

# **STRATFORD-ON-AVON DISTRICT COUNCIL** **RACE EQUALITY SCHEME**

## **1. Race Equality Scheme**

- 1.1 Stratford-on-Avon District Council, in common with other public authorities, is required by the Race Relations (Amendment) Act 2000 to publish a Race Equality Scheme setting out its arrangements for meeting the general duty to promote race equality.
- 1.2 The District Council recognises the importance of ensuring all residents of the District have equality of opportunity. It supports the principle of equal opportunities both in service delivery and in employment and opposes all forms of unlawful or unfair discrimination including those of race, gender, disability, age, religion, sexuality or income. To this end the Council adopted a comprehensive Equality Policy on 22 April 2002, which applied with immediate effect from that date.
- 1.3 The Council has adopted this approach because it means the same framework can be used for addressing all equality issues, and supports the principle that there should be no 'hierarchy' of discrimination.
- 1.4 As part of its Equality Policy the Council commits itself to provide equality of access by:
  - a) breaking down barriers and ensuring all potential users enjoy equal access to the Council's services
  - b) giving everyone a fair and equal chance both of obtaining employment with the Council, and of advancement as a Council employee.
  - c) aiding the development of strong, independent, self-sufficient communities within the District.
- 1.5 The Council will provide equality of access through good practices, and actively promote fair treatment and opportunity.
- 1.6 This document highlights the objectives, actions, and monitoring arrangements contained within the Council's Equality Policy which are required as part of the Race Equality Scheme. Readers are urged however to view the Council's full Equality Policy which is available from:

Policy and PR Unit,  
Chief Executive's Department,  
Elizabeth House,  
Church Street,  
Stratford upon Avon  
CV37 6HX.

Tel: 01789-260109

Fax: 01789-260007

Website: [www.stratford.gov.uk](http://www.stratford.gov.uk)

## **2. Publication of the Race Equality Scheme**

- 2.1 This document is the publication of the Council's Race Equality Scheme. It is available:
- On request from the Council's Policy and PR unit.
  - On the Council's website ([www.stratford.gov.uk](http://www.stratford.gov.uk))
- 2.2 Copies of the Race Equality Scheme are available on request in the main languages spoken within the District. Please contact 01789-260109 to obtain a copy in alternative formats.
- 2.3 The substantive developments contained within the Race Equality Scheme are contained within the action plans, targets and performance indicators attached as appendices to the scheme. Achievement of these will be monitored on a regular basis. Copies of the results can be obtained on request from the Council's Policy and PR unit.
- 2.4 Every 3 years the Council's Equality Policy (and hence Racial Equality Scheme) will be reviewed and developed. Changes to the scheme, including revised action plans, will be reported to Committee, published on the Council's website and can be obtained on request from the Policy and PR Unit.

## **3. Reviewing functions and policies**

- 3.1 Given the nature of the black and minority ethnic population of Stratford-on-Avon District, the Council is prioritising efforts to establish consultation mechanisms with representatives of the local BME community. This will be carried out in partnership with other public and voluntary sector organisations working in the District.
- 3.2 Satisfaction with all Council services was assessed through a major public consultation exercise during 2003. Analysis of respondents by ethnic background indicated that the satisfaction levels of BME residents matches that of other residents.
- 3.3 All services were reviewed as part of a Best Value Review of Equality carried out during 2003/04. Using a risk assessment method, taking into account the evidence of perceived discrimination and the impact on individuals of any discrimination, the following services have been identified as the key functions for the purpose of the Race Equality Scheme.
- Housing
  - Personnel
  - Revenues
  - Policy and Public Relations
- 3.4 Detailed monitoring of the delivery of these services and their impact on Race Equality will be carried out. Copies of the reports will be made available via the Council's website and from the Policy and PR unit.
- 3.5 The following have been identified as major policies under the requirements of the Race Relations (Amendment) Act. Minority communities will be specifically included in consultation on them in the future.

