

THE HIGHLAND COUNCIL

Resources Committee

03 Dec 2008

Agenda Item	
Report No	

Equal Opportunities update, including statutory review of the Highland Council Race Equality Scheme

Report by Head of Policy and Performance

Summary

The Council is required to carry out a statutory three year review of its Race Equality Scheme by 30th December and report on progress with its Disability Equality Scheme by 04th December. This report updates Members of the Council's progress in meeting its statutory public sector equality duties and is accompanied by a revised Race Equality Scheme 2008 - 2011. The report also summarises the conclusions and recommendations of an Audit Scotland Report on The Impact of the Race Equality Duty on Council Services which was published on 13th November 2008.

1. Introduction

- 1.1** The Highland Council aims to create sustainable communities with more balanced population growth and economic development across the Highlands and to build a fairer and healthier Highlands. The Council's Programme and Single Outcome Agreement expand on this commitment and include targets to tackle discrimination, and to promote equality, participation and good relations. The risk of failure to comply with Equal Opportunities legislation is an item on the Council's Risk Register.
- 1.2** The Council's [Race](#), [Disability](#) and [Gender](#) Equality schemes and the [Race Equality Policy \(Education\)](#) set out how the Council will meet its statutory public sector equality duties. The Council is also expected to meet legal requirements in respect of Age, Sexual Orientation and Religion or Belief.
- 1.3** Each duty has a statutory 3 year review cycle and an annual reporting requirement. The timescales below also apply to the duties on Education Authorities. Highland Council has committed to a single scheme for 2009.

Scheme:	Current period	3 year review	Annual report
Race	2005 – 2008	30 Nov 2008	Y Employment monitoring
Disability	2006 – 2009	04 Dec 2009	Y Progress report
Gender	2007 - 2010	28 June 2010	Y Progress report

- 1.4** Equalities progress is reported on a six monthly cycle to the Council's Resources Committee. This report ties in with the statutory requirement to review our Race Equality Scheme and to report on progress with the Disability Scheme.
- 1.5** Key equalities indicators and actions are embedded in the Single Outcome Agreement signed up to by the Council, its Community Planning Partners and the Scottish Government. These are detailed in Appendix 1 and are reflected in the Council's business planning arrangements and the three Equality Schemes.

1.6 This report is accompanied by a revised Race Equality Scheme (Appendix 2) covering the period 2008 – 2011; the actions will be incorporated in the single scheme to be prepared in 2009. The Scheme sets out the arrangements put in place to meet the General and Specific Duties of the Race Relations (Amendment) Act 2000 and includes background information on minority ethnic communities in Highland and changing demographics.

2 National Context: Audit Scotland report

2.1 On 13th November 2008, Audit Scotland published a report on The Impact of the Race Equality Duty on Council Services following a survey of all 32 councils during 2007-08. It concludes that councils need to build a better understanding of the needs of their minority ethnic communities; mainstream their approach to race equality; and give more priority to race equality in delivering services.

2.2 The conclusion is supported by six key messages:

- Despite considerable corporate activity and initiatives, councils have limited evidence of the impact of the race equality duty on service delivery.
- Minority ethnic communities say there is scope for councils to make more impact in applying the race equality duty.
- Councils find the race equality duty challenging and have so far focused on compliance, policies and processes.
- Councils do not consistently prioritise and report on race equality, or provide sufficient training for councillors and staff.
- Councils lack full and robust information about minority ethnic communities and their needs.
- Councils can build on their achievements to date and make more impact through best value processes and with support from national organisations.

2.3 The report recommends that councils should:

- Identify clear objectives and actions to improve the impact and outcomes of services delivery.
- Adopt a more effective programme of race equality impact assessments that covers all service areas in a consistent manner, and ensure that results are properly implemented.
- Equip councillors to undertake their responsibility for race equality by providing them with regular training on the race equality duty and regular progress reports, including information about performance, outcomes and the monitoring of impacts by services.
- Deliver improved learning and development for staff at all levels, to provide them with the information, knowledge and understanding they require, and monitor the impact of this.
- Regularly publish information on the minority ethnic communities, the inequalities they encounter and their needs – and use this information to improve services.
- Improve consultation and engagement with minority ethnic communities, to ensure a deeper understanding of needs.
- Use guidance and good practice on Best Value to ensure that race equality schemes are integrated effectively in mainstream policy, management and service delivery.
- Work with partner agencies, including other councils and through community planning partnerships to:
 - share information, expertise and resources

- provide training and guidance for councillors and staff
- disseminate good practice

2.4 We recognise the need for improvements identified in the Audit Scotland report, and a number of the recommendations are addressed in the proposed revised Race Equality Scheme. Building on the good informal relationships currently held with local community groups by more systematic engagement is a key action for all services, when consultation is designed and policies, functions and practices are screened and assessed for impact on equality. The screening and assessment of Council policies, etc is monitored by the policy and performance team and corporate managers have responsibility for the implementation of the national Standards of Community Engagement.

3 Regional context

3.1 Minority ethnic communities in Highland are characterised as small in number, 0.8% of the population compared to 2% of the Scottish population (Census 2001,) and from diverse backgrounds. However, the context for service provision changed rapidly during the life of the 2005 – 08 Scheme due to a significant increase in migration into the Highland from the new EU Accession countries. Between 2003 – 2007, over 7,000 migrants registered for National Insurance Numbers; over a third came from the Accession States of Europe, the majority from Poland. The Council's revised Race Equality Scheme includes an updated Highland Profile of minority ethnic communities.

4 Review of the Race Equality Scheme

4.1 The Council's revised Race Equality Scheme details progress against the 2005 – 2008 Scheme and includes a rerefreshed action plan developed to build on these activities. The actions in the Scheme are based on:

- Identified gaps through assessments of policies and functions
- Consultation and engagement with representatives of local groups
- Demographic changes in Highland
- The requirements of the Race Relations (Amendment) Act 2000

4.2 Achievement from the 2005 – 2008 Scheme include:

- The development of tools to support staff to carry out Equality Impact Assessments and carrying out associated training
- Undertaking and reporting on workforce monitoring
- Working with partners to improve engagement with minority ethnic communities.
- Improving access to information through new interpretation and translation provision and a Welcome Pack for new residents to the Highlands
- Implementing a strategy with partners to monitor racist incidents; this action was amended to include Hate Incidents during the life of the scheme
- The development and implementation of equality training and awareness raising

4.3 In order to review of the Scheme and ensure that the refreshed action plan is relevant and appropriate, the Council has taken account of feedback from its services, members of local minority ethnic communities and the wider public. As with the preparation of our Gender and Disability Equality Schemes, we carried out preparatory work with our Community Planning Partners to:

- Collate Census and other available data (Appendix)
- Distribute and make available on-line a short survey about race equality and discrimination in Highland

- Contact local community groups to confirm, add to or comment on a list of issues and concerns that had been raised previously

4.4 The revised action plan is set out around five key aims to:

- **Deliver services that are accessible to all communities.** This includes welcoming migrants and families to settle in our community through encouraging integration and reducing barriers, including language barriers, collecting appropriate data and assessing the impact of our work on equalities groups.
- **Ensure that Council employment practices and policies are fair and accessible** We will analyse and report on the employment monitoring information by ethnicity.
- **Increase engagement, involvement and representation of minority ethnic communities.** We will encourage under-represented communities to engage and participate in public life, develop improved equalities monitoring and ensure that the national Standards of Community Engagement are applied.
- **Create a culture to promote equality and demonstrate that the Council will not tolerate racial discrimination and harassment.** The Council will work with public and voluntary sector partners to address Hate Incidents and Crimes. We will continue to train staff and elected members on equality and diversity.
- **Ensure we meet the race equality duties** The Council report regularly on equalities progress and review of its Scheme and associated actions. This information will be published on the Council website.

5 Progress on the Disability and Gender Equality Schemes

5.1 The remainder of this report highlights progress with the Council's Disability Equality Scheme and Gender Equality Scheme.

5.2 Disability

- In 2006-07, 70.2% of the total number of the Council's public service buildings included in SPI Access Programme meet the SPI criteria for disability access. An increase from 61.3% in the previous year.
- The Council continues to provide and support improved BSL interpretation services and other communication support to access Council services. This work is carried out through the Council's Deaf Services team in Social Work and provided through Deaf Action and the Deaf Communication Project. A strategic working group on Sensory issues involving elected members, Council and NHS officials and users from the Deaf community and Highland Society for Blind People, meets and reports on a regular basis
- The Council has recently retained its award of the Positive About Disabled People "Two Ticks" symbol in recognition of our commitments to ensure that disabled people are supported by employers and treated fairly.
- Work continues to improve access to Council's premises through both physical adjustments and changes to the way services are delivered. Progress reported against a Statutory Performance Indicator shows that good progress has been made from a low level (3%) of accessibility in 2004/05, 24.9% accessible premises in 2005/06; 61.7% in 2006/07; to 70.2% in 2007/08 with a target of 100% by 2012.
- The Council's annual Public Performance Survey asks customers who had made contact with the Council about their satisfaction with facilities for people with a disability. There was a decrease in the percentage of respondents

rating facilities for people with a disability as good in 2008 – 62% as opposed to 64% in 2007. The percentage rating this contact as poor remains constant at 6%. While it is disappointing to see a reduction in satisfaction, there was a year-on improvement since 2003 when 45% of respondent rated facilities as “good” and 19% as “poor”

- The Council’s website is continually checked to maintain and meet the Web Accessibility (WAI) AA standard and progress is sought to meeting the AAA standard. However, a recent Society of Information Technology Management (SOCTIM) national survey flagged up some areas of concern for the Council that are being addressed with Fujitsu.
- Existing guidance for staff on ensuring services and information are accessible, will be reviewed in 2009 in line with comprehensive guidance drafted by NHS Highland which is due to be adopted and adapted by all Community Planning partners. This will involve wider consultation with disability groups.
- The Council maintains regular contact with the eight Access Panels in Highland and provides a level of financial support (£1250 per panel). During 2008 representatives from the Panels met with the Planning and Development SMT and agreed more consistent protocols for engagement and consultation with panels. It is intended to arrange a similar meeting with TEC services and thereafter organise regular contact with key services once or twice a year.
- The Council has assisted with the organisation and arrangements for a roadshow event being held by the campaigning group on behalf of disabled people, Inclusion Scotland. The event on 19th November is aimed at bring together disability organisations and local disabled people with professionals and addressing the topics of Accessible Housing and Accessible transport.
- In November 2008, the Council organised a Seminar on Employability to examine evidence for the scale and type of need for employability services in the Highlands; the way in which services need to adapt or be created; and the best way to proceed in partnership.
- Council Services engage with disability groups on a range of issues around access to services including Disability Access Panels, user groups of mental health and learning disability services, and sensory disabilities and good links exist with many groups in Highland and nationally.
- The Council’s Programme for Administration has made a commitment to secure an increase of 600 houses suitable for older people and people with disabilities.

