

**GENDER EQUALITY SCHEME (GES) 2007/8 - 2009/10****1. INTRODUCTION**

- 1.1 The Equality Act 2006 places a general duty on public authorities to eliminate unlawful discrimination and harassment and promote equality of opportunity between men and women. This statutory duty comes into effect on 6 April 2007.
- 1.2 The Equality Act also places several specific duties on the Council:
- publish a Gender Equality Scheme (GES) no later than 5 April 2007.
  - identify the gender equality goals and the actions that will be taken to meet them
  - the GES must be produced in consultation with employees and other stakeholders
  - undertake and publish an equal pay policy including promotion, development and occupational segregation
  - undertake and publish gender impact assessments for all legislation and major policy developments and publish criteria for conducting them
  - the GES must show how progress will be monitored and reviewed.
  - produce an action plan for the next 3 years
  - review and report on progress every year
  - review the scheme every 3 years

**2. GES 2007/08 - 2009/10**

- 2.1 This is the first time that any public body has been required to produce a GES. As such there has been no model that could be used in its production. Care has been taken therefore to follow the statutory code of practice published by the Equal Opportunities Commission.
- 2.2 The scheme has been produced jointly by the Equalities Unit and Human Resources with assistance from other relevant officers. For instance Heads of Service have contributed the assessment of their functions, policies and services.
- 2.3 The Corporate Equality Group has also been kept up to date with progress through out the development of the GES and at key stages has been asked for their comments, suggestions and ideas.

2.4 The draft GES was considered by Industrial Relations Committee on 7 December 2006. They commend the scheme to Cabinet to be approved.

### **3. DECIDING ON GENDER GOALS**

3.1 The purpose of the GES is to bring about change and remove any inequalities due to gender. It is therefore a requirement to include goals for action within the GES. The duty does not prescribe which goals should be chosen but stresses they should be based on evidence drawn from national and local sources.

3.2 To assist in setting goals an employee survey was undertaken in July 2006. A number of possible goals have been drawn from the results of the survey and are shown in Appendix 1. It is felt these are a reasonable selection to indicate progress on gender issues.

3.3 The major goal arising from the duty and confirmed from the responses in the employee survey is the perception that 17% of women and 6% of men believe they are doing the same or similar job as someone of the opposite sex but are being paid less.

### **4. IMPLEMENTATION OF THE GES**

4.1 Appendix 2 shows the draft action plan. These actions will be undertaken in a range of ways. Some will be incorporated into services day to day service provision. Some will be carried out by the Equalities Unit or Human Resources.

### **5. ENVIRONMENTAL IMPLICATIONS**

5.1 There are no direct implications arising from approving the GES.

### **6. FINANCIAL IMPLICATIONS**

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

### **7. CRIME AND DISORDER IMPLICATIONS**

7.1 There are no crime and disorder implications.

## **8. CONCLUSIONS**

- 8.1 The Council has a legal duty to produce a GES with the involvement of employees and other stakeholders and to implement it over a 3 year period. It is believed the proposed GES will satisfy that legal duty.

## **9. PORTFOLIO HOLDER COMMENT**

- 9.1 Councillor Maureen Holding as the Council's champion for equality issues supports the approval of the scheme.

## **10. RECOMMENDATION**

- 10.1 That Cabinet approve the draft GES as the Council's GES for 2007/08-2009/10 as set out in Appendix 3.

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### **Background Information:**

Published papers

**DRAFT GOALS DRAWN FROM RESULTS OF EMPLOYEE SURVEY**

1. Improve the perception, of both male and female employees, that gender equality at NFDC is equal between men and women. (Question 1)
2. Reduce the percentage of new employees that were asked gender based questions at recruitment interviews to 0%. (Question 4)
3. Reduce the percentage of employees who say they have suffered harassment or victimisation to 0%. (Question 9)
4. Reduce the percentage of employees who did not apply for promotion as they felt they would not be considered due to their gender to 0%. (Question 5)
5. Reduce the percentage of employees who feel they are doing the same or similar job as another employee but are being paid less to 0%. (Question 14)



**DRAFT**

**NEW FOREST DISTRICT COUNCIL**

**GENDER EQUALITY SCHEME (GES)**

**April 2007 to March 2010**

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## **Message from Portfolio Holder Councillor Maureen Holding**

“I am pleased to support this scheme as gender equality is an important part of ensuring equality of access to both services and employment. This Council is very proud of its record on gender equality especially in employment and this scheme shows the excellent work already completed. However there is no room for complacency and throughout this document we show how we will continue our work to this end.”

Councillor Maureen Holding  
Portfolio Holder for Health and Social Inclusion

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## COMMITMENT TO EQUALITIES

The following statement is the Council's policy on Equalities:

*"This Council seeks to ensure that all residents in the New Forest have equal access to fair employment and equal access to services of a consistently high standard.*

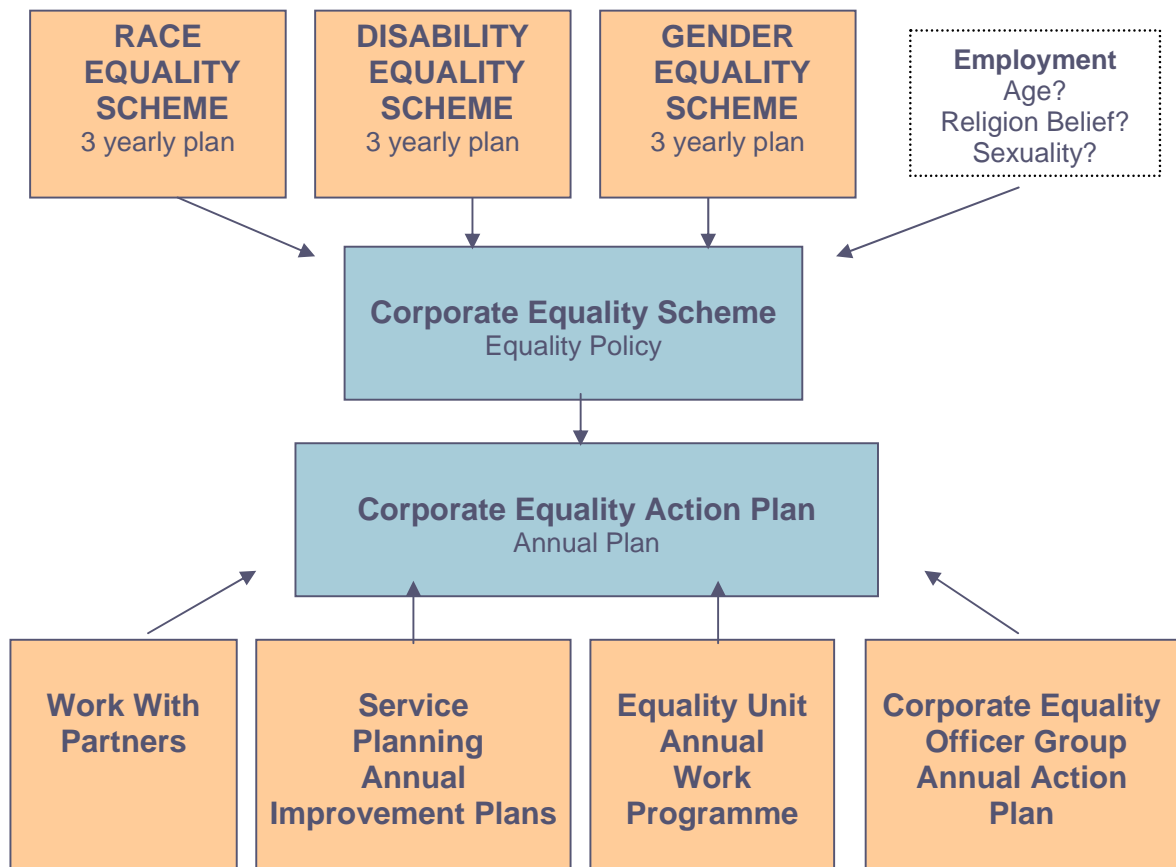
*In practice Equalities includes –*

*age, asylum or refugee status, caring responsibilities, class, colour, disability (including physical, sensory impairment, mental health problems or learning disability), ethnic or national origin (including Travellers), gender reassignment, HIV status, language, marital status, nationality (including citizenship), part-time working, race, religion, culture, sex, sexuality or trade union membership."*

To demonstrate this commitment the Council aims to achieve the highest level of the **Equality Standard for Local Government**. The Equality Standard has been adopted as one of the Council's main targets. At the time this GES was published in January 2007 the Council had achieved Levels 1 and 2 and was well on the way of achieving Level 3 (of 5 levels).

The publication of this GES is one part of the Council's continuous work to improve the accessibility of services for all. Therefore, although this GES is a complete document in itself, it is also part of the Council's **Corporate Equality Scheme (CES)** which brings together all the Council's actions on other equality issues. This document can be seen in full on the Council's web site [www.newforest.gov.uk](http://www.newforest.gov.uk).

This diagram shows the relationship of the Council's equality schemes within the Council's performance management system.



The Council has produced separate schemes for race, disability and gender. It also has employment policies for age, religion/beliefs and sexuality. All these together show the work the Council is doing to eliminate discrimination and harassment and to promote equalities. The Corporate Equality Scheme shows the links between the individual schemes and the Corporate Equality Action Plan shows the action for the current year. This Plan also includes actions that are undertaken by Services, the Equalities Unit and the Council's Officer Group.

## **INTRODUCTION**

The Council understands that a one-size-fits-all approach does not meet the needs of its residents or employees. Practices and policies that may appear neutral can have significantly different effect on men and on women. This can lead to gender inequality and disadvantage. The Council believes its record on providing excellent services to its residents and from being an employer of choice demonstrates its commitment to ensuring such disadvantage does not occur. The Council however is happy to undertake its statutory obligations arising from the Equality Act 2006 to produce and publish this Gender Equality Scheme.

Working with our employees, their union representatives and others with an interest in the scheme we have reviewed how we address the gender issue. The Action Plan shows the steps we will take to further improve our services and employment practices during the 3 year life of the Scheme. We will work in partnership with other organisations and public bodies to assist them in achieving the action plans aims.

The action plan as shown as Appendix 1 is correct as at the time of publication in January 2007. It is however a living plan in that as progress is made items will be amended or added in response to the circumstances of the time. To see the up to date version visit [www.newforest.gov.uk](http://www.newforest.gov.uk).

## **THE EQUALITY ACT 2006**

There are new legal duties for the Council which are both General and Specific.

### General:

When carrying out its duties the Council must

- eliminate discrimination
- eliminate harassment
- promote equality of opportunity between men and women

This is a positive and proactive duty. It is no longer acceptable just to not discriminate. The Council must actively seek how it can improve its services and ensure employment opportunities truly are equal for men and women. Gender equality needs to be mainstreamed into the Council's everyday decision making processes if this is to be achieved.

### Specific:

- Produce and publish a Gender Equality Scheme by April 2007.
- Identify gender equality goals and the intended outcomes
- Develop a 3 year action plan that will show how the outcomes will implemented.
- Consult employees and stakeholders
- Monitor progress and publish annual reports
- Develop and publish a policy on equal pay arrangements between women and men and show how this will be reviewed every 3 years.
- conduct and publish gender equality impact assessments, consulting appropriate stakeholders covering existing and proposed major and significant policies and services.
- review the scheme every 3 years

More information is available on the Council's web site [www.newforest.gov.uk](http://www.newforest.gov.uk)

The following pages show how the Council will meet these duties.