- Community Plan
- Development (Local) Plan
- Cultural Strategy
- Economic Development Plan
- Housing Strategy
- Human Resource Strategy
- Corporate Strategy
- Crime and Disorder Strategy
- E-Government Strategy
- Equality Scheme
- Homelessness Strategy

#### **4. Monitoring any adverse impact policies have on the promotion of race equality**

- 4.1 Any proposed policy of substance has to be included in a published forward plan, which identifies the key policy decisions the Council intends to introduce in the next 4 months.
- 4.2 The Council consults extensively with local residents through its Citizens Panel in developing and reviewing its policies. Consultation through the Citizens Panel will be analysed by the ethnic background of respondents. Copies of the results of all Citizens Panel consultation are made available in the Members Room; will be posted on the Council's website, and are available from the Policy and PR Unit.
- 4.3 The Council is seeking to improve consultation mechanisms with the BME community within Stratford-on-Avon, in partnership with other public and voluntary sector organisations working in the District.
- 4.4 The Council will also assess retrospectively any adverse impact its major policies (as identified in para 3.5) have on the promotion of race equality by conducting an Equality Impact Assessment on each. This information will be summarised on the Council's website, and presented to members as each policy is reviewed.
- 4.5 In addition, the following steps have been taken to ensure all policies are considered to ensure equality:
- a) the complaints system and literature have been revised to enable people to include details of any discrimination they believe they have suffered. The complaints system automatically generates re-consideration of the Council's policies and services where the need to do so has been identified through complaints received.
  - b) All reported racial incidents are examined by the Head of Policy and PR to assess whether any policy appears to be the immediate or underlying cause of the incident. Where this does appear to be the case, the policy itself will be reviewed.

#### **5. Awareness of race equality**

- 5.1 All staff receive general equalities training, including race equality as part of the Council's corporate training programme.
- 5.2 All staff involved in recruitment and selection receive more specialised training in appropriate equality issues, including race equality.
- 5.3 All elected Members are offered general equalities training, including race equality.
- 5.4 Staff have been made aware of the specifics of the Council's Race Equality Scheme in the following ways:

- All staff were e-mailed to alert them to the Race Equality Statement when it was first introduced.
  - The Race Equality Scheme is on the Council's website and intranet.
  - The Race Equality Scheme was placed on the team meeting agenda for all Council services during June 2002.
  - An article on the Race Equality Scheme was published in the Council's staff magazine PULSE.
  - The Council's Equality Scheme is be provided to all staff joining the authority.
- 5.5 The Council's Equality Policy and Race Equality Scheme are reviewed every three years. At that stage awareness of the scheme amongst staff will be assessed, and plans to make staff aware of the Race Equality Scheme published as required.

Robert Walsh  
Head of Policy and PR  
13 October 2004

## **APPENDIX A: STRATFORD-ON-AVON DISTRICT COUNCIL RACE EQUALITY POLICY**

### **GENERAL**

The following section highlights the objectives, actions, and monitoring arrangements contained within the Council's Equality Policy which relate specifically to race equality. Readers are urged however to view the Council's full Equality Policy which is available from:

Policy and PR Unit,  
Chief Executive's Department,  
Elizabeth House,  
Church Street,  
Stratford upon Avon  
CV37 6HX.

Tel: 01789-260109

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Website: [www.stratford.gov.uk](http://www.stratford.gov.uk)

### **Responsibilities**

It is the responsibility of every Councillor and member of staff to develop the Council's services in order that they are provided in fair and equitable manner. However the following groups have specific responsibilities:

Councillors:

The Members' Code of Conduct adopted by the Council places a **positive duty** on all Councillors to promote equality by not discriminating against others.

Councillors are essential to the successful implementation of equalities which they can achieve by:

- Providing leadership and support
- Ensuring resources are available
- Engaging with the local community
- Scrutinising equality of the Council's services and action; and delivery of this Equalities policy

Staff and trades unions:

All staff and Unions working in the Council will play an essential role in the practical achievement of this policy. To achieve this they will need to:

- Work towards speedy implementation of the Policy
- Organise and participate in equalities training
- Engage with the local community

Most importantly **all staff** have a major role to play in equalities work by challenging discriminatory behaviour and procedures.