Gender.

- Following a slight drop in 2007 – 2008, the percentage of the highest paid 2% of earners in the Council who are women increased slightly from 27.6% in 2006-07 to 30%.
- There has been a very slight increase in the proportion of the top 5% earners in the Council that are women from 35.9% in 2006-07 to 36.6% in 2007 - 08.
- The Council continues to deliver actions under a Women in Management Programme: a new mentoring scheme is underway for 2008-09 and Women in Management workshops are available.
- Regular reports on progress with Job Evaluation and Equal Pay are presented to Resources Committee.
- A Childcare Voucher scheme has been introduced and used by 146 staff
- Policy, guidance and related documents for managers in supporting employees affected by domestic abuse has been approved by Weekly

Business Meeting and will be subject to consultation with unions.

- Following consultation a partnership Violence Against Women Strategy and associated actions was agreed at Housing and Social Work Committee in September 2008

4.3 All equality strands: Employee Survey 2007

The Council's Employee Survey 2007 included questions on perceptions of equality the first time. Results show that 19% of staff think that Council employees face discrimination on the basis of their age; 10% on account of gender and disability. However, a smaller proportion of reported having directly experienced disadvantage related to any equality strand with 8% reporting having experienced discrimination on the basis of age, 5% on the basis of gender and 2% on the basis of disability or race. In the Chief Executive's Service Plan we have committed to further analysis of these results.

4.4 All equality strand: Public Performance Survey

The 2008 Public Performance Survey has made much closer analysis of data by age, gender and disability and noted throughout the report where there are significant differences. There were relatively few instances where responses from people with a disability differed significantly from the general population, although there are some findings such as the relative importance of certain services among people with a disability (less priority on parks and sports facilities and more on libraries and Service Points for example). Women were more likely than men to make contact with the Council and were also more likely to be satisfied with services generally and with the response to a complaint if they made one. Older people expressed more concerned about certain issues such as community safety and crime in general. The survey results provide insights for policy development, for example TEC services will commence equalities monitoring of noise complaints especially taking into account the needs of people with disabilities.

4.5 All equality strands: Training

The Council offers a range of training related to Equality and Diversity developed since 2004; recent attendance is detailed below. A one day Equality and Diversity training course delivered by the Council's Employee Development team is central to this work. There is currently a target of 300 staff a year attending equality and diversity training; following a dip in attendance over 2006 – 2008, the current session is well on target.

	Equality and Diversity	Disability Confident	Recruitment and Selection	Community Engagement	Euality Impact Assessment
2007-08	214	98	47 staff	51	24
2008-09 (to 3/11/08)	227	20	26	22	25

Training priorities and targets will be revised for the Single Equality Scheme in 2009 and set accordingly.

5 Partnership activities

5.1 A number of agreed activities are being undertaken by the Community Planning Partnership Equality and Diversity Group. Current work includes:

- re-tendering for Interpretation and Translation services (there is increasing

demand for this service. Both use and costs of services doubled from 2006-07 to 2007 -08

- development of an on-line reporting system and associated support to report and record Hate Incidents.
- the preparation of Accessibility Guidance; and
- joint engagement with communities wherever possible, for example on the review of each agency's equality schemes.

Improving community safety with partners in relation to hate incidents and crimes and violence against women are both included in the SOA.

5.2 Additional related partnership activities include the development of a Violence Against Women Strategy, Inward Migration activities and a multi-agency Gypsy/Traveller Action Plan, some of which have been referred to earlier.

6 Compliance with the Equality Duties

6.1 From October 2007 compliance with the public sector duties is enforced by a single Equality and Human Rights Commission (EHRC). The EHRC also covers the newer strands of age, sexual orientation and religion/belief and has investigatory and enforcement powers as well as powers to intervene in discrimination cases. The EHRC can conduct formal investigations where there is a genuine belief that a person or organisation has committed a discriminatory act and can apply to a court for an injunction or interdict to prevent further unlawful acts. The EHRC can issue a notice to comply in relation to specific duties, and ask a court to issue an order to comply where they are not satisfied with the response to the notice.

6.2 In August 2008, senior elected members and official met with the EHRC to discuss the Commission's priorities and to demonstrate the Council's commitment to its equalities duties.

Recommendations:

Members are asked to:

1. Approve the revised Race Equality Scheme
2. Note progress against the Council's three equality schemes
3. Note that work will continue to understand perceptions and experiences of equal opportunities, and to support the public sector duties through training, partnership work and engaging with the EHRC.

Signature:

Designation: Head of Policy and Performance

Author: Rosemary Mackinnon, Equal Opportunities Officer, Policy and Performance Team

Equality Related action in the Highland SOA

National Outcome 1				
We live in a Scotland that is the most attractive place to do business in Europe				
	Relevant indicators	Frequency / Type / Source	Baseline (2006-7)	Targets & Timescales
Local outcome 1.3 Balanced population growth across the Highlands	Increase the number of new learners supported with English language tuition	Annual/ quantitative/ Highland Council (CLD partnership CP 5.13)	758 2006-7	1090 2008-9 with review in 2009
	Increase the number of inward migrants and their families, who have limited English language, to settle in to the Highlands.	Annual / Quantitative/ Highland Council (Service from Community Based Language Assistants, ECS CP 5.14)	0 2006-7	285 (2008-9) Target reviewed 2009
National Outcome 2				
We realise our full economic potential with more and better employment opportunities for our people				
Local outcome 1 High levels of economic activity are sustained	At least one wrap around child care provider to be available within each of the 29 Associated School Groups (ASG).	Annual / Highland Council (HC CP 9.19 amend)	17 2007-8	24 2010-11
National Outcome 6				
We live longer, healthier lives.				
Local outcome 6.1 Increase proportions of older people receiving appropriate care in the appropriate setting to maintain or improve their independence.	600 new houses built for older people or people with disabilities	Quarterly-RSL returns Highland Council (CP 1.1)	40 2006-7	600 2010-11
Local outcome 6.3 Reduce obesity in the population See also National Outcome 12 on services to promote the enjoyment of the natural environment and visits to the outdoors.	Increase the average cardiovascular fitness of boys in primary 7	Annual / Quantitative controlled testing / Highland Council 2006-7	28 2006-7	29 2010-11
	Increase the average cardiovascular fitness of girls in primary 7	Annual / Quantitative controlled testing / Highland Council 2006-7	34 2006-7	35 2010-11
	Number of shuttle runs over set period in controlled conditions			
	Number of shuttle runs over set period in controlled conditions			

	Increase by 4% No. participant session in Active Schools programme for girls in primary school	Annual/Quantitative/ Highland Council	173,079 2006-7	180,000 2010-11
	Increase by 3% No. participant session in Active Schools programme for boys in primary school	Annual/Quantitative/ Highland Council	205,003 2006-7	211,100 2010-11
	Increase by 4% No. participant session in Active Schools programme for girls in secondary school	Annual/Quantitative/ Highland Council	83,892 2006-7	87,200 2010-11
	Increase by 3% No. participant session in Active Schools programme for boys in secondary school	Annual/Quantitative/ Highland Council	143,055 2006-7	147,300 2010-11

National Outcome 7

We have tackled the significant inequalities in Scottish society

Local outcome 7.1 Reducing poverty by supporting more people into sustained employment	Increase the number of lone parents supported into work	Fairer Scotland Fund – number clients registered with a key worker/ annually/ Highland Council FSF contribution	328 2006-7	>328 TBC June 2008
	Increase the number of lone parents supported into work experiencing a positive outcome	Fairer Scotland Fund – transition measure/ annually/ Highland Council FSF contribution	163 2006-7	>163 TBC June 2008
	<i>Further indicators on supported employment services to be developed.</i>			
	Reduce the number of young people not in employment, education, or training	Annual / quantitative / Highland Council SDS (HC CP 9.12) FSF contribution	296 2006-7	281 2007/8 review targets for 2008/9
	Increase opportunities for Adult Literacy Learners and take up by 10%	Annual/Quantitative / Highland Council Potential FSF contribution	1828 2006-7	2011 2010-11
Local outcome 7.5 Tackling discrimination, promoting equality, participation and good relations	Delivery and review of equalities schemes across the public sector	Annual progress reports and three yearly reviews published.	Race from 2005 Disability from 2006 Gender from 2008	Satisfactory reports 2010-11
	100% of all new and reviewed Council policies, functions and practices are screened for relevance to equalities (and full assessment done where relevant)	Quarterly / Highland Council (HC CP10.11)	Reporting begins 2008-9 – for base-line	100% 2010-11
	Production of an integrated community care strategy	Strategy developed and approved- HC and NHS		

In progress
2007-8

2009

	servicing the needs of older people, those with physical and learning disabilities and those with mental health difficulties.	Highland (HC CP 1. 5)	Initial focus on care of older people	
	100% of all Council public caller buildings are accessible to people with disabilities	Quarterly/ SPI/ Highland Council (HC CP10.13) SPI CM4	61% 2006-7	100% 2009-2010
	Increase the % of buses suitable for people with disabilities	Annual/ Highland Council/ HC CP 8.9	TBC 2006-7	TBC 2010-11
	Sustain investment for improving access for people with disabilities on roads and footpaths	Quarterly/ Capital programme/ Highland Council	Base-line to be set 2008-9	At least = to 2008-9
	Increase % highest paid 2% of earners among council employees that are women	Quarterly/ SPI / highland Council CP 10.14	27.6% 2006-7	30.6% 2010-11
	Increase % highest paid 5% of earners among council employees that are women.	Quarterly/ SPI / highland Council CP 10.14	35.9% 2006-7	41.9% 2010-11

National Outcome 9

We live our lives safe from crime, disorder and danger

Local outcome 9.4 Reduced reconviction rates and levels of repeat victimisation.	Incidence of domestic abuse per 100,000 population	Annual / Quantitative / Northern Community Justice Authority	1350 (2005/06)	Increase until confidence in reporting levels reached
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National Outcome 11

We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others.