## ***Fulfilling the General Duty***

The General Duty has 4 parts –

- eliminate discrimination
- eliminate harassment
- promote equality of opportunity between men and women

It is felt that although each part has to be met individually the resultant actions tend to overlap and in simple terms our GES as a whole shows how the Council intends to meet the general duty. However there are specific actions that will contribute to the parts individually.

**Eliminate Discrimination** – The Council has undertaken an audit of its functions, policies, and services to assess whether any activity unwittingly discriminates unlawfully. This work is shown in the schedules attached as Appendix 2.

**Eliminate Harassment** – The Council has provided employees with informal and formal systems to report and remove harassment for some years. These have now been reviewed and are available on the Council's internal intranet.

**Promotion of Equality of Opportunity Between Men and Women** – The Council's policies have been reviewed to ensure compliance and employees have access to training and information to support the policies.

## STRATEGY TO PRODUCE GENDER EQUALITY SCHEME (GES)

The Council's process to ensure it met its statutory obligations is to follow an agreed strategy. The strategy was –

TARGET	ACTION
June 2006	Calculate % women's salaries against men's
June 2006	Produce snapshot statistics on employees
June 2006	Benchmark survey employees
July 2006	GES strategy report to Corporate Equality Group (CEG), Staff Side and Corporate Management Team (CMT)
September 2006	Complete pay audit
September 2006	Develop GES goals and targets
September 2006	Assess functions/policies/services for impact
September 2006	Complete gender profile of employees
September 2006	Draft GES for consultation
October 2006	Draft GES consultation – CEG, Heads Of Service, Departmental Management Teams, IRC
November 2006	Draft GES to CMT
December 2006	Draft GES to Cabinet for formal approval
January 2007	Publish GES in hard, electronic and alternative formats
March 2007	Undertake refresher recruitment training
March 2007	Revise Impact Needs/Requirements Pro-Forma (INRA)
March 2007	Revise Service Planning Guidance (to include guidance on customer profiling)
March 2007	Implement 2 stage INRA process for new legislative or major reviews
31 March 2008	Review of progress and projected actions
31 March 2010	Comprehensive review of GES, consult and republish



## **Who was consulted re GES and how**

The first consultation was with all employees in June 2006 by a confidential questionnaire. This gave everyone the opportunity to raise issues for inclusion in the scheme. The next opportunity was the presentation of a report to the Chief Officers Team (CMT) on 4 July 2006. This gained the formal approval of the strategy and gave Directors, Heads of Service, and employee teams another chance to contribute to the content of the scheme.

Once the draft scheme was available in October 2006 it was placed on the Council's web pages and its intranet "Forestnet". The following groups and individuals were encouraged to read and comment on the draft scheme.

- Employees by email sign posting Forestnet, and by newsletter.
- IRC 2 November 2006
- Heads of Service
- CMT
- Employee Side
- Lead Scrutiny Members
- South east Employers
- Other Councils and HR professionals

## **Schedule of functions, policies and services.**

An audit has been completed by the Council's senior managers. All Heads of Services have produced a schedule for their own service. These schedules can be seen in full at Appendix 2.

## **Equality Impact Assessments (EIA)**

### Service Planning Process – existing services, policies and practices

This Council recognises the importance of fair treatment and equal access to services and employment. This can only be achieved by ensuring all Services adopt a common approach for dealing with equality for race, gender, disability, age, sexual orientation and religion/faith. Taking a generic approach across all 6 equality categories ensures the public have equality of access regardless of their personal circumstances. This improves the quality of life for residents and employees alike as everyone gains and appreciates our diverse community.

In 2003 New Forest District Council developed an impact assessment process across all equality groups. It is a service planning tool of the performance management system. This became known as the EIA process. It is a process for use by services to assess the impact of policies and practices on equality groups. It identifies gaps in knowledge and therefore the need for further information gathering and consultation. It also assists Heads of Service with the setting of objectives and targets in their annual improvement plans.

All services were required to undertake an initial EIA during 2003/04 as part of the annual service plan cycle. Some of the larger services programmed further EIA over the next few years to correspond with known or planned developments or changes.

The EIA are published on the Council's web pages and the resultant necessary activities appear in the annual improvement plans. They are also required to undertake a new or repeat an existing EIA if their Service undergoes –

- a major review or change,
- has new responsibilities added to the Service, say new legislation,
- new policies are adopted or major policy change to the existing is agreed,
- as part of a 5 year fundamental review of the service.

EIA are also used to set equality objectives and targets for their service.

The EIA process and pro-forma can be seen in full on the Council's web site [www.newforest.gov.uk](http://www.newforest.gov.uk).

### Cabinet and Portfolio Decisions – likely impact of proposed policies and practices

Following the implementation of the EIA in the Service Planning process a similar impact assessment will be introduced for all proposed major changes to policies and practices. As can be seen from the action plan the Council is committed to developing this process during 2006 so it can be implemented for the first year of the GES.

## GENDER PROFILE OF EMPLOYEES

These figures are based from January 2005 to March 2006

Total Number Of Employees	Female	Male	% Female	% Male
1514	858	656	56.6	43.4

Total Number Of Applicants Appointed	Female	Male	% Female	% Male
387	203	184	52.4	47.5

Total Number Of Employees Promoted	Female	Male	% Female	% Male
57	32	25	56	44

Total Number Of P/T Employees	Female	Male	% Female	% Male
722	523	199	72	28

Total Number Of Employees Trained	Female	Male	% Female	% Male
386	219	167	56.7	43.3

Number Of Top 5% Earners	Female	Male	% Female	% Male
76	15	61	20	80

	Total	Male	Female
No of harassment cases	0		
Grievances	7	4	3
Disciplinary	11	9	2
Capability	21	15	6
Redundancy	14	3	11

Return rates after maternity leave – these figures are not kept but in this time frame 16 employees took maternity leave and 2 did not return. No rates of pay or conditions were changed although many employees chose not to work full time.

We have a right to ask policy for parents or guardians of children under the age of 6 (MANS 5.31).

These statistics will be published annually with the review of the action plan.

## **PROCEDURES AVAILABLE TO EMPLOYEES TO REPORT HARASSMENT**

Employees of New Forest District Council (NFDC) have a right to be treated with dignity and respect. As an employer NFDC has both a legal and moral duty to protect their employees against harassment and bullying. Any such behaviour will be dealt with under the Disciplinary Procedure as a disciplinary offence that could lead to dismissal.

Cases of harassment or bullying are rare within the Council and, whilst wishing to ensure that any such occurrence will be treated with due gravity, it is not intended that having a Harassment and Bullying at Work Policy should restrict personal expression within accepted norms, or stifle social interaction in the workplace.

Throughout this policy the term harassment is used to include all aspects of harassment and bullying.

People may face harassment both in the workplace, and outside because of some aspect about themselves such as their gender, race, skin colour, ethnic origin, disability, sexual orientation, religion or age. People who are particularly vulnerable are those with less influence within the organisation or in society as a whole.

Harassment may take place between two individuals or several people (eg one person may harass a number of others or a group of people may harass one individual). Where the procedures refer to one perpetrator and one complaint, it should be interpreted to cover all other combinations.

Harassment can be defined as any action based on gender, race, skin colour, ethnic origin, disability, sexual orientation, religion or age, by a person (or group of people) that is unwanted and unreciprocated, is found objectionable and causes humiliation, offence and distress. The law does not take into account the motive or intention of the harasser only the impact the behaviour has on the recipient.

Harassment may be an isolated incident or a series of events and can include gestures, verbal (spoken or written) or physical acts or other conduct making the recipient feel uncomfortable and/or humiliated.

Employees wishing to report harassment or bullying should discuss the problem with their manager or Director in the first instance using the grievance procedure. If the complaint is about their manager or Director or the employee would be more comfortable speaking to someone outside the service they should contact Human Resources.

Full details of the procedures to follow are in the Employee Handbook on ForestNet or in hard copy from line managers or Human Resources.

## Sexual Harassment

It is the creation of an offensive working environment where individuals feel uneasy because of their gender. Sexual harassment is direct, and personal, and causes humiliation, offence and distress to the recipient.

Sexual harassment can be perpetrated by men against women and also by women against men. Sexual harassment also includes harassment of transsexuals.

Sexual harassment in the workplace can lead to illness for the employee being harassed, causing anxiety and tension; it may also prevent an effective working environment.

Perceptions of what constitutes sexual harassment may vary from person to person and sometimes what is perceived as friendliness by one person may well be interpreted as unwelcome attention by another, but the following examples identify some types of unwelcome or unwanted behaviour of a sexual nature.

Physical	touching, patting, pinching or brushing against another employee's body, assault
Verbal/Written	sexual advances, demands for sexual favours, lewd comments, sexual innuendo or other suggestive comments, offensive e-mails, notes or messages, flirtation
Non-Verbal	the display of pornographic or sexually-suggestive pictures, objects or written materials, leering, whistling or making sexually-suggestive gestures.
Intimidation	conduct that ridicules or offends or is physically abusive, based on the gender, dress or appearance
Sexual Extortion	suggestions that sexual favours may further someone's career, or that refusal may damage it.

The list is illustrative only, and should not be regarded as exhaustive.

Lesbian women and gay men are disproportionately at risk of such harassment, which can include written, verbal, physical assault, comments and jokes that imply lesbian or gay lifestyles are inferior and should not be talked about, exclusion from social groups, or denial of job opportunities or certain types of work.

## Racial Harassment

Racial harassment, which covers race, colour, nationality or ethnic or national origins, can be seen as a deliberate or calculated act directed by members of one distinct racial group against those of a different racial group. Harassment in this context may be defined as any action by a person (or a group of people) that is unwanted, found objectionable, and causes humiliation, offence and distress. Harassment may be an isolated incident or a series of events.

The following examples identify some types of behaviour that could constitute racial harassment. This list again is illustrative only and should not be regarded as exhaustive.

Physical	physical threats or assault
Verbal	derogatory comments; racist jokes; persistent name-call or abusive language
Non-Verbal	wearing of offensive badges or insignia; offensive publications; racist posters or graffiti, insulting gestures or behaviour
Intimidation	deliberate exclusion of a person(s) from conversations or from particular types of work; rejection or isolation of an employee by refusing to talk or work with them; unfair pressure regarding the speed and quality of work or unfair work allocations; unjustified supervision; the frequent invitation of comments on racial issues from a member of a minority racial group.

Similarly, harassment on religious grounds may arise in the form of verbal or other abuse in relation to the prayer, dress, dietary or other observances of the religion concerned.

Where there are few people from visible minority ethnic groups in the workplace, the harassment may be perceived as worse, because of the recipients feeling of isolation.

Some apparently trivial incidents, repeated over time, can create an unpleasant, intimidating or frightening atmosphere. Someone experiencing such incidents is often far more deeply affected by them than the perpetrator thinks. What is important is the perception and feelings of the recipient.

## **Equal Pay Review**

The Council's objective is to operate a pay and reward system which makes the Council an employer of choice and recognises individuals' personal development and contribution. The Council's pay structure is local to New Forest and was introduced some 15 years ago, along with the introduction of a new job evaluation scheme (PE Inbucon) for all office based employees. In 2005, the National Pay and Workforce Strategy was agreed, and included a requirement on local authorities to conduct an equal pay review by April 2007.