Management Team and Heads of Service: Preventing prejudice and stereotyping is crucial. Managers must manage their teams in a way which will create a working environment where differences in individuals are valued and respected.

Other organisations including Parish Councils: can contribute to equalities by:

- Working with the Council's equality planning process
- Participating in Scrutiny
- Extending knowledge of the Equality Standard within the community

## **Definitions**

The Council has adopted the definitions of racism, institution racism and racist incidents which derived from the report in the Stephen Lawrence inquiry. It further believes these provide a useful basis for the consideration of other inequalities. The Council therefore adopts the following definitions for the purposes of this policy:

*Inequality:* in general terms consists of conduct or words or practices which disadvantage or advantage people because of their culture, ethnic origin, gender, disability, age, religion, sexuality or income.

*Institutional prejudice:* The collective failure of an organisation to provide an appropriate and professional service to people because of their culture, ethnic origin, gender, disability, age, religion, sexuality or wealth. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and stereotyping which disadvantages people.

*Prejudiced action:* Any action (or inaction) which is perceived to arise from prejudice by the victim or any other person.

## **Objectives**

While this Policy identifies the Council's equality aims, the Council is realistic enough to accept that current practice may fall short of these. It will therefore seek to achieve the following objectives over the next 3 years.

- 1) To provide equality of access to Council services.  
**Target:** 100% of documents produced available in alternative formats or languages on request.
  
- 2) To continuously improve the Council's services and practices in line with the experience and views of minority groups.  
**Target:** Regular consultation with those who may be subject to prejudice in order to identify their experience of services.  
**Target:** Monitoring all racial incidents and taking action in response to 100% of incidents reported.  
**Target:** Preparation of an equalities improvement programme each year.  
**Target:** 90% of activities within the annual improvement plan successfully implemented within the stated deadline.  
**Target:** Using performance indicators and other sources of information to audit and scrutinise the equality of services and actions.  
**Target:** Making evidence-based decisions that incorporate consideration of the demographic profile of the District.
  
- 3) To provide fair employment opportunities and an equal pay policy.  
**Target:** Increasing the proportion of senior management posts filled by black and minority ethnic people by the end of 2004/5.  
**Target:** Increasing the proportion of staff of minority ethnic origin to 2% by the end of 2003/4.  
**Target:** To complete a job evaluation exercise by March 2004.  
**Target:** To fully act in accord with the Council's Equal Opportunities in Employment Policy.
  
- 4) To enact the Council's community governance role by combating discrimination within the District.  
**Target:** To promote policies and actions that combat discrimination of any kind on an ongoing basis.  
**Target:** To participate in and lead community campaigns designed to combat discrimination.

## **Legal Background**

The Council will always seek as a minimum to meet the requirements of legislation and appropriate codes of practice concerning equality issues including:

- The Race Relations Act 1976
- Race Relations (Amendment) Act 2000
- Commission for Racial Equality Code of Practice for the elimination of racial discrimination and the promotion of equality of opportunity in employment.
- Commission for Racial Equality Code of Practice in rented housing.
- Commission for racial equality code of practice in non-rented (owneroccupied) housing.

## ***General***

- Employment Rights Act 1996
- Trade Union Reform and Employment Rights Act 1993
- Part Time Working Regulations 2000
- Crime and Disorder Act 1998
- Data Protection Act 1984
- Human Rights Act 2000
- Equal Opportunities Commission Code of Practice on equal pay.
- Members Code of Conduct
- Dignity at Work Policy

Other legislation and codes of practice will be added to this list when adopted.

## Equality Improvement Plan 2004-2007

### OUTCOME TARGETS

The following outcome targets will be monitored to assess the overall effectiveness of the work scheduled through the improvement plan.