Local outcome 11.3 Improved quality of life through community led action and more people feeling connected to their communities	At least maintain the levels of : Community acceptance of new residents (to some or great extent)	Annual / Public Performance Survey - Qualitative/ Highland Council “	82% 2007	At least 82% 2010-11
	Reduce the number of recorded hate crimes. Racist incidents (forms recorded - reported to PF as crime) Other hate crimes (incident forms recorded - reported to PF as crime)	Monthly / Quantitative/ Northern Constabulary	Racist: 124 – 113 Gender / Sexual : 5 – 3 Religious: 1 - 0. 2006-7	Increase expected until confidence in reporting levels reached possibly before 2010-11

National Outcome 13

We take pride in a strong, fair and inclusive national identity

<p>Local outcome 13.2</p> <p>Growth in Arts, Literary, Drama and Music Festivals and local involvement in them and which celebrate the diverse heritage and interpretation of the Highlands</p>	<p>Increase the number of, and participants in, sports, arts and culture events promoting community cohesion through the Cultural Bridges Fund</p>	<p>Quarterly / Cultural Bridges Fund awards / Highland Council (HC CP 5.15)</p>	<p>£30k 2007-8</p> <p>Base-line on number of events and participants to be gathered 2008.</p>	<p>At least £30k 2010-11</p> <p>Target TBC</p>
<p>National Outcome 15</p> <p>Our public services are high quality, continually improving, efficient and responsive to local people's needs</p>				
<p>Local outcome 15.4</p> <p>A workforce which is the right size, skilled, supported and rewarded fairly.</p>	<p>Modernised working conditions, new pay and grading structure and a single status Council workforce delivered.</p>	<p>Regular reports to Resources Committee / Highland Council (CP 10.34)</p>	<p>In progress 2008</p>	<p>Delivered By end of 2009</p>

APPENDIX 2

HIGHLAND COUNCIL

RACE EQUALITY SCHEME

November 2008 - 2011

DRAFT RACE EQUALITY SCHEME 2008 - 11

If you would like information in another language or format, please ask us

Ma tha thu ag iarraidh fiosrachaidh ann an cànan no cruth eile, cuir fios thugainn

Gaelic/ Gàidhlig

Si vous souhaitez des informations dans une autre langue ou sous un autre format, veuillez nous le demander.

French/français

إذا أردت المعلومات بلغة أخرى أو بطريقة أخرى، نرجو أن تطلب ذلك منا.

Arabic/ العربية

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

Bengali/ বাংলা

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

Cantonese/ (中文 (繁體字))

यदि आपको सूचना किसी अन्य भाषा या अन्य रूप में चाहिये तो कृपया हमसे कहे

Hindi/ हिन्दी

ئه‌گه‌ر زانیاریت به زمانیکی که یا به فۆرمیکی که دهوی تکایه داوامان لی بکه

Kurdish/ کوردی

如欲索取以另一語文印制或另一格式制作的资料，请与我们联系。

Mandarin/ 中文 (简体字)

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.

Polish/ polski

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮੰਗ ਲਵੋ।

Punjabi/ ਪੰਜਾਬੀ

Если вы хотели бы получить информацию на другом языке или в другом формате, просим обращаться в администрацию.

Russian/РУССКИЙ

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DRAFT RACE EQUALITY SCHEME 2008 - 11

HIGHLAND COUNCIL RACE EQUALITY SCHEME 2008 – 2011

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Foreword

The Highland Council is opposed to racism. It is committed to working towards the elimination of discrimination and to promoting racial equality... by fulfilling its legal duties as a public authority service provider and employer and by working in partnership with other local agencies and community organisations¹.

The Highland Council aims to create sustainable communities with more balanced population growth and economic development across the Highlands and to build a fairer and healthier Highlands. We are committed to fulfil our duties to promote equality and to tackle discrimination and disadvantage – in employment, public services, community leadership and partnership working.

In 2008 the Council signed a Highland Single Outcome Agreement with central government and community planning partners to work together to improve the delivery of public services to local people and local communities. Addressing significant inequalities is a key outcome of the Agreement in its own right but equality is also a cross-cutting theme throughout the SOA.

Since the last review of the Council's Race Equality Scheme in 2005 we have seen notable demographic changes. Compared to Scotland as a whole, Highland has had a higher rate of population growth, largely due to in-migration. It is now a place of choice for people to live, attracting people from other parts of the UK, Europe and other continents. The Council and its partners responded to the pressures of growth, migration and diversity in our communities with a range of initiatives and we will continue to work with our partners and communities to deliver on equality and diversity issues.

The Equal Opportunities landscape has also changed. Similar public sector duties to promote equality were introduced with regard to Disability and Gender. The new Equality and Human Rights Commission opened its doors in October 2007 and a new Single Equality Bill has been announced aimed at simplifying and harmonising legislation.

We welcome the legal duties of the Race Relations (Amendment) Act 2000 as a means to help public bodies consider race equality in all their work. Our revised scheme provides an overview of activities since 2005, and also looks forward to new commitments to tackling discrimination, promoting equality, participation and good relations. This includes the commitment to prepare a single equality scheme during 2009 which will incorporate the actions and commitments of this Race Equality Scheme.

Cllr Sandy Park
Convenor

Alistair Dodds
Chief Executive

DRAFT RACE EQUALITY SCHEME 2008 - 11

HIGHLAND COUNCIL RACE EQUALITY SCHEME 2008 – 2011

SUMMARY

The Race Relations (Amendment) Act 2000 (The Act) introduced a requirement on listed public bodies in Scotland, including local authorities, to develop and produce a Race Equality Scheme by 30th November 2002. There is also a statutory requirement on public authorities to review their schemes including relevant policies and functions every three years.

The Council is committed to its responsibilities under the General Duty of the Race Relations (Amendment) Act 2000, to:

- eliminate unlawful discrimination;
- promote equality of opportunity and
- promote good relations between persons of different racial groups

The Race Equality Scheme 2008 - 2011 sets out the Council's arrangements to meet obligations under specific duties to:

- publish its Race Equality Scheme
- assess policies and functions for relevance to race equality
- assess and consult on the likely impact of proposed policies on race equality, and monitor for any adverse impact on race equality
- publish the results of assessments, consultation and monitoring
- ensure public access to information and services which it provides
- train staff in connection with the general duty

The introduction and background in sections 1 and 2 set this Scheme in context. This links to the local priorities for the Council and partners, provides an overview of minority ethnic communities in Highland, and summarises progress with activities in 2005 -2008 and the revised action plan for the next three years.

In the remainder of the Scheme, we describe how the Council will meet the race equality duties placed on the public sector and the arrangements we have put in place to fulfil those duties.

Appendix 1 lists the duties on the public sector and Appendix 2 provides a more detailed profile of ethnicity in Highland. Appendices 3 and 4 show how we assess the relevance of policies and functions and those screened during 2008. Our employment ethnic monitoring framework is in Appendix 5. Feedback from communities is listed in Appendix 6. Progress against the 2005 - 2008 Scheme is given in Appendix 7. Finally, Appendix 8 is the action plan for 2008 – 2011.

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1	INTRODUCTION
1.1	The Race Relations (Amendment) Act 2000 (the Act) introduced new duties on the public sector to positively promote racial equality and evidence their arrangements to tackle discrimination and encourage good relations between different groups.
1.2	The General Duty is not optional and public bodies, including all local authorities, have to meet it, even in areas where minority ethnic populations are small. The aim is to proactively promote race equality in all areas of Council business. There are a number of additional specific duties in the Act, including the requirement on local authorities to produce a Race Equality Scheme.
1.3	Improving equalities outcomes will take time, not least because interventions need to be wider than changing individual behaviours and include broader economic and structural change in how society operates, as despite 30 years of individual legal rights, there remain areas of deep-rooted inequality and disadvantage in society which need to be addressed.
1.4	The Council first published its Race Equality Scheme in 2002, and this is the second review of the scheme. The Scheme sets out how the Council plans to carry out race equality work over the next three years, 2008 – 2011, and its commitments to tackling discrimination, promoting equality, participation and good relations. This revised Scheme reflects demographic and strategic developments in Highland.
1.5	The scheme was developed in accordance with the draft statutory code of practice and accompanying guidelines from, what was, the Commission for Racial Equality in Scotland (CRE) ² . Future developments will incorporate any guidance from the new Equality and Human Rights Commission (EHRC), reflect changing legislative requirements and be undertaken as part of a single equality scheme from 2009.
1.6	The arrangements and additional information included in this Scheme set out the Council's intention to ensure that policies and practices in employment and service delivery are fair, accessible, non-discriminatory and promote race equality. The Council also wishes to build and improve community engagement with local minority ethnic communities, encourage good race relations and to do this through work with a wide range of partners. Council members and employees will be made aware of their responsibility to promote race equality, good race relations and eliminate discrimination.
2	BACKGROUND
2.0.1	The Act and the General Duty came into force on 2nd April 2001, providing new laws for race equality and strengthening and extending the scope of the Race Relations Act 1976. It intends for race equality to be considered in the every day work of the Council in each of its functions. It applies to the Council and to other organisations delivering services on behalf of the Council.
2.0.2	The Act is a response to the MacPherson Inquiry into the death of Stephen

