so you can report in future Service Plans your success in achieving them.]

Timescales for actions

## **6. PUBLISHING THE RESULTS OF ASSESSMENTS, CONSULTATIONS AND MONITORING**

We recognise the importance of not only communicating our clear commitment to equality and diversity but also the importance of keeping local people regularly informed of the progress being made and the outcomes being achieved. This will enable residents to comment on the Council's work and help achieve the improvements the Council is seeking.

To help keep local people informed on race equality issues we will:

- share results with our designated consultation groups
- report to our Lead Scrutiny Members 3 to 4 times a year on progress on our CEP and make this available on the Council's website and at our Information Offices
- Work with the Equality Network on other suitable ways to make information available
- Include progress on equalities and diversity in our annual 'Performance Matters' publication
- Use press releases and Council newspaper
- Publish information on the Council's website
- Publish results of INRA's and Service Plans on the Council's intranet and provide copies on request
- Include relevant information in our Equalities Pack



## **7. EQUALITIES NETWORK**

The Council, in partnership with the LSP are keen to ensure services provided are meeting the needs of the community. Feedback from the majority is already received, however there is some concern that feedback is missed from those who may have other needs resulting from their age, disability, gender, race, religion/belief, or sexual orientation. Therefore an Equalities Network has been formed so those more minority opinions and issues can be heard. It is hoped that the Network will eventually include members from all these areas to ensure that the whole community is being involved.

A Steering Committee has been set up from LSP organisations to create the Equalities Network and to manage its use. Various methods of recruitment have been used including posters, mail shots, nominations and adverts in the Council's newspaper and leaflets.

More recruitment is to be undertaken using a community worker by one to one contact.

Communication with the Equality Network will be up to the individual. There will be a choice available, which may include group meetings, telephone interviews, email, visits or questionnaires. Information returned will then be shared with the various agencies to ensure that the same questions are not being asked twice. However, personal information will be treated confidentially and details will not be passed on without permission.

Anyone wishing more information on the Equality Network or would like to become a member should contact the Equalities Unit.

## **8. ACCESS TO INFORMATION AND SERVICES FOR LOCAL PEOPLE**

The Council seeks to ensure that all of its services are fully accessible to all parts of the community in a way that ensures equality of opportunity.

The Council produces a wide range of information about the services it provides (and how to complain about them) in the form of leaflets, documents, posters etc. This includes information on the Council's powers and duties and the democratic decision making process. The Council's policy is to provide any information in a way needed by an individual on request. This includes languages other than English. Anyone needing this service should contact the Equalities Unit.

The New Forest District Council website [www.newforest.gov.uk](http://www.newforest.gov.uk) has a comprehensive A to Z of Council services as well as information on jobs, committee meetings, housing, parking, tackling crime, planning, recreation and tourism as well as Race Equality information.

INRA's are one way that will be used to identify any adverse effects such as the take up of services and the relevant Head of Service will take any action necessary to address any imbalance. The INRA's will be published also on [www.newforest.gov.uk](http://www.newforest.gov.uk).

## 9. EMPLOYEE TRAINING

Each employee undertakes a Personal Development Interview (PDI) annually plus a mid term review at 6 months. This identifies an employee's training needs for the coming year. These are collected by Human Resources who provide training on the common themes. Equalities and diversity is one of the modules offered.

In March 2005 an employee survey identified that the workforce in the main are aware of race legislation and its duties and the responsibilities that rest on them. Surveys will be undertaken every two years to monitor progress and identify further training needs.

Following the initial training on the RRAA of the Corporate Management Team, Heads of Service, Corporate Race Equality Group, Industrial Relations Committee and the Diversity Awareness sessions during 2003/04, future training will focus on

- Induction – a pc based package is being developed for new recruits. It is hoped this will later be expanded for other employees such as new managers or where duties change.
- Service lead – where training is delivered specifically tailored to a service's needs.
- Diversity awareness – will be available to new recruits and those with a specific need.
- Newsletters – periodic newsletters to all employees on RRAA issues
- Emails – adhoc information often referring to information on the intranet
- ForestNet – collection of information available to employees to read to improve their knowledge and keep up to date.

## **10. EMPLOYMENT**

In 2005 Human Resources upgraded its record keeping software. This new facility is programmed to record all the data required to meet RRAA duties.

The results for 2004/05 can be seen in the following pages.

This information is also available on the Council's website and will be updated annually.