It was proposed that the Council undertake a Pay and Reward review and the first part of the review was to conduct an equal pay audit, which was carried out externally by Reward Partnership.

The equal pay audit compared the pay of women and men performing equal work: explaining any pay gaps and closing those which cannot be justified on grounds other than sex. Every item in the Pay and Benefits package needed to be included, the majority of these are listed below:

- Basic Pay
- Travel/Car Allowances
- Bonuses
- Holiday entitlement/pay
- Overtime
- Access to Pensions

The legislation framework specifies that there are three ways to assess whether the work being done by the woman is equal work to that being done by the male comparator. These are listed below:

**Like Work** – Using Job or Post titles to identify the appropriate comparators in order to compare “Like Work” has been found useful and appropriate.

**Work rated as equivalent** – This can be shown to be so by the use of Job Evaluation. Comparators must be covered by the same analytical job evaluation scheme, which is judged to be non-discriminatory. The Council's scheme has been approved by the Equal Opportunities Commission (EOC).

**Work of equal value** – This is more difficult. A job evaluation may be required. Work of equal value is measured by ‘the demands made on the individual under such headings as effort, skill and decision.’

The results of the review were presented to the findings are presented to CMT and IRC with an action plan in November 2006 and the Equal Pay Audit was completed in March 2007.

## **Procurement**

This is where the Council enters into a contract with an external supplier to carry out works or to provide goods, services or employees. The Gender Equality Duty applies to those functions carried out by way of procurement as well as to functions we carry out directly ourselves. This means the Council has had to build into its procurement policies and practices the same safe guards as placed in all its other policies and practices.

To ensure this aim is achieved the following actions will form part of the Council's gender action plan

- training for all employees engaged in procurement work
- impact assess the procurement procedure
- review the technical specifications and general terms and conditions used in procurement to ensure compliance. This will include sign posting to relevant information.
- ensure all contractors understand the gender equality conditions



## SURVEY OF EMPLOYEES JUNE 2006

### Main issues and results from survey

Q1 – *Would you say that gender equality at NFDC is...?*

	Equal between men and women	Biased towards men a bit	Biased towards women a bit	Biased towards men a lot	Biased towards women a lot
Male	70%	15%	11%	2%	3%
Female	47%	42%	1%	10%	0%

The opinions of male and female employees vary a lot.

Those that have joined the council or applied for another job at the council in the last 18 months:

Q3 – *Did you feel your application was dealt with fairly and impartially?*

	Yes	Partly	No
Male	75%	17%	8%
Female	81%	19%	0%

Q4 – *Were you asked any gender based questions?*

	Yes	No	Not sure
Male	17%	75%	8%
Female	12%	65%	24%

These points will be addressed in the training programmed for 2006/07.

Q5 – Have you wished to apply for promotion at the council but didn't for any of the following reasons? Includes those who wished to apply for promotion

	No reply	The hours of work did not fit with your caring responsibilities i.e. looking after children, elderly relatives, pets	You would have been expected to work additional hours that you could not fit around your caring responsibilities	You felt you would not be considered due to your gender	You felt facilities would not be suitable for your gender i.e. protective clothing
Male	57%	14%	29%	7%	0%
Female	27%	27%	20%	33%	0%

Q7 – Have you turned down or not applied for training for any of the following reasons?

	You could not fit the training around your caring responsibilities i.e. looking after children, elderly relatives, pets	You felt you would not be considered due to your gender	You were not offered flexibility in how you did the training	Haven't not taken up training for any of the reasons mentioned
Male	2%	2%	3%	93%
Female	13%	1%	0%	86%

Q9 – Have you ever suffered harassment or victimisation at the council due to your gender?

	Yes	No
Male	3%	97%
Female	6%	94%

Q11 – Do you feel that there are jobs at the council that are gender biased due to the type of qualifications or experience asked for?

	Yes	No
Male	18%	82%
Female	24%	76%

*Q12 – Have you been turned down for another job at the council for reasons you suspect are related to your gender? Includes those who have applied for another job at the council?*

	Yes	No
Male	3%	97%
Female	3%	97%

*Q14 – Do you feel you may be doing the same or a similar job to someone of the opposite sex but are being paid less?*

	Yes	No
Male	6%	94%
Female	17%	83%

*Q15 – Have you ever been refused time off to deal with childcare or caring problems?*

	Yes	No
Male	2%	99%
Female	1%	99%

*Q16 – Have you been subjected to unwelcome behaviour of a sexual nature from another council employee?*

	Yes, from one person	Yes, from more than one person	No
Male	5%	2%	94.%
Female	4%	5%	90%

*Q18 – Are you aware of any human resources policy or practice which disadvantages either men or women?*

	Yes	No
Male	8%	92%
Female	1%	99%

*Q20 – Do you agree or disagree that the different priorities of men and women are taken into account in human resources policies and practices?*

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
Male	0%	32%	57%	5%	0%
Female	6%	26%	64%	3%	1%

*Q21 – Generally do you agree or disagree that recruitment and promotion throughout the council is NOT biased towards one gender or another?*

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
Male	11%	46%	35%	8%	2%
Female	7%	40%	45%	7%	2%

*Q23 – Generally do you agree or disagree that the council’s human resources policies and practices take account of the natural differences between men and women?*

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
Male	6%	35%	54%	5%	0%
Female	3%	31%	60%	6%	0%

*Q22 – Do you feel men or women are under or over represented in any job area?*

	Yes	No
Male	22%	78%
Female	33%	67%

Cross-tabs based on whether employees have joined the council or applied for another job at the council in the last 18 months (question 2)

Q1 – *Would you say that gender equality at NFDC is...?*

	Equal between men and women	Biased towards men a bit	Biased towards women a bit	Biased towards men a lot	Biased towards women a lot
Yes	45%	38%	10%	3%	3%
No	59%	30%	3%	7%	1%

Q5 – *Have you wished to apply for promotion at the council but didn't for any of the following reasons? Includes those who wished to apply for promotion*

	No reply	The hours of work did not fit with your caring responsibilities i.e. looking after children, elderly relatives, pets	You would have been expected to work additional hours that you could not fit around your caring responsibilities	You felt you would not be considered due to your gender	You felt facilities would not be suitable for your gender i.e. protective clothing
Yes	44%	22%	33%	11%	0%
No	40%	20%	20%	25%	0%

Q7 – *Have you turned down or not applied for training for any of the following reasons?*

	You could not fit the training around your caring responsibilities i.e. looking after children, elderly relatives, pets	You felt you would not be considered due to your gender	You were not offered flexibility in how you did the training	Haven't not taken up training for any of the reasons mentioned
Yes	4%	8%	0%	89%
No	9%	0%	2%	89%

*Q9 – Have you ever suffered harassment or victimisation at the council due to your gender?*

	Yes	No
Yes	7%	93%
No	5%	95%

*Q11 – Do you feel that there are jobs at the council that are gender biased due to the type of qualifications or experience asked for?*

	Yes	No
Yes	21%	79%
No	22%	78%

*Q12 – Have you been turned down for another job at the council for reasons you suspect are related to your gender? Includes those who have applied for another job at the council?*

	Yes	No
Yes	7%	93%
No	2%	98%

*Q14 – Do you feel you may be doing the same or a similar job to someone of the opposite sex but are being paid less?*

	Yes	No
Male	17%	83%
Female	11%	89%

*Q15 – Have you ever been refused time off to deal with childcare or caring problems?*

	Yes	No
Yes	3%	97%
No	1%	99%

*Q16 – Have you been subjected to unwelcome behaviour of a sexual nature from another council employee?*

	Yes, from one person	Yes, from more than one person	No
Yes	3%	7%	90%
No	5%	3%	91%

*Q18 – Are you aware of any human resources policy or practice which disadvantages either men or women?*

	Yes	No
Yes	0%	100%
No	5%	95%

*Q20 – Do you agree or disagree that the different priorities of men and women are taken into account in human resources policies and practices?*

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
Yes	7%	10%	79%	3%	0%
No	6%	33%	56%	5%	1%

Q21 – Generally do you agree or disagree that recruitment and promotion throughout the council is NOT biased towards one gender or another?

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
Yes	0%	53%	40%	7%	0%
No	10%	39%	40%	8%	2%

Q23 – Generally do you agree or disagree that the council's human resources policies and practices take account of the natural differences between men and women?

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
Yes	4%	39%	50%	7%	0%
No	5%	31%	58%	6%	0%

Q22 – Do you feel men or women are under or over represented in any job area?

	Yes	No
Yes	24%	76%
No	30%	70%

Cross-tabs based on employees salary grades (question 28)

Q9 – Have you ever suffered harassment or victimisation at the council due to your gender?

	Yes	No
Salary grades one to four	0%	100%
Salary grades five to seven	7%	93%
Salary grades eight to nine	14%	86%
Salary grades 10 and over	9%	91%



*Q11 – Do you feel that there are jobs at the council that are gender biased due to the type of qualifications or experience asked for?*

	Yes	No
Salary grades one to four	20%	80%
Salary grades five to seven	25%	75%
Salary grades eight to nine	32%	68%
Salary grades 10 and over	9%	91%

*Q15 – Have you ever been refused time off to deal with childcare or caring problems?*

	Yes	No
Salary grades one to four	0%	100%
Salary grades five to seven	2%	98%
Salary grades eight to nine	5%	95%
Salary grades 10 and over	0%	100%

Full results can be seen as Appendix 3

## **POSSIBLE GOALS DRAWN FROM RESULTS OF EMPLOYEE SURVEY**

After reviewing the results of the employees survey, some goals were drawn:

1. Increase the perception of women employees that gender equality at NFDC is equal between men and women from 47% to 70% to equal that of men. (Question 1)
2. Reduce the percentage of new employees that were asked gender based questions at recruitment interviews from 17% to 0%. (Question 4)
3. Reduce the % of employees who did not apply for promotion as the hours of work did not fit with their caring responsibilities from 27% to 0%. (Question 5)
4. Reduce the % of women who did not apply for promotion as they felt they would not be considered due to their gender from 33% to 0%. (Question 5)
5. Reduce the % of women who feel they are doing the same or similar job as a man but are being paid less from 17% to 0%. (Question 14)

These were selected as those being the ones where the most effort needed to be directed. The following people were consulted on the goals:

- Industrial Relations Committee
- New Forest District Council employees
- Unions – Unison, GMB and T&G
- South East Employers
- Heads Of Service
- Lead Scrutiny Members
- Corporate Management Team

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# **APPENDIX ONE**

## **GES ACTION PLAN**

This action plan shows the activities the Council has committed to take to fulfill its obligations to the Equality Act 2006.

All the activities listed in conjunction with a number of the activities in the action plan will provide the Council with information on the effectiveness of its actions. The information will be used in many ways to continually improve the services to residents and to inform reviews of this and future Gender Equality Schemes.

The Council is committed to equality of opportunity in recruitment, selection, training, career development and promotion. The effectiveness of the Council's policy will be monitored by the collection of appropriate data as part of its recruitment, selection and employment processes. This will include monitoring random samples of shortlists and applications, as well as a selection of PDI forms. The Council will treat seriously all cases of discrimination, victimisation or harassment.