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	<p>Lawrence. The report from this Inquiry showed how individuals can be discriminated against by organisations in the operation of their policies and systems and defined institutional racism as:</p> <p><i>The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people.</i>³</p>
2.0.3	<p>Scottish public authorities were required to publish a Race Equality Scheme by 30th November 2002. Within each public authority, the responsibility to meet the general and specific duties rests with the groups or individuals who are liable (legally responsible) for the authority's acts or failure to act.</p>
2.0.4	<p>Public bodies that are required to publish a Race Equality Scheme also have a statutory obligation to review their functions and policies which they assessed as being relevant to the General Duty of the Act every three years.</p>
2.1	<p>Background: The Highland Council and partnership context</p>
2.1.1	<p>The Highland Council serves a growing and changing population covering a third of the Scottish landmass. It provides services to a population dispersed over the largest land area of all Scottish Councils, comprising 33% of Scotland, including 14 inhabited island communities.</p> <p>Each year it deploys a revenue budget of up to £680m, a capital budget of around £55m and its 12,800 staff to develop and serve Highland communities. It does this through democratic processes, with 80 elected members representing the needs of communities and the Highlands as a whole.</p>
2.1.2	<p>The population of the Highland region was estimated as 217,440 (GROS 2007) in 2006. There has been 0.8% population growth since 2005, and 3.2% growth since 1996. These trends show a higher rate of population growth in Highland compared to Scotland over the same period. The main driver of population growth across Highlands in-migration as deaths have exceeded births. However, this trend is not consistent across all geographic areas of Highland</p>
2.1.3	<p>The Single Outcome Agreement</p> <p>The second three-year Community Plan for the Highlands ran from 2004 – 2007. This was replaced in June 2008 by the Single Outcome Agreement (SOA)⁴ between Highland Council, in association with several Community Planning Partners, and the Scottish Government.</p> <p>The SOA sets out how the Council and its community planning partners will address the 15 national outcomes, detailing what can be expected locally through specific commitments made by the Council, its community planning partners and the Scottish Government. Partners include Highlands and Islands Enterprise, NHS Highland, Northern Constabulary, Highland and Islands Fire and Rescue Service, UHI Millennium Institute, the Northern Community Justice Authority; Job Centre+; Skills Development Scotland and Scottish Natural</p>

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	<p>Heritage. More partners and voluntary organisation will be brought into the agreement later in 2008.</p> <p>The SOA includes key indicators to tackle discrimination promote equality, participation and good relations. There are additional related actions which address disadvantage under employability, health and poverty, support migrant workers and improve systems for reporting and recording of hate incidents.</p>
2.1.4	<p>Strengthening the Highlands: The Programme of The Highland Council 2009-2011</p> <p>The new Administration of The Highland Council, comprising members of the Independent, Liberal Democrat and Labour Groups, has produced a programme⁵ of action, which sets out its priorities between 2009 - 11 for making the Highlands one of Europe's leading regions.</p> <p>The Council aims to create sustainable communities with more balanced population growth and economic development across the Highlands and to build a fairer and healthier Highlands. There are five main themes in the Programme:</p> <ul style="list-style-type: none"> - • What we will do for children and families • What we will do for communities and older people • What we will do for the economy • What we will do for our environment • What we will do to make Highland Council more effective and efficient <p>The Programme will be reflected in the Council's revised Corporate Plan which will include Equal Opportunities Commitments.</p>
2.1.5	<p>Equalities Governance in Highland Council</p> <p>To oversee the implementation of the Council's Equalities Schemes and duties, regular updates are made to the Council's Senior Management Team on policy options and performance reporting. Corporate work is supported by an operational group with representation from Services and a network of officers trained in carrying out Equality Impact Assessments. Recently the implementation of the schemes has been managed through quarterly reviews of service performance and scrutiny of targets and measures and this will include reporting on equalities targets in progress reports against the new Corporate Plan. Progress reports are made on a six monthly cycle to Resources Committee and incorporate annual progress reports and three yearly reviews.</p>
2.1.6	<p>Partnership working</p> <p>Highland Council is actively involved in existing partnership arrangements to promote race equality and improve access to services:</p> <ul style="list-style-type: none"> • Since 2005, the Community Partners have established an Equality and Diversity group which meets regularly. The partners have agreed a number of joint activities (in the Action Plan) related to Equal Opportunities and Diversity, including working together on the preparation and consultation of each agency's equality schemes. • Race equality actions also feature in a number of related partnership work included in the SOA, specifically linked to Community Safety and inward migration.

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	<ul style="list-style-type: none"> ▪ The Council plays a leading role in the multi-agency Highland Gypsy/Traveller Partnership Group which meets regularly to address access to services for Gypsies and Travellers. During 2005 – 08, a multi-agency action plan for delivering services to Gypsy/Travellers was developed⁶ ▪ The Council works with the Trade Unions in the development of employment policies, including its harassment policy. 																																								
2.2	Background: minority ethnic communities in Highland																																								
2.2.1	UK Census																																								
	The 2001 UK Census remains the main source of ethnicity data. Highland has traditionally had a relatively small ethnic minority population but the context for service provision changed rapidly during the life of the 2005 – 08 Scheme due to a significant increase in migration into the Highland from the new EU Accession countries. More detailed information on the Highland profile is found in Appendix 2.																																								
2.2.2	<p>At the time of the 2001 Census the minority ethnic population of Highland was 1,671, 0.8% of the total population (compared with 2.01% in Scotland overall). This is a higher proportion than reported in 1991 (0.5%) but smaller than the national Scotland average of 2%. Minority Ethnic population figures:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th colspan="2">Scotland</th> <th colspan="2">Highland</th> </tr> </thead> <tbody> <tr> <td>Total Population</td> <td>5 062 011</td> <td>100%</td> <td>208 914</td> <td>100%</td> </tr> <tr> <td>Total ME population</td> <td>101 677</td> <td>2.01%</td> <td>1671</td> <td>0.8%</td> </tr> <tr> <td>Asian</td> <td>71,317</td> <td>1.41%</td> <td>824</td> <td>0.39%</td> </tr> <tr> <td>Black</td> <td>8, 025</td> <td>0.16%</td> <td>203</td> <td>0.1%</td> </tr> <tr> <td>Mixed</td> <td>12,764</td> <td>0.25%</td> <td>432</td> <td>0.21%</td> </tr> <tr> <td>Other</td> <td>9,571</td> <td>0.19%</td> <td>212</td> <td>0.1%</td> </tr> <tr> <td>White</td> <td>4,960,344</td> <td>97.99</td> <td>207,243</td> <td>99.2%</td> </tr> </tbody> </table> <p>Census Scotland 2001</p>		Scotland		Highland		Total Population	5 062 011	100%	208 914	100%	Total ME population	101 677	2.01%	1671	0.8%	Asian	71,317	1.41%	824	0.39%	Black	8, 025	0.16%	203	0.1%	Mixed	12,764	0.25%	432	0.21%	Other	9,571	0.19%	212	0.1%	White	4,960,344	97.99	207,243	99.2%
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2.2.3	The most represented single group from the minority ethnic population was the Chinese community but South Asian as a whole made up one third of the total minority ethnic population. Communities are scattered across the whole of Highland, with higher proportions (72%) in the centres of population around the inner Moray Firth.																																								
2.2.4	Impact of Inward Migration from the EU Accession States																																								
2.2.5	Since the 2001 census, the Highland minority ethnic population has grown with the increase of migrants from the Accession countries. Most migrants from overseas come to the region to work. Between 2003 – 2007, over 7,000 migrants registered for National Insurance Numbers; over a third came from the Accession States of Europe, the majority from Poland. Research with overseas migrants to Highland highlights that one of the main factors attracting people to the area is quality of life. Community planning partners have worked to adapt services to enable migrants to stay in the region since 2006-7. Examples of																																								

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	initiatives are included in the progress report in Appendix 7.
2.2.6	Unlike previous waves of migration, migration from the EU Accession countries follows a "circular" pattern and is likely to be more short-lived. It would appear that in the next few years, there will be fewer Accession state nationals in the UK and already there is anecdotal feedback of migrant workers returning to Eastern Europe as economic conditions change.
2.2.7	The Highland Council and its partner organisations have a specific interest in migrant workers for both demographic and economic reasons. The population in the Highlands is aging, as elsewhere in Scotland. While the inward migration of all age groups will make a positive economic contribution, a key focus must be to attract and retain the younger and economically active. Evidence in the form of births and school registrations from 2006-7 indicates that many are choosing to settle and it is our aim to ensure this trend continues. Bringing new residents to urban and rural communities creates sustainable communities, adding new faces and cultures. This means we need to ensure our services are accessible and culturally appropriate.
2.2.8	Schools
2.2.9	Figures from the Council's Education Authority provide another source of evidence of increasing diversity in the area. In 2008, over 32,000 pupils attended Highland Council schools and 1268 were identified from a minority ethnic population. This is 4% of the school population and includes children and young people from the Gypsy/Traveller community. This corresponds with 450 pupils, or 1.4%, in 2004.
2.2.10	Information is also collected on the diversity of languages spoken by young people in Highland and recent figures show that 733 young people speak at least one of 61 languages other than English or Gaelic in their home. This is an increase from 404 bilingual pupils in 2005-06.
2.2.11	Gypsy Travellers in Highland
2.2.12	<i>Discrimination and prejudice against Gypsies/Travellers in Scotland is widespread and overt. Scottish Gypsies/ Travellers are one of the most marginalised communities within our society, routinely unable to access services that the majority take for granted.⁷</i>
2.2.13	There are significant numbers of Gypsy/Travellers in the Highlands, living on Council owned and private sites, in housing and in roadside camps. They form an element of the rich heritage of the Highland community and have contributed to the culture and history of the Highlands and to traditional employment patterns. Based on the Government's summer count 60 Gypsy/Travellers households were identified who were living on sites in the Highlands. The Highland Council provides 4 sites for Gypsy/Travellers. There are also many households in the Highlands who, while still regarding themselves as part of Gypsy/Travellers communities have chosen to settle in houses on a long-term or permanent basis. They may follow similar occupations and may choose to travel