- 60% of residents to be aware of philosophy and intent of equality work when surveyed July 2005
- All Council properties to meet Part M of the Building Regs October 2004
- Overall outcome target = Achieve level 2 of the Equality Standard for Local Government no later than March 2005
- 30% of Members to attend equality training annually
- 100% new members of staff should receive equality training within 6 months of joining the Authority
- Score of 80% for national Performance Indicator measuring implementation of duty of Race Equality by end 2006/07

Recommendation	Priority	Designated Actions	Target	Responsible Officer(s)	Resources/Risk Management/Comments
<b>User focused strategic changes</b>					
The Council adopts the Policies and Strategies listed in the report as its major identified policies under the Race Relations (Amendment) Act 2000, and specifically consults minority groups on their development.	High	Council to agree adoption	April 2004	Head of Policy and PR	Achieved. Agreed by Council April 2004.
The Council's equality policy should be revised to omit any reference to positive discrimination.	Medium	Revise policy.	July 2004	Policy Officer	Achieved.

<b>Recommendation</b>	<b>Priority</b>	<b>Designated Actions</b>	<b>Target</b>	<b>Responsible Officer(s)</b>	<b>Resources/Risk Management/Comments</b>
Race Equality performance guidelines for local authorities' should be used as the basis for consultation on the next version of the Council's equality policy.	Medium	To be carried out in conjunction with revision of Equality Policy.	March 2005	Policy Officer	From existing resources – low risk of not achieving as built in to service plans.
The Council should investigate other specific areas in which it could promote equality through the grants it awards,	High	Work with Grants Officer to ensure equality is promoted on all application forms and appropriate literature.	March 2005	Cllr T Russell (portfolio holder) and Head of Leisure and Local Economy	From existing resources – medium risk as potential capacity issue
<b>Community leadership changes</b>					
The Council should regularly communicate to the public its commitment to equality aims and values.	High	Articles in residents newsletter and Business Link.	Articles in all editions of 'Your Review' 2004/2005	Public Relations	From existing resources – low risk of not achieving as activity built into work programmes. On course –article appeared in first edition.
The Council should communicate the objective rationale behind decision making where this will help reduce community tension.	Medium	a) work with Communities Against Racism project and identify good practice. b) implement findings	March 2006  March 2006	Head of Policy and PR	From existing resources – high risk of non-achievement due to the future of the Communities Against racism project is currently uncertain, following changes to support for Warwick Race Equality Council

<b>Recommendation</b>	<b>Priority</b>	<b>Designated Actions</b>	<b>Target</b>	<b>Responsible Officer(s)</b>	<b>Resources/Risk Management/Comments</b>
All contractors should be made aware of the Council's equality policy in order that they can work towards achievement of the Council's objectives.	Medium	Equality policy should be included on all paperwork concerning tenders for contracts. Included in Procurement Plan	March 2006	Strategic Director (Operational Services). Head of Finance and Legal Services. All Heads of Service.	From existing resources – low risk of non-achievement as built into work programme.
The Council should raise public awareness of the philosophy and intent of its equality work.	High	Articles in Residents newsletter	Articles in all editions of 'Your Review' 2004/2005  60% of residents to be aware of philosophy and intent of equality work when surveyed July 2005	Public Relations	From existing resources – low risk of non-achievement as built into work programme.
The Council should seek to combat prejudice and discrimination within the community.	High	Work with LSP and STAR to deal with reported incidents	Action completed within 6 months of report	Policy Unit	From existing resources. Medium risk of non-achievement due to uncertainty over future of partnership post with Warwickshire County Council.
<b>User focused operational changes</b>					