## ACTION PLANS TO GO HERE

Reference Number	What	Year 1 07/08	Year 2 08/09	Year 3 09/10	Who
G1	Carry out actions identified by Equal Pay Review (06/07)	Yes	Yes		Human Resources
G2	Undertake sampling exercise on recruitment and PDI's to check compliance with legislation and Council policy	Yes			Human Resources
G3	Carry out impact assessments as identified in the audits of functions, policies and services	Yes	Yes	Yes	Equalities Unit Human Resources
G4	Hold focus groups of employees to identify any outstanding Gender/Equality issues and to explore issues raised in employee survey where male/female responses differ greatly.		Yes		Human Resources
G5	Provide training for employees on appropriate anti bullying and anti harassment practices.	Yes			Human Resources

G6	Provide training for employees on appropriate anti bullying and anti harassment practices	Yes			Human Resources
G7	Provide training for employees on appropriate practices on capability	Yes			Human Resources
G8	Provide training for Heads of Service on Gender/Equality legislation and issues	Yes			Equalities Unit Human Resources
G9	Undertake employee survey building on the 2006/07 results to establish current issues and trend data.			Yes	Equalities Unit
G10	Undertake Equalities Network survey to review recruitment/selection literature		Yes		Equalities Unit
G11	Undertake fundamental review of service provided by Human Resources		Yes		Human Resources
G12	Review and publish employee statistics annually	Yes	Yes	Yes	Equalities Unit Human Resources

G13	Review schedule of functions, services and policies			Yes	Heads Of Service
G14	Review GES and republish			Yes	Equalities Unit
G15	Ensure services for public and community comply with the Gender Duty by achieving the highest level of the Equality Standard.	Yes	Yes	Yes	Equalities Unit



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## **APPENDIX TWO**

### **AUDITS OF PRESENT FUNCTIONS, POLICIES AND SERVICES**

The Council must assess which of its services has any impact on its residents and/or its employees. This is done by reviewing the main activities of each service and Human Resources against the duties as listed in the Equality Act (see page 8). This gives each service a list of actions in priority order for the next three years. The following pages show these assessments in full.

Priority is given where there is an impact. Therefore activities with mainly Yes's are deemed as high priority and those with mostly No's are listed as low priority.

Activities assessed as high will be further considered by the services during 2007/08 and medium priorities in 2008/09. Low priorities may be considered in 2009 or if there is no impact then no further consideration will be taken until the next review of the GES. This will be in 2010/11.

**GENDER EQUALITY SCHEME APRIL 2007 – MARCH 2010 (initial review as at 6 December 2006)**

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

<b>SERVICE PLAN: Commercial Services</b>					
RESPONSIBLE OFFICER: Geoff Bettle					
Function/Policy/Proposed policies/service	Relevant to promoting equality of opportunity between men and women	Relevance to eliminating unlawful discrimination and harassment	Does the policy function or service affect men and women in different ways	Relevant assessment priority (High/Medium/Low)	Timescale for review (year) (07/08, 08/09, 09/10)
building works	No	No	No	Low	09/10
grounds maintenance	No	No	No	Low	09/10
building cleaning	No	No	No	Low	09/10
engineering design	No	No	No	Low	09/10
street cleaning	No	No	No	Low	09/10

refuse	No	No	No	Low	09/10
cemeteries	No	No	No	Low	09/10
vehicle and plant maintenance	No	No	No	Low	09/10
central purchasing unit	No	No	No	Low	09/10
engineering works	No	No	No	Low	09/10

**GENDER EQUALITY SCHEME APRIL 2007 – MARCH 2010 (initial review as at 6 December 2006)**

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

<b>SERVICE PLAN: Communications Service</b>					
RESPONSIBLE OFFICER: Dave Atwill					
Function/Policy/Proposed policies/service	Relevant to promoting equality of opportunity between men and women	Relevance to eliminating unlawful discrimination and harassment	Does the policy function or service affect men and women in different ways	Relevant assessment priority (High/Medium/Low)	Timescale for review (year) (07/08, 08/09, 09/10)
Direct communications with the public	Yes	Yes	Yes	High	07/08
Communications via news media	Yes	Yes	Yes	High	07/08
Communications within the organisation	Yes	Yes	Yes	High	07/08
Image of the council	Yes	Yes	Yes	Medium	08/09

Graphics	No	No	Yes	Low	09/10
Events	Yes	Yes	Yes	Medium	08/09

**GENDER EQUALITY SCHEME APRIL 2007 – MARCH 2010 (initial review as at 6 December 2006)**

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

<b>SERVICE PLAN: Customer Services</b>					
RESPONSIBLE OFFICER: Glynne Miles					
Function/Policy/Proposed policies/service	Relevant to promoting equality of opportunity between men and women	Relevance to eliminating unlawful discrimination and harassment	Does the policy function or service affect men and women in different ways	Relevant assessment priority (High/Medium/Low)	Timescale for review (year) (07/08, 08/09, 09/10)
information services	Yes	Yes	No	Low	09/10
call centre	Yes	Yes	No	Low	09/10
concessionary travel	Yes	Yes	No	Low	09/10
Parking	Yes	Yes	No	Low	09/10



**GENDER EQUALITY SCHEME APRIL 2007 – MARCH 2010 (initial review as at 6 December 2006)**

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

<b>SERVICE PLAN: Democratic Services</b>					
RESPONSIBLE OFFICER: Rosemary Rutins					
Function/Policy/Proposed policies/service	Relevant to promoting equality of opportunity between men and women	Relevance to eliminating unlawful discrimination and harassment	Does the policy function or service affect men and women in different ways	Relevant assessment priority (High/Medium/Low)	Timescale for review (year) (07/08, 08/09, 09/10)
servicing members and officer meetings	Yes	Yes	Yes	Medium	08/09
procedural and general advice to members and officers	Yes	Yes	Yes	Medium	08/09
member support services	Yes	Yes	Yes	High	07/08
support to monitoring officer	No	No	No	Low	09/10
maintenance of formal documents	No	No	No	Low	09/10

publication and maintenance of democratic information on web/internet	No	No	No	Low	09/10
electoral registration	Yes	Yes	Yes	High	07/08
elections	Yes	Yes	Yes	High	07/08
advice to town and parish council	No	No	No	Low	09/10

**GENDER EQUALITY SCHEME APRIL 2007 – MARCH 2010 (initial review as at 6 December 2006)**

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

<b>SERVICE PLAN: Economic Development</b>					
RESPONSIBLE OFFICER: Neil Miller					
Function/Policy/Proposed policies/service	Relevant to promoting equality of opportunity between men and women	Relevance to eliminating unlawful discrimination and harassment	Does the policy function or service affect men and women in different ways	Relevant assessment priority (High/Medium/Low)	Timescale for review (year) (07/08, 08/09, 09/10)
land and premises availability	Yes	Yes	No	High	07/08
inward investment enquires	No	No	No	Low	09/10
managed workspace	Yes	Yes	Yes	High	07/08
seeking external funding	No	No	No	Low	09/10
information/workforce development	Yes	Yes	Yes	High	09/10

business support	Yes	Yes	Yes	High	09/10
leader+ & friendly farming	Yes	No	Yes	Medium	08/09
SEEDA relationship	No	No	No	Low	07/08
new forest business partnership	Yes	Yes	Yes	High	09/10
inputs to planning policy+ development control	Yes	Yes	Yes	High	09/10

**GENDER EQUALITY SCHEME APRIL 2007 – MARCH 2010 (initial review as at 6 December 2006)**

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

<b>SERVICE PLAN: Environmental Health Service</b>					
RESPONSIBLE OFFICER: Annie Righton					
Function/Policy/Proposed policies/service	Relevant to promoting equality of opportunity between men and women	Relevance to eliminating unlawful discrimination and harassment	Does the policy function or service affect men and women in different ways	Relevant assessment priority (High/Medium/Low)	Timescale for review (year) (07/08, 08/09, 09/10)
animal welfare	No	No	No	Low	09/10
dog warden	No	No	No	Low	09/10
drainage	No	No	No	Low	09/10
air quality	No	No	No	Low	09/10
contaminated land	No	No	No	Low	09/10

emergency planning	No	No	No	Low	09/10
food safety	No	No	No	Low	09/10
communities against drugs	No	No	No	Low	09/10
welfare funerals	No	No	No	Low	09/10
health development	Yes	Yes	Yes	High	07/08
health and safety at work	Yes	Yes	Yes	High	07/08
corporate health and safety	No	No	No	Low	09/10
infectious disease control	No	No	No	Low	09/10
licensing	No	No	No	Low	09/10

pest control	No	No	No	Low	09/10
social exclusion	Yes	Yes	Yes	Medium	08/09
community safety	Yes	Yes	Yes	Medium	08/09
domestic violence	Yes	Yes	Yes	Medium	08/09
anti-social behaviour	Yes	Yes	Yes	Medium	08/09
environmental protection	No	No	No	Low	09/10

**GENDER EQUALITY SCHEME APRIL 2007 – MARCH 2010 (initial review as at 6 December 2006)**

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

<b>SERVICE PLAN: Financial Services</b>					
RESPONSIBLE OFFICER: Pat Higgins					
Function/Policy/Proposed policies/service	Relevant to promoting equality of opportunity between men and women	Relevance to eliminating unlawful discrimination and harassment	Does the policy function or service affect men and women in different ways	Relevant assessment priority (High/Medium/Low)	Timescale for review (year) (07/08, 08/09, 09/10)
s151 duties to ensure good stewardships and probabality	No	No	No	Low	09/10
audit of all financial activities	No	No	No	Low	09/10
housing benefit and other fraud investigations	No	No	Yes	Low	09/10
data protection and freedom of information	No	No	No	Low	09/10



monitoring office for RIPA applications	No	No	No	Low	09/10
ICT security	No	No	No	Low	09/10
procurement	Yes	Yes	Yes	Medium	08/09
treasury management	No	No	No	Low	09/10
preparation of council's budgets and final accounts	No	No	No	Low	09/10
advice and support of managers	No	No	No	Low	09/10
management of financial system	No	No	No	Low	09/10
insurance and risk management	No	No	No	Low	09/10

**GENDER EQUALITY SCHEME APRIL 2007 – MARCH 2010 (initial review as at 6 December 2006)**

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

<b>SERVICE PLAN: Housing</b>					
RESPONSIBLE OFFICER: Dave Brown					
Function/Policy/Proposed policies/service	Relevant to promoting equality of opportunity between men and women	Relevance to eliminating unlawful discrimination and harassment	Does the policy function or service affect men and women in different ways	Relevant assessment priority (High/Medium/Low)	Timescale for review (year) (07/08, 08/09, 09/10)
Central control and lifeline service	No	No	No	Low	09/10
Tenant participation	Yes	Yes	No	Medium	08/09
Rent collection and arrears	No	No	No	Low	09/10
Repairs and maintenance	No	No	No	Low	09/10
Disable facilities grants	No	Yes	No	Medium	08/09

Provision of housing	Yes	Yes	No	Medium	08/09
Sheltered housing	Yes	Yes	Yes	Medium	08/09
Estate management	Yes	Yes	Yes	Medium	08/09
Housing needs service	Yes	Yes	Yes	Medium	08/09
Housing strategy	Yes	Yes	Yes	Medium	08/09

**GENDER EQUALITY SCHEME 2007 – 2010 (1st year review as at 6 DECEMBER 2006)**

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

<b>SERVICE PLAN: Human Resources</b>					
RESPONSIBLE OFFICER: Manjit Sandhu					
Function/Policy/Proposed policies/service	Relevant to promoting equality of opportunity between men and women	Relevance to eliminating unlawful discrimination and harassment	Does the policy function or service affect men and women in different ways	Relevant assessment priority (High/Medium/Low)	Timescale for review (year) (07/08, 08/09, 09/10)
Policy advice to members and employees on employment	Yes	Yes	No	High	07/08
Consultancy advice to managers	Yes	Yes	No	High	07/08
Pay and reward	Yes	Yes	No	High	07/08
Employee relations	Yes	Yes	No	High	07/08