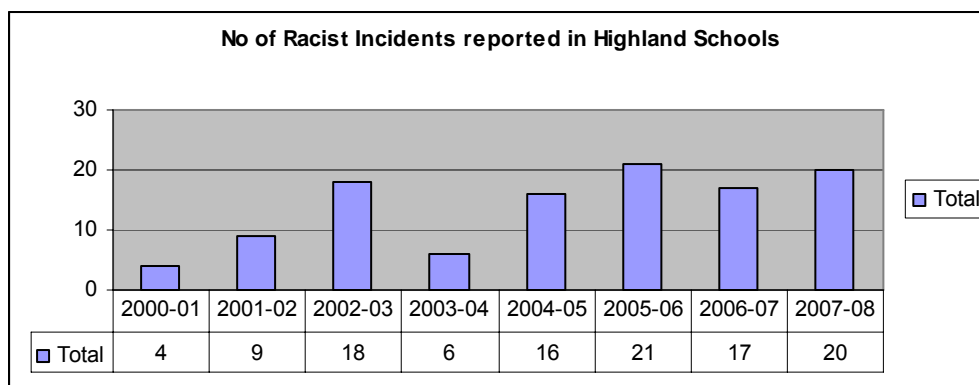
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	for part of the year but, for most practical purposes, have become part of the settled population without giving up their cultural identity.																
	Public agencies in the Highlands recognise the importance of meeting the needs of Gypsy/Travellers and in 2008 produced a multi-agency Action Plan for the delivery of Services to Gypsy/Travellers. ⁸																
2.2.14	Racist Incidents in Highland																
2.2.15	Research in the Highlands and other rural areas (P de Lima 2001) ⁹ suggests that small populations of ethnic minority communities are as likely to experience racism and harassment as in urban areas. In such situations people additionally encounter isolation, cultural and language barriers and lack support networks.																
2.2.16	Racism is as much an issue in rural areas as urban areas, and discrimination on racial grounds applies to nationality as well as ethnic background. Discrimination and harassment of those who are not from visible ethnic minorities, for example from England, Eastern Europe or the Gypsy/Traveller community cannot be ignored. Whilst current legislation protects Gypsies and Irish Travellers as racial groups, the legal status of Travellers in Scotland has to be confirmed in law. In practice discriminatory practice against Travellers is also likely to be discriminatory against Gypsies. The Scottish Government and Parliament and the Equality and Human Rights Commission recommend that Travellers be treated as if they were a racial group.																
2.2.17	<p>The MacPherson Report defines a racist incident as “any incident that is perceived to be racist by the victim, or any other person”. There has been an increase in reported racist incidents to Northern Constabulary resulting, in part, from changes in internal police reporting mechanisms. It is acknowledged that there is still significant under-reporting of racist incidents. The figures below cover all of the Northern Constabulary Area which includes the Northern and Western Isles.</p> <div style="text-align: center;"> <table border="1" style="margin: 0 auto;"> <caption>Number of Racist Incidents reported in Northern Constabulary Area</caption> <thead> <tr> <th>Year</th> <th>Number of Incidents</th> </tr> </thead> <tbody> <tr> <td>2000 - 2001</td> <td>76</td> </tr> <tr> <td>2001 - 2002</td> <td>83</td> </tr> <tr> <td>2002 - 2003</td> <td>87</td> </tr> <tr> <td>2003 - 2004</td> <td>92</td> </tr> <tr> <td>2004 - 2005</td> <td>130</td> </tr> <tr> <td>2006 - 2007</td> <td>124</td> </tr> <tr> <td>2007 - 2008</td> <td>142</td> </tr> </tbody> </table> </div> <p>Source: Northern Constabulary</p>	Year	Number of Incidents	2000 - 2001	76	2001 - 2002	83	2002 - 2003	87	2003 - 2004	92	2004 - 2005	130	2006 - 2007	124	2007 - 2008	142
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2.2.18	Racist Incidents In Highland Schools																

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With the exception of a dip in reported incidents in 2003, reported incidents in Highland schools have also shown an increasing trend. New, more comprehensive guidelines for investigating, reporting and recording racist incidents were introduced during session 2003 – 2004. These were reviewed in 2008 following consultation with minority ethnic pupils.

Incidents primarily involve verbal abuse. They are investigated by interviewing the pupils involved, other pupils and staff. Parents/carers of the victims and perpetrators are contacted. Appropriate action is taken, including the support of victims in keeping with the guidelines.



Source: Highland Education Authority

2.3 Background: Support and Networks

2.3.1 Highland has few organised minority ethnic community groups. Most of these have become established relatively recently and they vary in organisational capacity, generally the available networks are limited and fragmented. However, some have developed significantly since 2005.

2.3.2 While active in their own associations, there is little evidence of the involvement of minority ethnic communities in local representation such as ward forums, Community Councils or other areas of public life.

2.3.3 Support and networks in Highland include:

- The Inverness Citizen’s Advice Bureau has received funding from the Scottish Government Race, Faith and Integration Fund to address race and faith discrimination and also from the Equality and Human Rights Commission to support broader cases of discrimination.
- Until recently, the Black and Ethnic Minority Infrastructure in Scotland (BEMIS) supported a part-time rural development worker in Highland.
- The Council for Ethnic Minority Organisations (CEMVO) has carried out a series of events in Inverness during 2007 – 08 on the topics of civic participation and democracy. These attracted participants from across the minority ethnic groups and speakers included local MSPs, Councillors, the Scottish Parliament and SCVO. CEMVO has also carried out structured capacity building with the local Chinese Association and has assisted the Association to access funding.
- The Workers Educational Association has been involved in a range of related

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	<p>activities in Highland including their partnership to increase the provision of ESOL trainers and courses. The WEA has continued its ongoing support for the International Women's Group and received funding from the Scottish Executive Race and Integration fund to which established a women's group focused around a sewing group but providing a range of activities. These activities have linked together to develop race equality training, a diversity calendar and an Annual Diversity Day.</p> <ul style="list-style-type: none"> • Advice Agencies in Lochaber, Inverness and Ross and Cromarty have had posts to provide advice and guidance to migrant workers in the areas. • The number of minority ethnic associations or groups remains small; however the two Associations emerging at the time of the last review, the Inverness Polish Association and the Scottish Highlands & Islands and Moray Chinese Association (SHIMCA) have both become well established. Other groups in the area include the Indian Association, the Bangladeshi Association; the Polish/Scottish Union; the Caithness Ethnic Minority Group under the support of Caithness Voluntary Group; and the Highland Minority Ethnic Association (the latter is recently established in Fort William primarily from the Polish Community). Most groups have received some form of support through the Council, primarily for cultural activities. • There is an overlap between minority ethnic communities and faith groups. A recently established Inter Faith Group in Inverness involves a number of the representatives from the groups mentioned above. There is an Inverness Masjid and a Highland Muslim Educational Association.
2.3.4	<p>Some capacity building support (individually and in partnership) has been provided to a number of the groups above through BEMIS, CEMVO, Voluntary Action Highland and the Council's Community Learning and Development service. However, the support projects and networks are limited in terms of geographic coverage and resources. There remain gaps in capacity and coverage, as well as information on the structure and responsibilities of agencies. Additional work remains to build on the good existing contacts and reach beyond the existing groups.</p>
2.4	<p>Summary of progress against 2005 - 2008 Actions</p>
2.4.1	<p>Progress against the previous action plan is detailed in Appendix 7. A number of these activities are carried into the 2008 – 2011 Action Plan. These actions resulted from:</p> <ul style="list-style-type: none"> • Identified gaps through assessments of policies and functions • Consultation • Demographic changes • Requirements of the Race Relations (Amendment) Act 2000
2.4.2	<p>The actions included:</p> <ul style="list-style-type: none"> • The development of tools to support staff to carry out Equality Impact Assessments and carrying out associated training • Undertaking and reporting on workforce monitoring • Working with partners to improve engagement with minority ethnic communities and implementing the National Standards of Community Engagement

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	<ul style="list-style-type: none"> • Improving access to information through new interpretation and translation provision and a Welcome Pack for new residents to the Highlands • Implementing a strategy with partners to monitor racist incidents; this action was amended to include hate incidents during the life of the scheme • The development and implementation of training and awareness raising
2.4.3	<p>Additional Activities In response to inward migration to the area from the Accession counties there were a number of additional activities subsequent to the Action Plan. These formed part of an ESF funded project undertaken with Community Planning Partners and capitalised on the benefits of partnership working: Council led activities included:</p> <ul style="list-style-type: none"> • Increasing provision of ESOL classes and tutors • Employing 6 part-time bilingual workers as Community Based Language Assistants to help children and families settle in the area • Creating a small grants fund to promote integration and community cohesion through sports, arts and cultural events. <p>Other partner or joint activities:</p> <ul style="list-style-type: none"> • Highlands & Islands Fire and Rescue Service bilingual community safety officer • Specialist advisors for the advice agency network to provide advice to inward migrants and to employers • Develop channels for engaging with inward migrants and their representatives • Evaluating the impact of the new services through case studies and performance monitoring
2.5	Summary of revised Action Plan 2008 - 2011
2.5.1	Building on progress to date, we have developed a realistic and achievable action plan to deliver improvements for members of our communities, and against which progress can be measured and reviewed. The revised action plan in Appendix 8 is set out under five key aims which are reflected in the Council's three equality schemes and are reported against; these are summarised below.
2.5.2	<p>Deliver services that are accessible to all communities. This includes welcoming migrants and families to settle in our community through encouraging integration and reducing barriers, including language barriers. We will continue to mainstream equality through collecting appropriate data, assessing the impact of our policies and practices and we will build equality into our procurement processes.</p>
2.5.3	<p>Ensure that Council employment practices and policies are fair and accessible We will analyse and report on the employment monitoring information and ethnicity each year and collect and analyse relevant ethnicity monitoring data from bi-annual employee survey.</p>
2.5.4	Increase engagement, involvement and representation of minority ethnic