<b>Recommendation</b>	<b>Priority</b>	<b>Designated Actions</b>	<b>Target</b>	<b>Responsible Officer(s)</b>	<b>Resources/Risk Management/Comments</b>
All works necessary to ensure compliance with the DDA should be completed prior to October 2004. Audited against Approved Document M as a minimum acceptable standard.	High	A schedule of works to be agreed to ensure compliance as highlighted within Access Audits be produced.	All Council properties to meet Part M of the Building Regs October 2004	Construction and Property	Potential additional resource requirement if to be completed during current financial year. Medium to high risk of non-achievement of target of recommendation as published target is achievement of 80% compliance. Audit carried out July 2004 of area offices and leisure centres.
All future major developments / (re)developments of council buildings should be carried out to BS8300, if feasible.	Medium	Training to be given to all relevant officers to ensure compliance.	March 2006	Policy Officer / Personnel	From existing resources – medium risk of non-achievement due to difficulties in staff being released to attend training.
Arrangements to share up-to-date information on accessibility and standards between Construction and Property, Development Control and Building Control should be introduced.	High	Procedure to exchange information to be introduced	March 2005	Policy Officer	From existing resources. Medium risk of non-achievement of recommendation due to limited progress to date.

<b>Recommendation</b>	<b>Priority</b>	<b>Designated Actions</b>	<b>Target</b>	<b>Responsible Officer(s)</b>	<b>Resources/Risk Management/Comments</b>
A programme to help those with hearing difficulties, including the introduction of new facilities and revitalisation and promotion of the Council's Minicom service should be introduced.	High	Ensure that Minicomms are installed in reception areas, including area offices. That equipment is fully maintained. Training given to staff, including refresher training where necessary. Availability of Minicom to be publicised in all areas where units are fitted.	March 2005	Customer Services Manager	From existing resources - medium risk of non-achievement of target Due to potential delays in completion of modernisation project and works at area offices.
A compliment slip in languages most widely used in the District should be introduced for use specifically for people whose first language is not English.	Medium	Compliment slip to be designed and implemented by key service areas. Languages identified. Compliment slips published.	March 2006 March 2006	Public Relations	From existing resources - low risk of non achievement due to action being incorporated into work programmes.
The LanguageLine service should be promoted to users at all reception areas.	High	LanguageLine posters to be laminated and installed in all receptions and area offices.	September 2004	Policy Officer	Achieved.
A record of staff and Members fluent in languages other than English, and willing to act as translators if needed, should be introduced.	Medium	Questionnaire to be sent to staff and Members requesting volunteers for the role. Records to be kept by personnel.	March 2006	Head of Personnel	From existing resources - medium risk of non-achievement due to reliance on goodwill of staff.
Steps should be taken to enable the Council to be more proactive in taking access issues into account in considering planning applications that have public impact.	High	SWAG to be consulted on planning applications that have a direct impact on the general public. Policy officer to be consulted on other relevant planning applications.	March 2005	Head of Planning and Building Control	From existing resources - low risk of non-achievement due to inclusion in current work programmes.

<b>Recommendation</b>	<b>Priority</b>	<b>Designated Actions</b>	<b>Target</b>	<b>Responsible Officer(s)</b>	<b>Resources/Risk Management/Comments</b>
<b>Internal focussed strategic changes</b>					
The Council adapts the measures of performance contained within 'The Duty to Promote Race Equality' and adopts these as the basis for wider equality work.	High	Included within review of Equalities Policy.	March 2005	Policy Officer	From existing resources – medium risk of non-achievement due to capacity constraints.
Actions to reach level 2 of the Equality Standard for Local Government no later than March 2005	High	a) Demonstrate corporate engagement and equality impact and needs/requirements assessments process.	Identify process December 2004  Conduct priority assessments March 2005	Head of Policy and Public Relations	From existing resources, medium risk of non-achievement of target due to capacity constraints. Overall outcome target = Achieve level 2 of the Equality Standard for Local Government no later than March 2005.
		b) Create corporate structure for overseeing development of information and monitoring systems.	October 2004	Head of Policy and Public Relations; Consumer Affairs Manager	From existing resources – low risk of non-achievement of target as built into existing work programmes. Initial meeting held and programme agreed.
		c) Review mechanisms for responding to harassment on the grounds of race, disability and gender and ensure adequate arrangements are in place.	March 2005	Head of Personnel	From existing resources – medium risk of non-achievement due to capacity constraints.