Training and development	Yes	Yes	No	High	07/08
Resourcing and workforce planning	Yes	Yes	No	High	07/08
Organisational development	Yes	Yes	No	Medium	08/09
Payroll administration	Yes	Yes	No	Medium	08/09
Recruitment	Yes	Yes	No	High	07/08
Maintaining employee information systems	Yes	Yes	No	Medium	08/09
Absence recording	No	Yes	No	Low	09/10
Pay and reward strategy	Yes	Yes	No	High	07/08
Job grading	Yes	Yes	No	Medium	08/09

Harassment at work	Yes	Yes	No	Low	09/10
Retirement	Yes	Yes	No	Low	09/10
Induction	Yes	Yes	No	High	07/08
Trade union membership	Yes	Yes	No	Low	09/10
Maternity	No	Yes	Yes	Low	09/10
Adoption	Yes	Yes	No	Low	09/10
Attendance management	Yes	Yes	No	High	07/08
Leave entitlement	Yes	Yes	No	Low	09/10
Parental leave	Yes	Yes	No	Low	09/10
Time of for dependants	Yes	Yes	No	Low	09/10

Compassionate leave	Yes	Yes	No	Low	09/10
Termination of employee	No	Yes	No	Low	09/10
Long service retirement award	Yes	Yes	No	Low	09/10
Ill-health retirement	Yes	Yes	No	Low	09/10
The at risk register	Yes	Yes	No	Medium	08/09
Redundancy	Yes	Yes	No	Medium	08/09
Grievance procedure	Yes	Yes	No	Medium	07/08
Capability procedure	Yes	Yes	No	Medium	07/08
Disciplinary procedures	Yes	Yes	No	Medium	07/08
Training and development strategy	Yes	Yes	No	Medium	08/09

Health and safety policy	Yes	Yes	No	Low	09/10
Employee health strategy	Yes	Yes	No	High	07/08
Part time employment	Yes	Yes	No	Low	09/10



**GENDER EQUALITY SCHEME APRIL 2007 – MARCH 2010 (initial review as at 6 December 2006)**

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

<b>SERVICE PLAN: ICT</b>					
RESPONSIBLE OFFICER: Ken Connolly					
Function/Policy/Proposed policies/service	Relevant to promoting equality of opportunity between men and women	Relevance to eliminating unlawful discrimination and harassment	Does the policy function or service affect men and women in different ways	Relevant assessment priority (High/Medium/Low)	Timescale for review (year) (07/08, 08/09, 09/10)
Strategic development and implementation of ICT	No	No	No	Low	09/10
Technical support and advice to users	No	No	No	Low	09/10
Supply of equipment to employees and members	No	No	No	Low	09/10
Maintenance of website and intranet	No	No	No	Low	09/10

**GENDER EQUALITY SCHEME APRIL 2007 – MARCH 2010 (initial review as at 6 December 2006)**

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

<b>SERVICE PLAN: Legal Services</b>					
RESPONSIBLE OFFICER: Grainne O'Rourke					
Function/Policy/Proposed policies/service	Relevant to promoting equality of opportunity between men and women	Relevance to eliminating unlawful discrimination and harassment	Does the policy function or service affect men and women in different ways	Relevant assessment priority (High/Medium/Low)	Timescale for review (year) (07/08, 08/09, 09/10)
Legal advice/litigation/advocacy/conveyancing to services	No	No	No	Low	09/10
Legal and procedural advice to members including quasi-judicial functions	Yes	Yes	Yes	Medium	08/09
Advice on data protection and freedom of information	No	No	No	Low	09/10
Information/advice to town and parish councils	Yes	Yes	Yes	Medium	08/09

Probity and ethics	No	No	No	Low	09/10
Maintenance of corporate property records	No	No	No	Low	09/10
Monitoring officer role (including member complaints)	Yes	Yes	Yes	Medium	08/09

**GENDER EQUALITY SCHEME APRIL 2007 – MARCH 2010 (initial review as at 6 December 2006)**

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

<b>SERVICE PLAN: Leisure Services</b>					
RESPONSIBLE OFFICER: Martin Devine					
Function/Policy/Proposed policies/service	Relevant to promoting equality of opportunity between men and women	Relevance to eliminating unlawful discrimination and harassment	Does the policy function or service affect men and women in different ways	Relevant assessment priority (High/Medium/Low)	Timescale for review (year) (07/08, 08/09, 09/10)
Health and leisure centres, Golf Club/Clayfields Recreation Centre	Yes	Yes	No	Low	09/10
Keyhaven river	No	No	No	Low	09/10
Tourism Service, Destination, Visitor information centres, marketing, environ	No	No	No	Low	09/10
Beach hut management	No	No	No	Low	09/10

Partnerships agreements	Yes	Yes	No	High	07/08
Grant aid to groups and organisation	Yes	Yes	No	High	07/08
Play development	Yes	Yes	No	High	07/08
Sports development	Yes	Yes	No	High	07/08
Disability/Older People	Yes	Yes	No	High	07/08
Open Space & Recreation	Yes	Yes	Yes	Medium	08/09
Forward Planning	Yes	Yes	Yes	Medium	08/09

**GENDER EQUALITY SCHEME APRIL 2007 – MARCH 2010 (initial review as at 6 December 2006)**

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

<b>SERVICE PLAN: Performance and Strategic Section</b>					
RESPONSIBLE OFFICER: Keith Smith					
Function/Policy/Proposed policies/service	Relevant to promoting equality of opportunity between men and women	Relevance to eliminating unlawful discrimination and harassment	Does the policy function or service take into account people's gender	Relevant assessment priority (High/Medium/Low)	Timescale for review (year) (07/08/09)
Performance management	Yes	Yes	No	Low	09/10
Corporate planning	Yes	Yes	Yes	High	07/08
Service planning	Yes	Yes	Yes	High	07/08
Strategic performance and reporting	Yes	Yes	No	Low	09/10
Corporate consultations	Yes	Yes	Yes	High	07/08

Corporate complaints	Yes	Yes	No	Medium	08/09
Equalities and diversity	Yes	Yes	Yes	High	07/08
Community strategy	Yes	Yes	Yes	High	07/08
Changing lives partnership	Yes	Yes	Yes	Medium	08/09
Special projects	Yes	Yes	Yes	Medium	08/09

**GENDER EQUALITY SCHEME APRIL 2007 – MARCH 2010 (initial review as at 6 December 2006)**

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

<b>SERVICE PLAN: Planning</b>					
RESPONSIBLE OFFICER: Chris Elliot					
Function/Policy/Proposed policies/service	Relevant to promoting equality of opportunity between men and women	Relevance to eliminating unlawful discrimination and harassment	Does the policy function or service take into account people's gender	Relevant assessment priority (High/Medium/Low)	Timescale for review (year) (07/08/09)
Planning applications	No	No	No	Low	09/10
Planning appeals	No	No	No	Low	09/10
Informal advice	No	No	No	Low	09/10
Enforcement	No	No	No	Low	09/10
Building control	No	No	No	Low	09/10
Land charges	No	No	No	Low	09/10



**GENDER EQUALITY SCHEME APRIL 2007 – MARCH 2010 (initial review as at X)**

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

<b>SERVICE PLAN: Tax and Benefits</b>					
RESPONSIBLE OFFICER: Glynne Miles					
Function/Policy/Proposed policies/service	Relevant to promoting equality of opportunity between men and women	Relevance to eliminating unlawful discrimination and harassment	Does the policy function or service take into account people's gender	Relevant assessment priority (High/Medium/Low)	Timescale for review (year) (07/08/09)
Council tax billing and accounting	Yes	Yes	No	Medium	08/09
Council tax debt recovery	Yes	Yes	No	Medium	08/09
Business rates	Yes	Yes	No	Medium	08/09
Housing and council tax benefits	Yes	Yes	No	Low	09/10
Maintenance of records	Yes	Yes	No	Low	09/10
Customer contact	Yes	Yes	No	Medium	08/09

**ACTION PLAN****APENDIX 2**

<b>Reference Number</b>	<b>What</b>	<b>Year 1 07/08</b>	<b>Year 2 08/09</b>	<b>Year 3 09/10</b>	<b>Who</b>
G1	Carry out actions identified by Equal Pay Review (06/07)	Yes	Yes		Human Resources
G2	Undertake sampling exercise on recruitment and PDI's to check compliance with legislation and Council policy	Yes			Human Resources
G3	Carry out impact assessments as identified in the audits of functions, policies and services	Yes	Yes	Yes	Equalities Unit Human Resources
G4	Hold focus groups of employees to identify any outstanding Gender/Equality issues and to explore issues raised in employee survey where male/female responses differ greatly.		Yes		Human Resources
G5	Provide training for employees on appropriate anti bullying and anti harassment practices.	Yes			Human Resources

G6	Provide training for employees on appropriate anti bullying and anti harassment practices	Yes			Human Resources
G7	Provide training for employees on appropriate practices on capability	Yes			Human Resources
G8	Provide training for Heads of Service on Gender/Equality legislation and issues	Yes			Equalities Unit Human Resources
G9	Undertake employee survey building on the 2006/07 results to establish current issues and trend data.			Yes	Equalities Unit
G10	Undertake Equalities Network survey to review recruitment/selection literature		Yes		Equalities Unit
G11	Undertake fundamental review of service provided by Human Resources		Yes		Human Resources
G12	Review and publish employee statistics annually	Yes	Yes	Yes	Equalities Unit Human Resources

G13	Review schedule of functions, services and policies			Yes	Heads Of Service
G14	Review GES and republish			Yes	Equalities Unit
G15	Ensure services for public and community comply with the Gender Duty by achieving the highest level of the Equality Standard.	Yes	Yes	Yes	Equalities Unit

## **APPENDIX THREE**

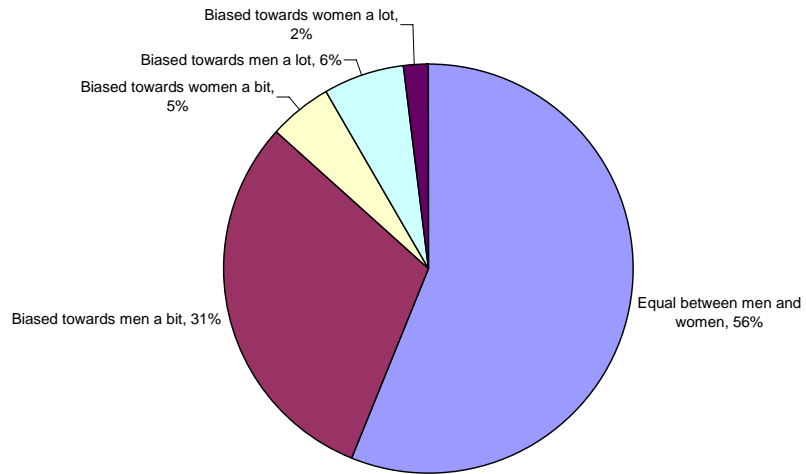
### **RESULTS FROM EMPLOYEE SURVEY**

**JUNE 2006**

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Question 1

Would you say that gender equality at the council is...?