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	<p>communities.</p> <p>We will encourage under-represented communities to engage and participate in public life, and will develop improved equalities monitoring. We will also ensure that the National Standards of Community Engagement are applied and evidenced when consulting communities on decisions affecting the services they receive.</p>
2.5.5	<p>Create a culture to promote equality and demonstrate that the Council will not tolerate racial discrimination and harassment.</p> <p>The Council will continue to work with public and voluntary sector partners to address hate incidents and crimes and aims to provide effective and sensitive services for those affected. A culture of promoting equality will be encouraged through the training and raising awareness of our staff and elected members. We will also use various media to promote our commitment to the public and our communities.</p>
2.5.6	<p>Ensure we meet the race equality duties</p> <p>The Council will evidence how it meets its Race Equality duties through regular reporting and review of its Scheme and associated actions. This information will be published on the Council web site and otherwise available on request.</p>
3	HOW WE WILL MEET THE DUTIES OF THE ACT
3.1	Producing this Race Equality Scheme is a requirement of the Race Relations (Amendment) Act 2000 (the Act). Section 71s1A of the Act places a General Duty on listed public authorities, in carrying out their functions, to have due regard to the three complementary elements of the General Duty.
3.2	<p>The Scheme is one of a number of specific duties required by the Act and is:</p> <ul style="list-style-type: none"> • a public document that explains how we plan to meet the general duty • a strategy, with a time-tabled and realistic action plan • a summary of our approach and commitment to race equality and our corporate aims. <p>The General and Specific duties are detailed in Appendix 1.</p>
3.3	<p>To meet the three complementary strands of the General Duty the Council will:</p> <ul style="list-style-type: none"> • proactively promote equality of opportunity and encourage a culture of respect and dignity towards all in our community and workforce • ensure that the General Duty is met through application of the specific duties detailed below • work towards eliminating discrimination through regular reviews of policy • ensure that appropriate and proportionate action is taken where the results of monitoring and assessment of policies and functions show an adverse, or potentially adverse, impact on minority ethnic groups.
3.4	<p>To meet the Specific duties the Council will:</p> <ul style="list-style-type: none"> • Publish and review its Race Equality Scheme

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	<ul style="list-style-type: none"> • assess policies and functions for relevance to race equality • assess and consult on the likely impact of its proposed policies on race equality • monitor policies for any adverse impact on race equality • publish the results of assessments, consultation and monitoring • ensure public access to information and services which it provides • train staff in connection with the general duty
3.5	<p>To meet the specific duties on employment, the Council will make arrangements to:</p> <ul style="list-style-type: none"> • monitor the numbers of staff, by racial group, in post, and also applicants for employment, training and promotion, from each such group • monitor the numbers of staff from each such racial group who receive training; benefit or suffer detriment as a result of its performance assessment procedures; are involved in grievance procedures; are the subject of disciplinary procedures; or cease employment. <p>The results of employment monitoring will be published annually.</p>
3.6	<p>To meet the specific duties on Education Authorities, the Council will:</p> <ul style="list-style-type: none"> • prepare a written statement of policy promoting race equality and ensure that each school under its management maintains a copy • make arrangements to assess the impact and operation of its policies on pupils, staff and parents of different racial groups including, in particular the impact on attainment levels • monitor, by school, the recruitment and career progress of staff in the same manner as employment monitoring above. <p>The Council will publish the results of monitoring on an annual basis.</p>
3.7	<p>Enforcement and Compliance</p>
3.8	<p>Until October 2007, compliance with the public sector duties was enforced by the Commission for Racial Equality (CRE). The CRE, along with the Equal Opportunities Commission and the Disability Rights Commission has since been replaced by a single body, the Equality and Human Rights Commission (EHRC). Part of the Commission's remit is to enforce equality legislation on age, disability, gender, gender reassignment, race, religion or belief, and sexual orientation and encourage compliance with the Human Rights Act.</p>
3.9	<p>The race equality duty is a statutory duty and therefore failure to comply can result in legal enforcement action. The EHRC has a range of enforcement powers to ensure compliance with the general and specific duties:</p>
3.10	<p>Compliance of both general and specific duties is monitored:</p> <ul style="list-style-type: none"> • through the Commission examining samples of published information and reports required by race equality schemes • through the work of inspection and audit bodies • through evidence of possible failure to comply brought to the Commissions attention by individuals, groups, trade unions and various interested voluntary sector (and other public sector) groups • through particular pieces of research conducted by or commissioned by the

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	Commission
	If a public authority does not meet the general duty, its actions (or failure to act) can be challenged in the Court of Session in Scotland) for judicial review. The Commission can also use its powers of formal investigation to enforce the general duty if it has sufficient information and belief that unlawful discrimination is taking place and can serve a non-discrimination notice on the named body following investigation. If the Commission is satisfied that a public authority has failed (or is failing) to meet its specific duties it can serve a compliance notice.
4	HIGHLAND COUNCIL RACE EQUALITY SCHEME ARRANGEMENTS
4.1	Implementing and reviewing the scheme
4.1.1	To develop the original scheme in 2002, a cross-service group of officers was established. This group received training in the new duties, co-ordinated the initial assessment of policies and functions for relevance and tested an impact assessment tool, and also identified current activities, issues and gaps in provision and information.
4.1.2	An Equalities Working Group with representation from each service has overseen the three yearly reviews of the scheme reporting to the Senior Management Team. The group includes representation from all services, meeting regularly to report on progress and reports to the Senior Managements Team.
4.1.3	Elected Members, managers and employees are made aware of their responsibilities through six monthly progress reports on all equality schemes and reviews of schemes to Resources Committee, information on the Council's performance and through providing training and briefings.
4.1.4	The Council has increasingly and actively worked with its Community Planning partners in the development and review of Equality Schemes. A Community Planning Equality and Diversity group was established in 2006 led by NHS Highland. The group has jointly consulted with equality communities in the preparation of schemes and agreed to work together on a number of key actions.
4.1.5	In order to review the Race Equality Scheme and ensure that the refreshed action plan is relevant and appropriate, the Council has taken account of feedback from its service representatives, members of local minority ethnic communities and the wider public. As with the preparation of our Gender and Disability Equality Schemes, we carried out preparatory work with our Community Planning Partners to: <ul style="list-style-type: none"> • Collate Census and other available data (Appendix 2) • Distribute and make available on-line a short survey about race equality and discrimination in Highland • Contact local community groups to confirm, add to or comment on a list of issues and concerns that had been raised previously
4.1.6	The survey questionnaire

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	<p>A short survey asking opinions on experiences and levels of racial discrimination was circulated widely as a leaflet to minority ethnic groups, through agency outlets and to wider community groups. It was also available online and in translated versions over a six week period. The response rate was disappointing; a total of 101 leaflets were returned and 45 online submissions and the use of this methodology would need to be considered carefully for future equalities work.</p> <p>The low return means that there is little in the way of robust information, but the survey did show up some points of interest.</p> <ul style="list-style-type: none"> • 93% of respondents identified their ethnicity as “White” and 7% from Black, Asian, Mixed or Other backgrounds. • Young people (aged 16-25) were more likely than average to think the level of racism or racial discrimination had increased (47%). • Among the organisations listed, local schools were most likely to be identified (by 5% of respondents) as having treated the respondent or their family less fairly because of their ethnic group. • 29% of respondents agreed that people from different backgrounds get on well in their local community “all the time”, 65% “sometimes” and 7% “never”. • 30% of respondents felt that their community is welcoming of people coming to live here from outside the Highlands “all of the time”, 68% “sometimes and 2% “never”. <p>Additional comments reflected individual experiences or awareness of racism with regard to nationality (including English), language or colour, experiences of isolation and concerns over perceived housing allocations.</p>
4.1.7	<p>Issues raised by minority ethnic community groups</p> <p>Through contact with the local groups referred to in the section on support and networks, the Council and partner agencies are aware of a number of topics of concern to these groups. Many of these had also been highlighted in a report on some focus group work undertaken by BEMIS¹⁰.</p> <p>Groups were contacted and asked to make any comments or amendments to the issues. Council Services were also asked to provide any relevant comments or activities. Issues relevant for, or specific to, the Council are noted below with comments on how issues are or will be addressed and if they are in the Race Equality Scheme (RES) or Education Policy (REP).</p>
4.1.8	<p>Key issues identified by feedback from community groups and service providers have informed the revised Action Plan and are detailed in Appendix 6 along with comments on how they have been, or will be, addressed. They include:</p> <ul style="list-style-type: none"> • Community safety particularly in terms of racist incidents and racially aggravated crimes • Access to advice and Information • Support and provision of culturally sensitive services • Support for community groups and cultural activities • Provision of language support, both through ESOL classes and

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	<p>interpretation and translation</p> <ul style="list-style-type: none"> • Engagement with communities • Recruitment and retention • Representation and democratic participation
4.2	Assessing Policies, Functions and Practices
4.2.1	The Council has a duty to set out arrangements to assess the relevance and likely impact of existing and proposed policies, functions and practices on different groups in the community. Policies, functions and practices are wide-ranging and will be referred to hereafter as “policies”.
4.2.2	The Council aims to embed equality and fairness into all its activities. The requirements of the Act to assess the relevance of policies to race equality and, where appropriate, to carry out equality impact assessments are a means to ensure that objective. These assessments are primarily to ensure that our policies do not have a potentially discriminatory and negative impact on any particular group of people and that we take appropriate steps to promote equality.
4.2.3	The Council has adopted a two stage approach to assessment regard to equality. This involves an initial screening for relevance (the template is in Appendix 3) followed by a full equality impact assessment (EQIA) where required.
4.2.4	If a high degree of relevance to the General Duty and potential adverse impact are identified an EQIA should be scheduled. Recommendations for action arising from assessments will be made to the appropriate Service Management Team, the Equalities Group and relevant committees of the Council.
4.2.5	Initial work on impact assessments focused on race equality work. Since the introduction of new public sector duties for disability (2006) and gender (2007) equality, and with proposals for a single equality duty in the future the Council has broadened its equality impact assessment arrangements to cover all six strands (gender, race, disability, religion or belief, sexual orientation and age).
4.2.6	An EQIA toolkit has been produced to include assessments across all areas of equality. Using an external trainer specialising in EQIA work, an initial cross-service group of over 20 people attended a day and a half of EQIA training. This was followed by a further 3 one-day training sessions during 2008.
4.2.7	Assessment for relevance of existing policies: Under the Act, the Council is required to set out in the Scheme which of its current and proposed policies are relevant to the general duty and review this list at least every three years.
4.2.8	In the development of the original scheme, Council Services listed policies, carried out an initial assessment to identify relevance to the general duty and prioritised functions and policies that require more detailed impact assessment and action. This list was reviewed in 2005.
4.2.9	The volume of identified and prioritised policies, functions and practices