<b>Recommendation</b>	<b>Priority</b>	<b>Designated Actions</b>	<b>Target</b>	<b>Responsible Officer(s)</b>	<b>Resources/Risk Management/Comments</b>
		d) Engage in department and service area impact and needs/requirements assessment.	Identify process December 2004  Conduct priority assessments March 2005	Heads of Revenues, Personnel, Environmental Health and Housing, Policy and Public relations.	From existing resources – medium risk of non-achievement due to capacity constraints.
		e) Review of services should include the procurement function and all contracted services and partnership arrangements.	Feed into Procurement Programme December 2004	Corporate Director (Operational Services)	From existing resources, low risk of non-achievement as built into work programme.
		f) Each department and service area to establish planning groups for monitoring and information systems.	October 2004	Head of Policy and Public Relations; Consumer Affairs Manager	From existing resources, low risk of non-achievement as built into work programme. In essence this will be included in part b.
		g) Review personnel information system for monitoring suitability including supporting the Council's statutory ethnic monitoring duties.	December 2004	Head of Personnel	From existing resources – medium risk of non-achievement due to capacity constraints.

<b>Recommendation</b>	<b>Priority</b>	<b>Designated Actions</b>	<b>Target</b>	<b>Responsible Officer(s)</b>	<b>Resources/Risk Management/Comments</b>
While the Council as a whole aspires to reach Level 2 of the Equality Standard for Local Government, higher targets should be established for key services: Personnel, Policy and PR, Revenues, and Housing.	Medium	Heads of Service to identify levels.	March 2006	Head of Personnel; Head of Policy and PR; Head of Revenues; Head of Housing	From existing resources – medium risk of non-achievement due to capacity constraints.
The Council should provide and maintain reporting centres for victims of racial harassment in conjunction with SADREMAP and CAR.	Medium	Centres established and operating	March 2006	Head of Policy and PR	From existing resources - medium to high risk of non-achievement due to the future of the Communities Against Racism project is currently uncertain, following changes to support for Warwick Race Equality Council.
The Council should work in partnership with Warwickshire Police to support victims of all hate crimes through the 'True Visions' project.	Medium	Provide 'True Visions' material.	March 2006	Head of Policy and PR	From existing resources – low risk of non-achievement due to built into work programmes.
Equality issues should be included as part of the assessment of partnerships carried out under the Council's partnership policy.	High	Included in Partnership Policy and Review	March 2005	Social Inclusion Officer	From existing resources – low risk of non-achievement due to built into work programmes. Statutory requirement, hence Priority.
<b>Monitoring equality</b>					

<b>Recommendation</b>	<b>Priority</b>	<b>Designated Actions</b>	<b>Target</b>	<b>Responsible Officer(s)</b>	<b>Resources/Risk Management/Comments</b>
Revenues, Housing, Personnel, and Policy and PR should be classed as the Council's key services in considering Equality (including Race Equality) of service provision.	High	Council to agree	June 2004	Head of Policy and PR	Achieved
A programme to introduce equality monitoring for relevant aspects of all key services should be implemented by 2005/6.	High	a) identify group to co-ordinate. b) agree approach and arrangements	a) August 2004 b) September 2004	Head of Personnel; Head of Policy and PR; Head of Revenues; Head of Housing	a) Achieved b) Achieved
Results of the equality monitoring should be presented as part of the year-end monitoring of the Council's equality action plan.	High	Report first set of results	March 2005	Head of Policy and PR.	From existing resources, low risk of non-achievement as built into work programmes.
Impact assessments of the key services should be carried out using this information.	High	Training in Impact Assessment	March 2005	Head of Policy and PR Heads of Service	From existing resources, medium risk of non achievement due to capacity constraints.