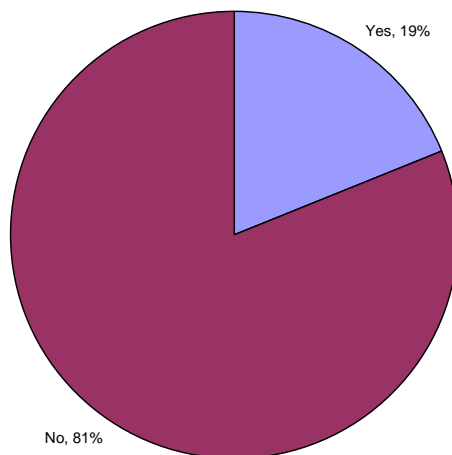


Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 159 respondents

Question 2

Have you joined the council or applied for another job at the council in the last 18 months?

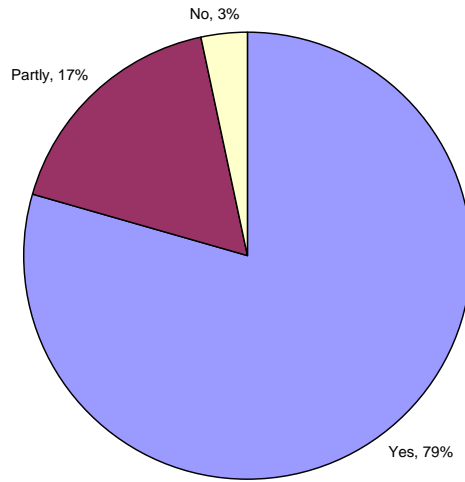


Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 159 respondents

Question 3

Did you feel your application was dealt with fairly and impartially?

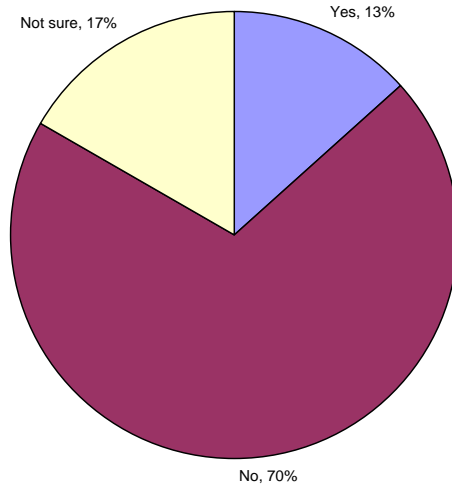


Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 29 respondents  
Those that had joined the council or had applied for another job at the council, in the last 18 months

Question 4

Were you asked any gender based questions?



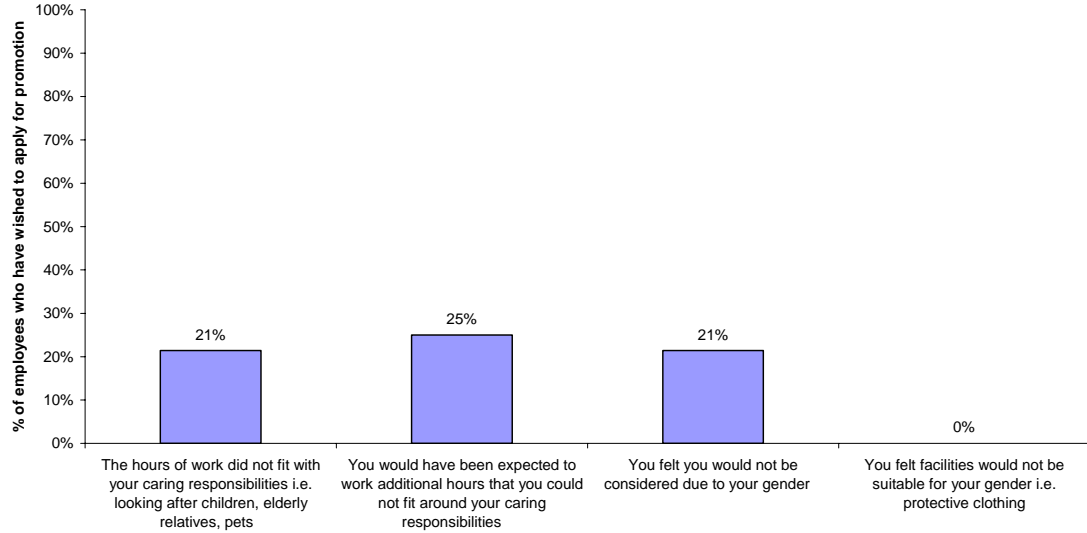
Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 30 respondents  
Those that had joined the council or had applied for another job at the council, in the last 18 months



Question 5

Have you wished to apply for promotion at the council but didn't for any of the following reasons?

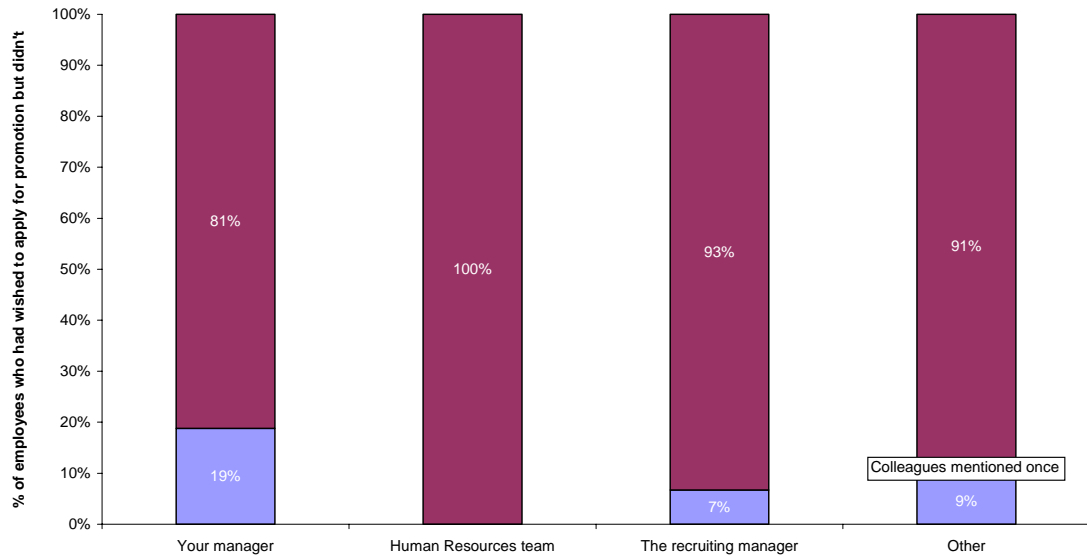


Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 28 respondents  
Those employees who had wished to apply for promotion but didn't

Question 6

Did you share your reservations with any of the following people?

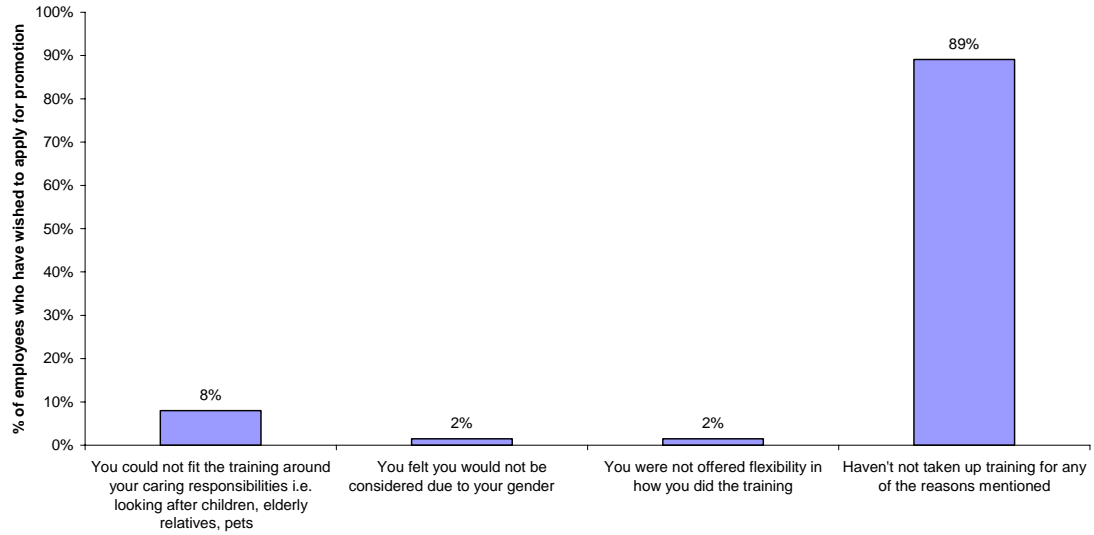


Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 14 respondents (average)  
Those employees who had wished to apply for promotion but didn't

Question 7

Have you turned down or not applied for training for any of the following reasons?

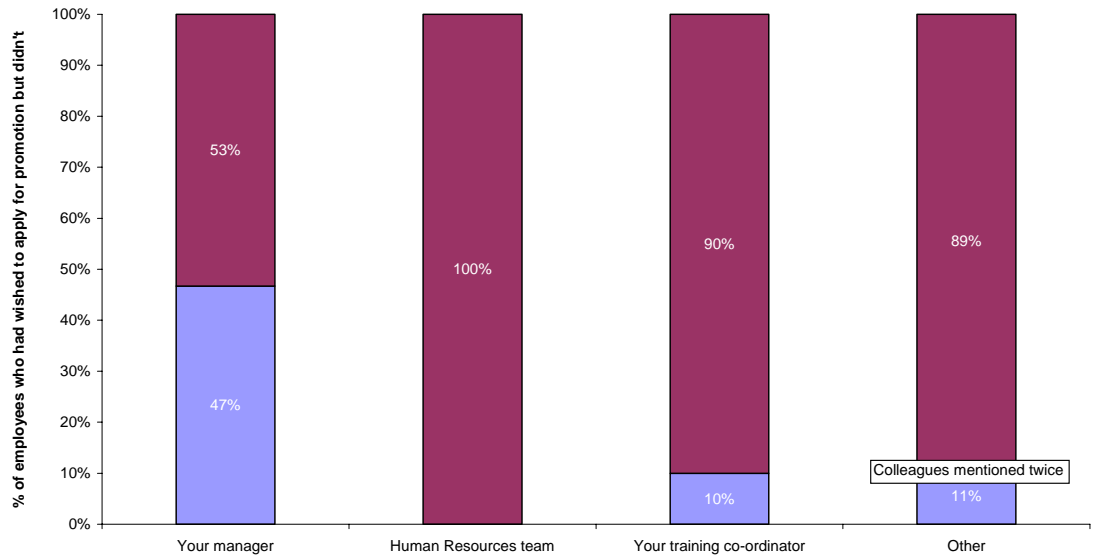


Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 137 respondents

Question 8

Did you share your reservations with any of the following people?

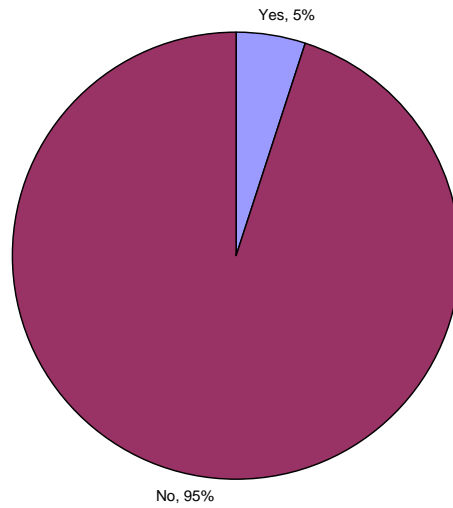


Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 11 respondents (average)  
Those employees who didn't take up training for reasons mentioned in Q7

Question 9

Have you ever suffered harassment or victimisation at the council due to your gender?