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	identified remains a challenge and has led to a focus on assessments as part of review and service plan processes.
4.2.10	In preparation for a single equality scheme by the end of 2009, a commitment has been given to review the assessment of current policies, functions and practices across all strands. As a result, this scheme does not include a revised list of assessments for relevance to race equality as this work is ongoing. The list in the 2005-08 scheme will continue to be available for reference.
4.2.11	Assessment for relevance of new and reviewed policies, functions and practices: To ensure that the requirements of equality legislation are met, during 2007 - 2008 there has been a focus on building in equality assessments into the development of new and reviewed policies, functions and practices. New and reviewed policies assessed in 2008 are listed in Appendix 4.
4.2.12	Service Plans revised in 2008 have been amended to record where activities have been assessed as relevant to equality and are subject to a full EQIA. In addition, Services are required to report quarterly on the number of new or reviewed policies that are assessed.
4.2.13	EQIAs
4.2.14	Where it is identified that a full EQIA is needed, where there is the possibility of significant and negative impact, it is the Council's aim to carry this out at an early stage of the policy development or review process. If an assessment or consultation shows that any of our proposed policies are likely to have an adverse impact on different groups in the community, the Council will consider how it can meet the General Duty and whether the proposed policy needs to be revised
4.3	Consultation
4.3.1	The Council values the importance of engaging and working with communities on a wide range of issues and services. The Council has adopted the National Standards for Community Engagement and has developed training and supporting materials to ensure their effective implementation.
4.3.2	Internally, the Council has established a Community Survey and Consultation Year Planner as a corporate clearing house for consultation exercises. This should identify potential duplication of activity or potential for overloading consultees. In the same spirit, wherever possible, the Council has adopted a joint approach to consultation with its Community Planning Partners to consultation and engagement on equalities work to achieve efficiencies and avoid duplication of effort.
4.3.3	The Council is conscious that relatively low numbers of minority ethnic communities, scattered populations, fragile community networks and a lack of support infrastructure, combined with very little collection of data and ethnic monitoring in Highland means that existing mechanisms are unlikely to be sufficient for effective consultation with local minority ethnic people, particularly on issues with high relevance to race equality.

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4.3.4	To improve consultation in these circumstances, the Council works with its Community Planning Partners to build and extend the existing good links with ethnic minority community organizations. Local capacity building with ethnic minority organisations is an important element of future consultation.
4.3.5	Employees and trade unions are already consulted on the introduction of new, or amendments to, Personnel policies and these are available on the Council's intranet.
4.4	Arrangements to monitor the impact of policies
4.4.1	<p>The Council is required to set out arrangements for monitoring policies for any adverse impact on race equality.</p> <p>Historically, few Council activities are monitored for ethnicity and analysed for impact on race equality. Where it is undertaken there is little consistency in approach. The requirements of the Act, in particular carrying out EQIAs, has resulted in some progress in key areas of activity, for example the Public Performance Survey and the Employee Survey. However, the small ethnic minority population often results in data that is not robust and care is required to ensure confidentiality. Experience of carrying out assessments has shown there is often insufficient data to make sound judgments. Most successful consultation is achieved through direct contact and qualitative work.</p> <p>Referring to the CRE guidance on ethnic monitoring, the Council will not publish and make publicly available any monitoring information that will identify individuals and will take advice on this position with regard to data protection legislation.</p> <p>For consistency of approach, the CRE has recommended using the 2001 Scotland Census ethnicity categories. We recognise there is concern about how appropriate some categories are and also that there will be some changes to the categories in the 2011 Census. In some instances, where appropriate and following CRE monitoring guidelines, Services may wish to break down categories further, for example to include Gypsy/Travellers</p>
4.5	Arrangements for publishing the results of assessments, consultation and monitoring
4.5.1	The Council aims to publish all EQIAs on the internet, or otherwise available on request, with the exception of information which may lead to the identification of individuals as stated above. The publication of EQIAs will be a priority for the Council during 2008-11.
4.5.2	<p>The Council will inform the general public and its own employees about the availability of this information in a number of ways, including through:</p> <ul style="list-style-type: none"> ▪ reviews of the RES ▪ the Highland Council website ▪ press releases ▪ public notices ▪ employee newsletter ▪ through its publications scheme and meeting the requirements of the

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	<p>Freedom of Information Act.</p> <p>Information is available in suitable alternative formats and languages on request.</p>
4.6	Arrangements to ensure access to information and services
4.6.1	The Council is committed to continually improving how it communicates with both the public and its employees. However, the Council recognises that some members of the community may encounter difficulties in accessing information about the Council and its services as a result of the ways in which information is delivered.
4.6.2	The Council will seek to ensure that it meets the needs of all in its communities and will provide accessible information in alternative formats and languages on request. Language barriers have been identified as a key restriction to integrations and participation by new migrants to the area as well as existing minority ethnic communities and there have been significant development in the provision and quality of ESOL (English as a second or other language) classes and tuition. In addition, the Council has undertaken considerable work with its Community Planning Partners, in particular the NHS, to improve the quality assurance and access to interpretation and translation services in Highland.
4.6.3	The Council will work to ensure staff and the general public are aware of arrangements put in place, and that these arrangements will be monitored and reviewed. The Council will also take into consideration issues which may arise from consultation exercises about arrangements to ensure that information is accessible.
4.6.4	Customer access to services and information is continually reviewed to improve electronic and front line provision, particularly through the Council's network of Service Points. Consideration of equalities issues will be a key element of ensuring that services are fully accessible.
4.7	Arrangements to train staff on relevant issues
4.7.1	The Council's Employee Development Team has responsibility for delivering a range of corporate and developmental training, including management development and customer care. A one-day Equal Opportunities and Diversity training course has been delivered in-house since 2004. The training incorporates the requirements of the Act, and is regularly reviewed. This course was initially delivered to Service Management Teams, and has since been rolled out to over 1500 staff. Elected members will also receive Equality and Diversity training.
4.7.1	Lead staff and Members have also received training on the Council's revised recruitment and selection procedures, incorporating equal opportunities objectives and promoting fair employment practices.
4.7.2	During 2007 – 08 training on EQIAs has been delivered by an external trainer to around 50 staff. Further training and support will be provided to those identified to undertake EQIAs to ensure they have the required skills and knowledge to carry out the task. Employee Development staff are also aware of the need to

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	mainstream equal opportunities into the provision of general training, in particular management competencies, care staff and customer services.
4.8	Implementing the Specific Employment Duties
4.8.1	To meet the specific employment duties described in Appendix 1, systems are now in place to monitor the workforce by ethnicity as well as job applicants, applicants for training and the operation of grievance, disciplinary and harassment procedures by racial group.
4.8.2	Personal data is treated with care and in line with the Data Protection Act 1998.
4.9	Implementing the specific Education duties
4.9.1	<p>In its role as Education Authority, the Council is required to comply with the following specific Education duties:</p> <ul style="list-style-type: none"> ▪ Prepare a written statement of its policy for promoting race equality (its Race Equality Policy) ▪ Maintain a copy of the statement and, in the case of an education authority, ensure that each school under its management maintains such a copy. ▪ Have in place arrangements for fulfilling, as soon as is reasonably practicable, the duties below, and ▪ Fulfil those duties in accordance with such arrangements and ensure that each school under its management complies with the arrangements.
4.9.2	<p>It is the duty of the Education Authority to:</p> <ul style="list-style-type: none"> ▪ assess the impact of its policies, including its race equality policy, on pupils, staff and parents/carers of different racial groups including, in particular, the impact on attainment levels of such pupils ▪ monitor, by reference to their impact on such pupils, staff and parents/carers, the operation of such policies including, in particular, their impact on the attainment levels of such pupils. <p>The Education Race Equality Policy is on the Highland Council Website at http://www.highland.gov.uk/educ/policies_internet/race_equality_policy_24_sept_04.pdf:</p> <p>A summary of activities include:</p> <ul style="list-style-type: none"> ▪ Race Equality Policy disseminated and implemented in all schools ▪ Race Equality Development Officer seconded on a part-time basis to oversee action plan ▪ Training for all Head Teachers on their commitment and responsibilities and awareness-raising within schools has been delivered ▪ School Boards/Parent Councils appraised of the Council's commitment to Race Equality in Education ▪ Training delivered to all school and most pre-school centre Race Equality Co-ordinators (REC) across all Areas of the Council ▪ All schools and nurseries have an individual Race Equality policy based upon standardised exemplar ▪ All schools provided with staff development materials to allow staff to self-evaluate practice and improve teaching and learning