## EMPLOYMENT STATISTICS

| Employees:                           | Total Number of employees | Number of White | Number of Mixed | Number of Asian | Number of Black | Number of Chinese | Number of Other |
|--------------------------------------|---------------------------|-----------------|-----------------|-----------------|-----------------|-------------------|-----------------|
| 1 In post                            | 1534                      | 1521            | 2               | 4               | 4               | 1                 | 2               |
| 2 Applicants for employment          | 974                       | 937             | 5               | 14              | 7               | 2                 | 9               |
| 3 Promoted                           | 2                         | 2               | 0               | 0               | 0               | 0                 | 0               |
| 4 Receiving training                 | 686                       | 681             | 0               | 2               | 1               | 1                 | 1               |
| 5a Benefit from PDI                  | See note below            |                 |                 |                 |                 |                   |                 |
| 5b Suffer from PDI                   | See note below            |                 |                 |                 |                 |                   |                 |
| 6 In grievance procedures            | See note below            |                 |                 |                 |                 |                   |                 |
| 7 Subject to disciplinary procedures | See note below            |                 |                 |                 |                 |                   |                 |
| 8 Cease employment                   | 324                       | 324             | 0               | 0               | 0               | 0                 | 0               |

Note: A new HR system has been installed (2004/05) which will record data on all categories listed above for 2005/06 onwards.

## 11. SUMMARY OF ACTIONS FROM 2002 TO 2005

Training employees - On 10 December 2002 the Chief Executive, Directors and Heads of Service participated in a training session of the RRAA and the duties for the Council. At this session the Council's functions and services were considered for racial impact and they were then prioritised as high, medium or low adverse racial impact on communities.

- In 2003 Diversity Awareness Training sessions for employees were provided which included information on the legal duties as well as focussing on valuing differences and promoting good relations.
- In 2004/05 all Heads of Service were trained in the detail use of carrying out Impact Needs/Requirement Assessments (INRAs).

Employment

- The Council's employment practices and policies were reviewed for any adverse impact.
- A new anti-bullying and harassment policy was introduced, supported by guidance for managers.
- A competency on Diversity was included as part of the Performance Development Interview for employees.
- Flexible working practices by employees were encouraged.
- March 2005 an employee survey was undertaken to establish further training needs and to understand if any employees had unmet needs arising from their culture, religion or race.

- Consultation
- A review of the district established there was no local support groups based on race. The geographic make up of the area being rural with 5 small towns forming a ring around the district means that residents turn to Bournemouth in the West or Southampton in the East for cultural activities and support. It was therefore decided to set up an Equalities Network as a capacity building exercise for the district. In partnership with the Local Strategic Partnership a Steering Committee was set up in March 2004 to work on this project. The membership of the network has continued to grow and in 2005 a community worker will be employed to recruit more BME residents to the network.
  - In August 2004 a Citizens Panel survey on “Access For Everyone” established useful data on the accessibility of services.
  - Various service consultations were undertaken.
- Service Provision
- The Council’s Performance Measurement system requires all services to produce Service Plans annually with improvement plans. The 2004/05 cycle of service planning introduced INRAs for the first time. Therefore an assessment of adverse impact and needs arising from minority groups including race was undertaken and any resultant necessary actions have been included in their improvement plans. In future years further INRAs will be undertaken during a fundamental review or where a new or major change to the service takes place.
- Corporate
- The Equalities Unit was created by the adoption of a second post in 2004 with responsibility for equalities duties and to provide help and advice to services.

- In 2004 the Corporate Race Equality Group was set up to oversee and monitor race equality policy and activities.
- Lead Scrutiny Members were appointed to scrutinize the work programme and activities undertaken informally throughout the year and formally annually.
- Established contractors also comply with RRAA. (Exor).
- A contract has been set up with Language Line for translation services and is available to all services.
- The Unit contribute to and learn from the Hampshire and Isle Of Wight Race Equality Network.
- Services are encouraged to offer the provision of leaflets, documents etc in alternative languages/formats on all significant publications and on the Council's website.
- Specific information has been placed on the website for residents.
- The existing Racial Incident Form has been promoted and placed on the website for ease of use.
- The Council's Complaints System has been extended to specifically record complaints of racial harassment and discrimination and any such complaints will be included in the annual report.

It is therefore concluded, although there are still activities that can be undertaken progress has been made and the initial action plan has been substantially completed.