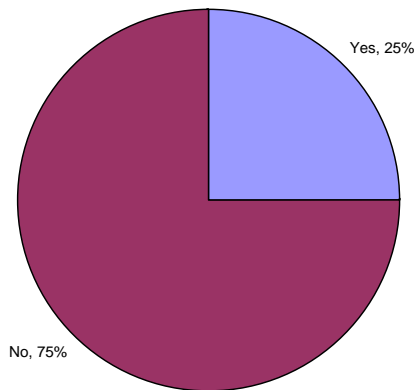


Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 157 respondents

Question 10

Did you report the harassment or victimisation?



Of those that answered 'yes':  
**Was the situation resolved to your satisfaction?**  
Both respondents who reported the harassment/victimisation said that the situation was not resolved to their satisfaction.

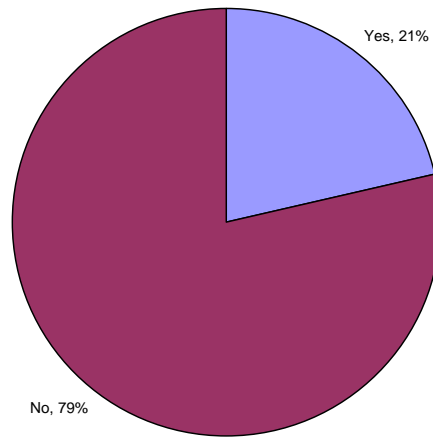
Of those that answered 'no':  
**Why did you not report it?**  
- Because, as a man, I did not think the bullying would be taken seriously  
- Difficult when those above you are the problem  
- Too scared  
- Unsure who would listen - it was a spoken remark  
- Won't be taken seriously

Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 8 respondents

Question 11

Do you feel that there are jobs at the council that are gender biased due to the type of qualifications or experience asked for?



Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 154 respondents

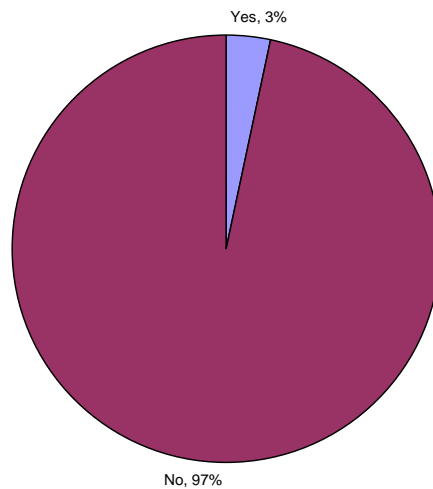
Q11. If yes, please give details:

- Traditionally there are some jobs which are "for" women or men. You cannot escape that. Equally, the holders of qualifications in those fields are predominantly male or female depending upon the type of job. You can try to educate/train all you want, but you're unlikely ever to find men/women equal in areas such as information offices/reception/PA duties (women) or refuse collection (male).
- Some jobs are naturally biased due to the nature of the work and gender differences e.g. secretary or bin person
- Some jobs suit a different gender better than others
- There are generally more female secretaries & more male engineers.
- Traditional Blue Collar Work may be affected this way e.g. bricklayers are generally men perhaps due to physical requirements of the job.
- Building and construction work also refuse collection
- Physical ability or type of work - Engineering etc.
- Most jobs in Commercial Services
- No experience of this but I think this has to be the case, for example refuse operatives. Don't know what qualifications are asked for but more strength than a female normally has is required
- Refuse collectors
- Refuse collectors are all men, how about some big strong women?
- Some of the jobs which rely on physical strength e.g. refuse collection
- Commercial Services Management
- Directors and heads of service in many fields
- Management posts tend to be held by men rather than women

- Engineering/Building works, Maintenance Managers etc.
- Grounds maintenance, site officer
- Maintenance
- Human Resources
- Human Resources mainly because of the council's culture
- Many courses/qualifications are opted for by one gender rather than another
- Possibly some of the admin jobs are biased towards women
- Secretarial work
- Secretaries, Help Desks, Reception, General office workers.
- Secretary
- There is a major unbalance in admin across all sectors - many more women than men. May be due to men not accepting the lower wages paid for such posts?
- Sometime qualifications can weigh to heavily sometimes on job experience can add as much value to the service

Question 12

Have you been turned down for a another job at the council for reasons you suspect are related to your gender?



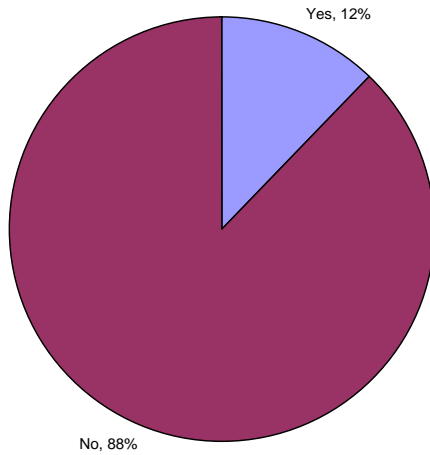
If 'yes' please give details  
No details were given.

Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 63 respondents  
Those who have applied for another job at the council

Question 14

**Do you feel you may be doing the same or a similar job to someone of the opposite sex but are being paid less?**



**If 'yes' please give details**

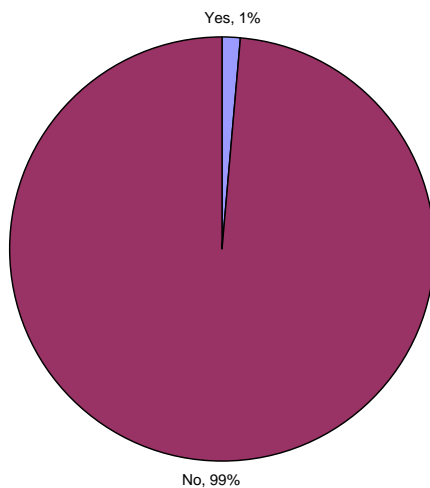
- I suspect that I am one of the lower paid \*\*\*\*\* with a large portfolio. I am not for one minute suggesting that this is 'cause I am a girly!
- I'm doing exactly the same job as two women, but am on a lower SCP in the same band. - In time I'll draw level and as they have more service and experience, I've no objections to being in this position.
- Male colleague on temp contract on more per hour
- Male eng works supervisor is 2 bands higher than female eng works supervisor (same qualifications required)
- Many jobs are shown a grade higher than mine but job review request has not progressed over the last 10 months by my manager because of financial implications if successful
- More of the case that men are consciously fast tracked, and paid more as they are promoted when compared to women doing same/similar jobs.
- Professional Officers in Planning Division are on higher grades than officers in the old Technical Services Directorate
- Same management responsibilities but with more staff to manage
- Same post, doing exactly same work
- Seem to be favouritism in our area with all the opportunities being given to the men in the department
- There are members of the opposite sex doing the job I do.

Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 155 respondents  
Those who have applied for another job at the council

Question 15

**Have you ever been refused time off to deal with childcare or caring problems?**



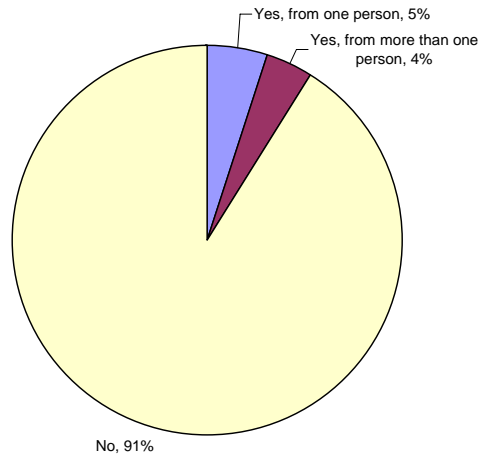
**If 'yes' please give details**

- My five-year old son went into hospital for an operation, my wife had just started (two weeks) a new teaching post. I asked for annual leave to stay with my son in hospital - it was refused.
- A long time ago - but annual leave denied because of staffing issues

Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 154 respondents  
Those who have applied for another job at the council

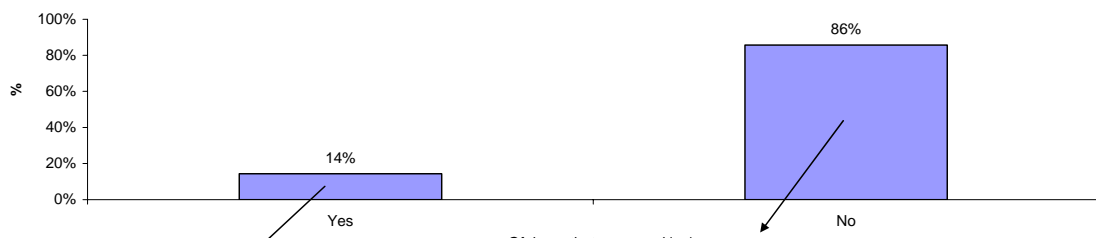
**Question 16** Have you been subjected to unwelcome behaviour of a sexual nature from another council employee or councillor?



Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 154 respondents

**Question 17** Did you report it?



Of those that answered 'yes':  
**Was the situation resolved to your satisfaction?**  
One of the employees answered 'yes' and 'no'. The other employee answered 'yes'.

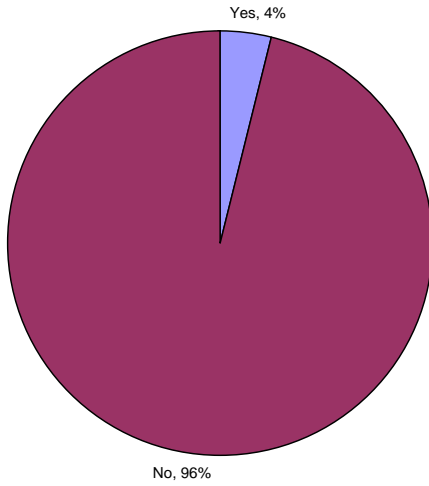
- Of those that answered 'no':  
**Why did you not report it?**
- Because I knew I could manage the situation on my own, without embarrassing myself or the other person, or needing to unnecessarily involve management or the union.
  - Because it was from a Councillor
  - Dealt with it myself
  - Enjoyed the attention
  - I didn't feel that anything would be done about it
  - I felt uncomfortable about a male colleague touching another
  - Male trait I presume - a few men here talk to women's chest and not to the face!
  - Nothing can be done about it
  - Mentioned to line manager but I decided not to pursue it as very little would happen
  - Not typical, and hopefully a 'one of'
  - Nothing will be done
  - Repercussions
  - Wouldn't be taken seriously

Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 14 respondents  
Those employees who had been subjected to unwelcome behaviour of a sexual nature

Question 18

**Are you aware of any human resources policy or practice which disadvantages either men or women?**



**If 'yes' please give details**

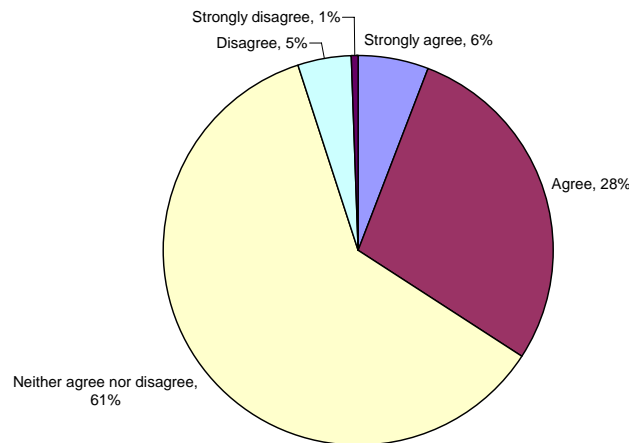
- There was an information leaflet circulated a couple of years ago aimed at women and stress. I did read it and felt that most of the information included applied to men just as much as women and I strongly believe that this sort of targeted literature just reinforces stereotypical values, rather than removing them. Any discrimination, even positive, does not help any situation.
- Human Resources see themselves as the support for management and have not maintained a separate role as honest broker. The employee can therefore be subjected to a double whammy - problems that management do not handle properly, but these actions are supported by HR.
- As there are no men in human resources the male/female perspective is unbalanced. As senior management is basically white, male and middle aged this also gives an unbalanced perspective though in a different way.

Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 156 respondents

Question 20

**Do you agree or disagree that the different priorities of men and women are taken into account in human resources policies and practices?**



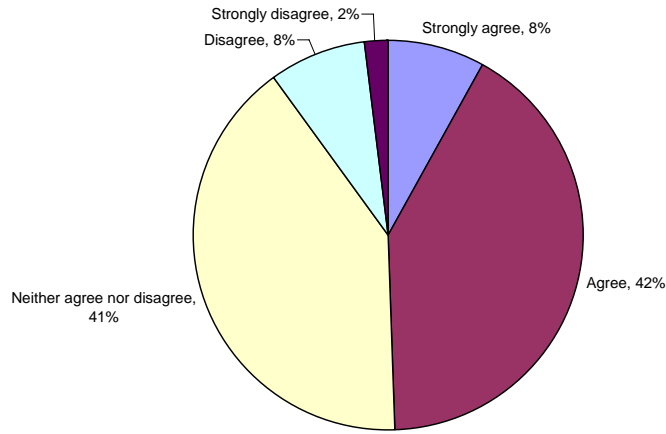
Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 154 respondents



Question 21

Generally do you agree or disagree that recruitment and promotion throughout the council is NOT biased towards one gender or another?

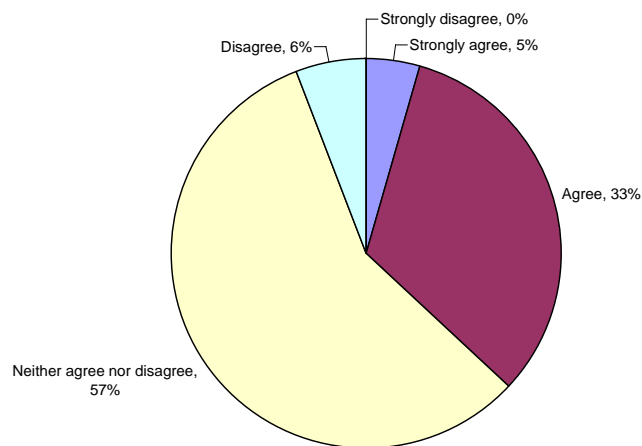


Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 158 respondents

Question 23

Generally do you agree or disagree that the council's human resources policies and practices take account of the natural differences between men and women?

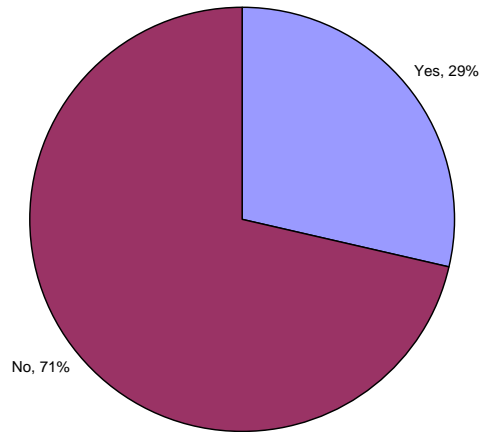


Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 154 respondents

Question 22

Do you feel men or women are under or over represented in any job area?



Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 154 respondents

Question 22.

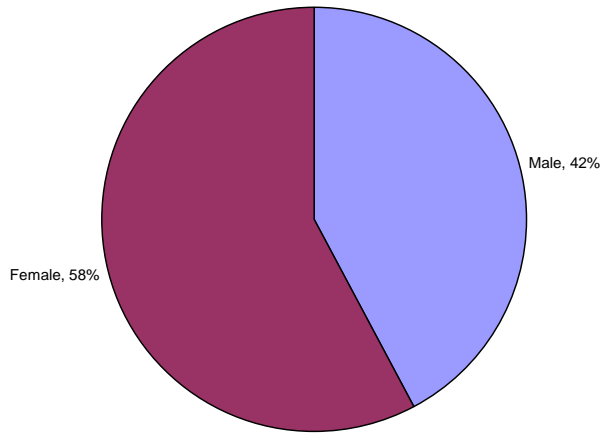
If yes, please explain your answer:

- Across the board
- Admin jobs - these are generally taken up by women because they are part time & lower paid. Women cannot advance their career if in part time positions.
- Clerical (usually lower paid) jobs are predominately women. There is still a perception that it is 'pin money'
- How many male PAs do we have?
- Men are under represented in the admin. areas
- Secretarial work is all done by women. Why is that?
- Secretaries, help desk, Reception, general office duties.
- Secretary
- I think administrative job are dominated more by women
- As in any sectors, certain work e.g. refuse collection is dominated my males.
- Most employees in Commercial Services are men. Women in Commercial Services only do the stereotype ladies jobs e.g. secretarial
- But in those areas where men/women have natural abilities or tend to take because of the greater opportunities for part-time working - e.g. manual workers, secretaries & clerical staff. But this is I think inevitable
- Depends on the requirement of the job
- CMT Directors
- CMT, Cabinet

- Senior management (mentioned 5 times)
- Senior Managers and higher
- No women in management positions
- Women are still under-represented in senior positions. Some women in this organisation are the worst enemy of other women.
- Women are under represented at chief officer level
- Women in top management and assistant director level
- The council's directors are mostly men - the leisure centres are run by male managers apart from one. Not sure about other areas of the council.
- For more women working here than men
- HR
- HR seems to be an all female environment All Directors are male
- Perhaps there should be more men in HR.
- I feel that the majority of Planning officers positions are given to male employees
- In higher positions within the council
- Information Offices, HLC/VIC Receptions, Human Resources, Audit, Secretarial/PA Posts, Cleaning Staff, Payroll - all predominantly women. "Depot" Staff, Planning, ICT, Caretakers/Property Services - all predominantly men. When looking for internal vacancies, I would feel that these are "gender jobs" so doubt I would apply for a post in audit, HR or payroll etc.
- Nearly all reception staff are women as are those in Customer Services.
- Surveyors/housing
- There are no members of the opposite sex doing the same job as myself
- There are very few professionally qualified women in the council.
- There is always a risk that women will employ women, but it would unfair to say it happens at NFDC.
- Warden services by nature of the job is mostly represented by females
- Women are under represented in senior management roles within the Council and within more senior roles in Commercial Services.
- Women in contracting services under represented Women in senior management under represented Men in human resources under represented
- Women tend to be in the lower pay bands...not enough representation at senior level

Question 26

Are you male or female?

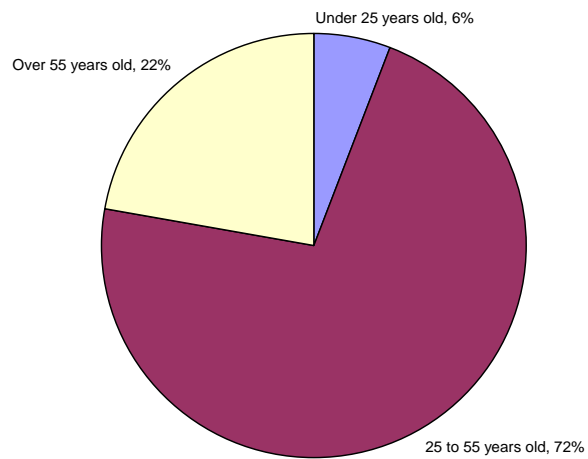


Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 159 respondents

Question 27

Which age range do you fit into?

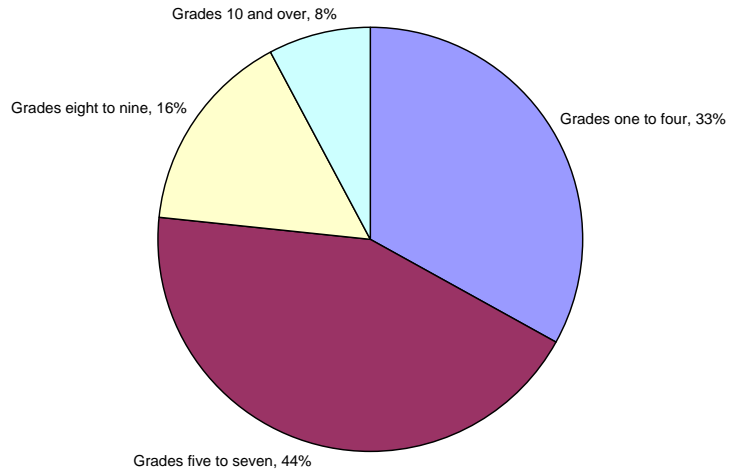


Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 157 respondents

Question 28

Which group of salary grades applies to you?

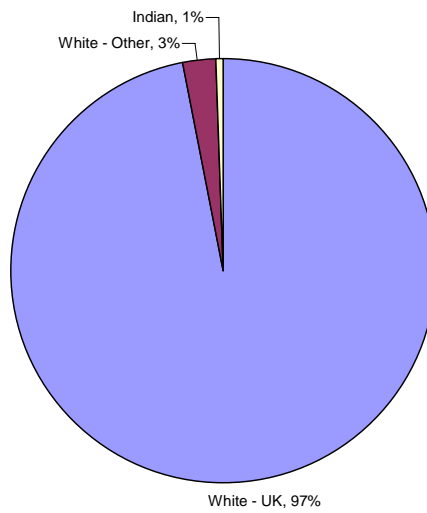


Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 148 respondents

Question 29

What is your ethnic origin?

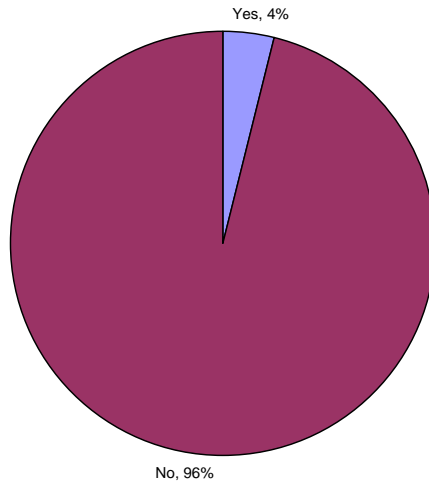


Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 157 respondents

Question 30

Are you disabled?



Gender Equality Scheme  
Employee questionnaire - June 2006

Based on 157 respondents