## 12. PROPOSED ACTION FOR 2005 TO 2008

- Adoption of a strategy for gypsies and travellers.
- Expansion of equalities network and provision of information and training for its members, as well as carrying out consultation with.
- Identification of other Council strategies and to show how they link to RRAA duties.
- Monitor continued use of INRAs
- Further promotion of racial incident form
- Review of job application forms
- Training in RRAA for all employees involved in recruitment
- Aim to increase number of employees from BME from 1% to 1.1% to show parity with local population
- Provide updated training on Race Equalities and make available to all employees.
- Introduce training on Race Equalities as part of induction process.
- Continue to participate and learn from Hampshire and Isle Of Wight Race Equality Network.
- Research if district has any indirect issues arising from refugee and asylum seekers in neighbouring districts/Southampton City.
- Review list of functions and policies of Council and update as necessary.
- Update Service Planning Guidance on Race Equality issues.
- Continue to promote equality with partners particularly Local Strategic Partnership.
- Review procurement function to ensure suppliers work in accordance with Equality Standard principles.
- Review of contracts with agencies working on behalf of Council.

The details of these actions are shown in the Corporate Equality Action Plan (CEAP) by the word RRAA in the Reference Column. The initial Plan drawn up in April 2005 is attached.

Additional detail can be found in the Corporate Race Equality Group Action Plan and the improvement plans attached to service plans.

These Plans are regularly reviewed and updated and the latest versions can be found on the Council's website at [www.newforest.gov.uk](http://www.newforest.gov.uk).

This RES has been separately consulted on with:

- All employees
- Union representatives
- All elected members
- Equality Network
- Corporate Race Equality Group
- Lead Scrutiny Members
- Website
- Local Strategic Partnership
- Notice in Council newspaper

Comments, suggestions and ideas are welcome at all times from anyone including:

- Clients, customers and citizens
- Those that work in the area
- Tourists and visitors
- Local businesses
- Community groups and voluntary organisations
- Partners
- Local press and media.

This scheme is available:

- On Council's website
- On hard copy
- By electronic means

It can also be provided in the following alternative formats on request:

- In alternative language
- Large print
- Cassette
- CD
- Braille

## CORPORATE EQUALITY ACTION PLAN 2005/06

| No. | Ref*   | Subject/Task   | Commence | Target   | Completion | Action   | Notes |
|-----|--|--|----------|----------|------------|--|-------|
| 1.  | L3 Serv<br>L3 Cons<br>L3 Lead<br>RRAA<br>DDA | Use of Service Plans – to use the Service Plan process as the corporate mechanism to ensure principles of Equality Standard are fully incorporated into service delivery.<br><br>Service Plans Guidance for Heads Of Service (HOS) to include barriers, accessibility and reasonable adjustment. | 01/04/05 | 31/03/06 |            | Performance Management Team & Heads Of Service |       |
| 2.  | L3 Lead<br>RRAA                              | Evidence gathering for future external scrutiny eg Comprehensive Performance Assessment (CPA) using Evidence Matrix with quarterly review of evidence and scoring  | 01/04/05 | 31/03/06 |            | Equalities Unit                                |       |
| 3.  | L3 Cons<br>RRAA<br>DDA                       | Recording and reporting of harassment on grounds race, disability and gender - joint scheme with Police.   | 10/05    | 01/06    |            | Equalities Unit                                |       |
| 4.  | L3 Lead<br>RRAA<br>DDA                       | Corporate Race Equality Group (CREG) & Corporate Disability Group (CDG) - internal officers groups with overview of corporate equalities actions   | 01/04/05 | 31/03/06 |            | Corporate Officer Groups                       |       |

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Serv (Service)        Emp (Employment)

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|-----|-------------------------------|--|----------|----------|------------|-----------------|-------|
| 5.  | L3 Lead<br>L3 Cons<br>RRAA    | Review and publish Corporate Equality Plan (CEP) including Race Equality Scheme (RES) and ensure it is accessible to all community groups and stakeholders | 01/04/05 | 30/06/05 |            | Equalities Unit |       |
| 6.  | L3 Lead<br>RRAA<br>DDA        | Self-assessment, scrutiny and audit – quarterly reports to Lead Scrutiny Members.  | 01/07/05 | 31/03/06 |            | Equalities Unit |       |
| 7.  | L3 Cons<br>RRAA               | Gypsy & Traveller Strategy   | 01/07/05 | 31/12/05 |            | Equalities Unit |       |
| 8.  | L3 Cons<br>RRAA<br>DDA        | Analyse results from Employee Survey and promote   | 05/05    | 06/05    |            | Equalities Unit |       |
| 9.  | L3 Cons<br>RRAA<br>DDA        | Review Citizens Panel survey results on “Access To Services”   | 08/05    | 09/05    |            | Equalities Unit |       |
| 10. | L3 Serv<br>L3 Cons<br>L3 Lead | Promotion to Partners including content of Community Strategy and setting of equality targets to ensure principles of Equality Standard followed.          | 10/05    | 01/06    |            | Equalities Unit |       |
| 11. | L3 Lead                       | Set initial Objectives and Targets at Council, Corporate and Service Levels  | 01/05/05 | 30/09/05 |            | Equalities Unit |       |

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|-----|-----------------------------------|--|-----------------|-----------------|------------|----------------------|-------|
| 12. | L3 Serv<br>L3 Lead<br>RRAA<br>DDA | Review of procurement function – to ensure suppliers work in accordance with Equality Standard principles.   | 01/04/05        | 31/03/06        |            | Equalities Unit      |       |
| 13. | L3 Serv<br>RRAA<br>DDA            | Review of contracts with agencies working on behalf of Council that they will deliver an effective and appropriate service fairly and without unlawful discrimination. | 01/04/05        | 31/03/06        |            | Equalities Unit      |       |
| 14. | L3 Cons<br>RRAA<br>DDA            | Equalities Network Steering committee to consult with community, staff and stakeholders.   | 01/04/05        | 31/03/06        |            | Equalities Unit      |       |
| 15. | L3 Cons<br>RRAA<br>DDA            | Build on membership of equalities network for consultation.  | 01/07/05        | 30/09/05        |            | Equalities Unit      |       |
| 16. | L3 Cons<br>RRAA<br>DDA            | Maintain links with outside groups and networks  | 01/04/05        | 31/03/06        |            | Equalities Unit      |       |
| 17. | L3 Cons                           | Completed Stonewall Questionnaire for inclusion on Corporate Equality Index 2006<br>Review results returned  | 06/05<br>10/05  | 06/05<br>140/05 |            | Equalities Unit      |       |
| 18. | L3 Cons                           | Consultation Strategy (Council wide)   | Before<br>05/06 | 06/05           |            | Consultation Officer |       |

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|-----|-----------------------------------|--|----------|----------|------------|-----------------|-------|
| 19. | L3 Cons<br>RRAA<br>DDA            | Consult Equality Network on ways to scrutinise equalities work.  | 02/06    | 03/06    |            | Equalities Unit |       |
| 20. | L3 Serv<br>L3 Cons<br>RRAA<br>DDA | Translation Services – to be also made available to members of Equality Network  | 01/04/05 | 31/03/06 |            | Equalities Unit |       |
| 21. | L3 Serv<br>L3 Emp                 | Promotional Information to ensure employees and Members are aware of the Equality Standard, action plans and legal updates | 01/04/05 | 31/03/06 |            | Equalities Unit |       |
| 22. | L3 Serv<br>RRAA<br>DDA            | Monitor for updates on equalities issues   | 01/04/05 | 31/03/06 |            | Equalities Unit |       |
| 23. | L3 Serv<br>L3 Emp<br>RRAA<br>DDA  | In-house training for employees (awareness) and managers (implementation of standard on contractors and partners)          | 01/04/05 | 31/03/06 |            | Equalities Unit |       |
| 24. | L3 Emp                            | Encourage HOS to include competency on Equality in Personal Development Interviews   | 12/05    | 03/06    |            | Human Resources |       |
| 25. | L3 Emp<br>RRAA<br>DDA             | Adopt non-discriminatory recruitment process and training of interviewers.   | 02/08/05 | 31/03/06 |            | Human Resources |       |

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|-----|-----------------------|--|----------|----------|------------|-----------------|-------|
| 26. | L3 Emp                | Review Equal Pay   | 02/08/05 | 31/03/06 |            | Human Resources |       |
| 27. | L3 Emp<br>RRAA<br>DDA | Workforce profiling against labour market  | 02/08/05 | 31/03/06 |            | Human Resources |       |
| 28. | L3 Emp<br>RRAA<br>DDA | Accessible application forms.  | 02/08/05 | 31/03/06 |            | Human Resources |       |
| 29. | L3 Emp<br>RRAA<br>DDA | Review Human Resources system for monitoring suitability including supporting the Council's statutory ethnic monitoring duties           | 09/05    | 31/03/06 |            | Human Resources |       |
| 30. | L3 Emp<br>RRAA<br>DDA | Make all employment procedures consistent with current legislation and Employment Codes Of Practice and ensure employees understand them | 09/05    | 03/07    |            | Human Resources |       |
| 31. | L3 Emp<br>RRAA<br>DDA | Develop and adopt fair employment and equal pay policy   | 04/05    | 03/07    |            | Human Resources |       |
| 32. | DDA                   | Prepare for new legal duty under the DDA – implement Disability Equality Scheme by 12/06   | 01/06    | 12/06    |            | Equalities Unit |       |

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