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	<ul style="list-style-type: none"> ▪ All schools have Race Equality training built into their current (2008-09) School Improvement Plan ▪ Quality Improvement Team have received training on Race Equality, enabling them to undertake monitoring of policy and practice at school level ▪ Annual Day established in the ECS training programme for schools to update their staff development needs ▪ Impact assessments undertaken through consultation with minority ethnic families and school pupils ▪ Key policies identified for improvement/amendment currently being re-written in the light of impact assessment data ▪ Key statistical information being collated in relation to the Specific Duties of the RRAA ▪ Provisional plan for enhancing EAL provision drawn up ▪ Development of new guidelines for the enrolment and support of bilingual children and young people ▪ Improved transfer arrangements for Gypsy/Traveller pupils using standardised education record
5	ARRANGEMENTS TO MONITOR, REPORT AND REVIEW THE SCHEME
5.1	The Equalities Working Group is responsible to the Council's Senior Management Team and the Resources Committee to report and track the progress against the action plan. Policies and functions will be reviewed at 3 yearly intervals, and recommendations for action will go to the relevant Council committees. Employment monitoring data will be published on an annual basis.
5.2	Progress on implementing the Council's current three equality schemes is reported twice a year to the appropriate committee, and otherwise through corporate annual reporting framework.
5.3	The Council will continue to review its Race Equality Scheme on a three yearly basis. Future reviews and reports of progress will be incorporated in arrangements for a Single Equality Scheme from 2009. The action plan will be refreshed as required and performance measures will be reviewed.
5.4	Reviews will take account of information gathered between schemes, annual reports of progress, the impact of activities, changes in legislation and strategic developments in the preparation of subsequent schemes. Review and development of the scheme and its associated action plan will be an ongoing and flexible process, and comments will be welcome at any time.
6	How the Council will deal with complaints
6.1	The Highland Council seeks to provide its Services efficiently and to as high a standard as possible. We always welcome comments or suggestions which could help us to improve our services. Any comments or complaints about the Race Equality Scheme, or regarding race equality issues can be made through the contact details below, through any Council Office or online using the Council's Comments and Complaints leaflet which explains the Council's complaints procedures. If a member of the public still feels they have not been

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	treated fairly by the Council they can complain to the Scottish Public Services Ombudsman.
7	HOW TO COMMENT ON THE SCHEME AND REQUEST A SUMMARY IN ALTERNATIVE FORMATS OR LANGUAGES
7.1	<p>Any comments regarding the Council's Race Equality Scheme should be addressed to: Rosemary Mackinnon Equal Opportunities Officer Highland Council Glenurquhart Road Inverness IV3 5NX Tel 01463 702094 Fax 01463 702830 Email rosemary.mackinnon@highland.gov.uk</p> <p>Requests for a summary of this scheme in alternative formats, or appropriate languages, should be made to the same address.</p>
8	PUBLISHING THE SCHEME
8.1	<p>The Scheme and a summary will be published on the Council's web site (www.highland.gov.uk), and will be available in a range of other formats on request.</p>

The General and Specific Duties

The general duty requires all public bodies listed in Schedule 1A of the Act to:

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

Specific Duty: Policy and Service Delivery

Under the specific duties, listed public bodies must publish a race equality scheme by 30 November 2002, setting out the authority's arrangements for meeting the general and specific duties.

A Race Equality Scheme shall state, in particular –

(a) those of its functions and policies, or proposed policies, which are assessed as relevant to its performance of the general duty; and

(b) the arrangements to –

- (i) assess and consult on the likely impact of its proposed policies on the promotion of race equality;
- (ii) monitor its policies for any adverse impact on the promotion of race equality;
- (iii) publish the results of such assessments and consultation as are mentioned in sub-paragraph (i) and of such monitoring as is mentioned in sub-paragraph (ii);
- (iv) ensure public access to information and services which it provides; and
- (v) train staff in connection with the duties.

The Assessment should be reviewed every three years

Specific Employment Duties

Where the employment duties apply an authority must put in place arrangements before 30th November 2002 to show how it will monitor, by reference to the racial groups to which they belong,

(a) the numbers of –

- (i) staff in post, and
- (ii) applicants for employment, training and promotion, from each such group, and

(b) where that body or person has 150 or more full-time staff, the numbers of staff from each such group who -

- (i) receive training;
- (ii) benefit or suffer detriment as a result of its performance assessment procedures;
- (iii) are involved in grievance procedures;
- (iv) are the subject of disciplinary procedures; or
- (v) cease employment with that person or other body.

The results of monitoring should be published annually

Specific Education Duties

There are specific duties on education authorities, to:

- (1) before 30th November 2002,
 - (a) prepare a written statement of its policy for promoting race equality (referred to in this article as its "race equality policy"), and
 - (b) have in place arrangements for fulfilling, as soon as is reasonably practicable, its duties under paragraph (4).

- (2) Such a body or person shall,
 - (a) maintain a copy of its race equality policy and in the case of an education authority ensure that each school under its management maintains such a copy; and
 - (b) fulfil those duties in accordance with such arrangements and in the case of an education authority ensure that each school under its management complies with the arrangements.

- (3) A race equality policy prepared under paragraph (1)(a) and the arrangements put in place under paragraph (1)(b) by an education authority will apply to each school under its management.

- (4) It shall be the duty of a body or person specified in Part 1 of Schedule 2 to this Order to make arrangements for each school under its management to -
 - (a) assess the impact of its policies, including its race equality policy, on pupils, staff and parents of different racial groups including, in particular, the impact on attainment levels of such pupils; and
 - (b) monitor, by reference to their impact on such pupils, staff and parents, the operation of such policies including, in particular, their impact on the attainment levels of such pupils.

- (5) Take steps as are reasonably practicable to publish annually the results of its monitoring.

Specific Employment Duties (Education)

Education authorities have a duty to monitor by racial group, for all the schools they manage, the following:

- a) staff in post; and
- b) applicants for employment, training and promotion.

Education authorities with 150 or more full-time staff, or equivalent in total in all the schools they manage, must monitor by racial group the number of staff from each school who:

- (i) receive training;
- (ii) benefit, or suffer a detriment, as a result of performance assessment procedures;
- (iii) are involved in grievance procedures;
- (iv) are subject to disciplinary procedures; and
- (v) end their employment with these schools.

Education authorities have a duty to take reasonably practicable steps to publish, each year, the results of this monitoring.

BACKGROUND INFORMATION ON ETHNICITY DATA

The 2001 UK Census remains the main source of ethnicity data. The relatively low number of people in Highland from minority ethnic backgrounds means that some figures below must be interpreted with caution, particularly when the use of sub-categories such as age bands and type of activity results in small counts in each category.

It is widely recognised that Census figures are now largely out of date and that there are some concern over the categories used. The categories are due to change in the 2011 Census.

Reflecting more recent information on inward migration, some figures are available from National Insurance Registration. Other indications of increased diversity in the Highlands are changing patterns of the ethnic background and number of languages spoken by school pupils. Figures on Gypsy Travellers in Scotland are available through a twice yearly count by the Scottish Government although there are, again, limitations to their reliability.

Population Profile: Ethnic Group

While, there were proportionately significant increases in minority ethnic communities between the 1991 and 2001 Census, communities are still characterised by relatively small populations and numbers of households. However, there is evidence of increasing diversity. Changing demographics, low unemployment, shifting population patterns, and year-round tourism all result in people from a range of nationalities and ethnic backgrounds living and visiting the Highlands.

At the time of the 2001 Census the minority ethnic population of Highland was 1,671, 0.8% of the total population (compared with 2.01% in Scotland overall). This was an increase of 564 from the 1991 figure of 1,107 (0.5% of the 1991 Highland population).

The largest minority ethnic group was people of a mixed background (26%), followed by Chinese and Indian and Asian people made up just under half of our minority ethnic population.

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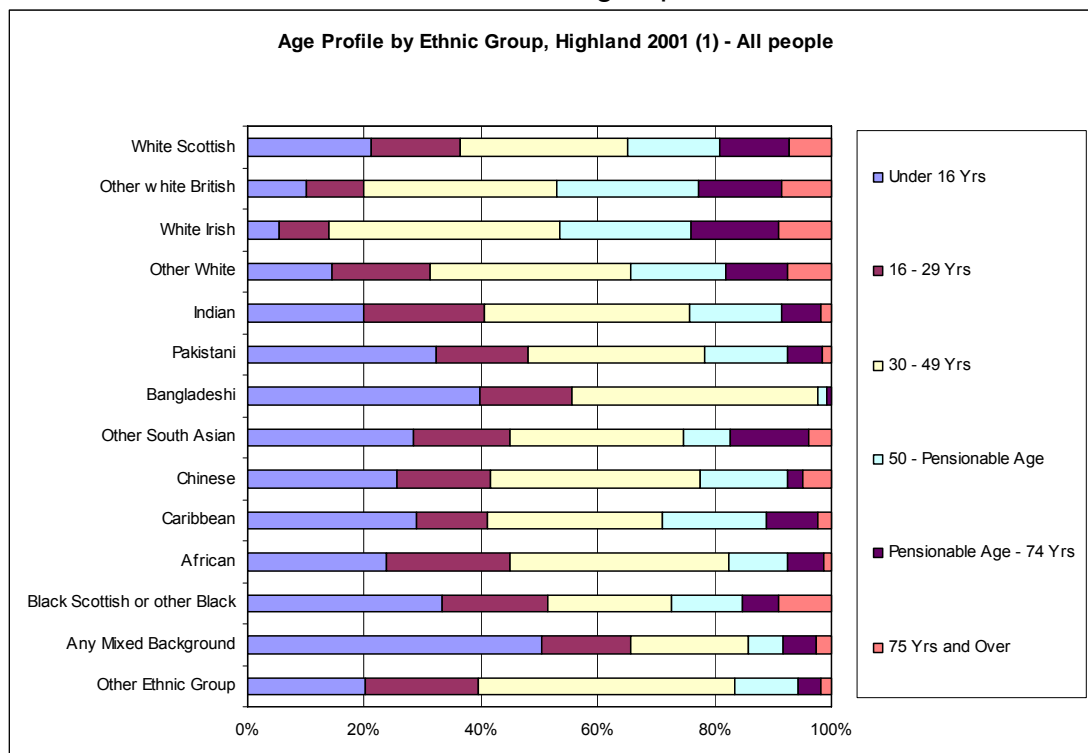
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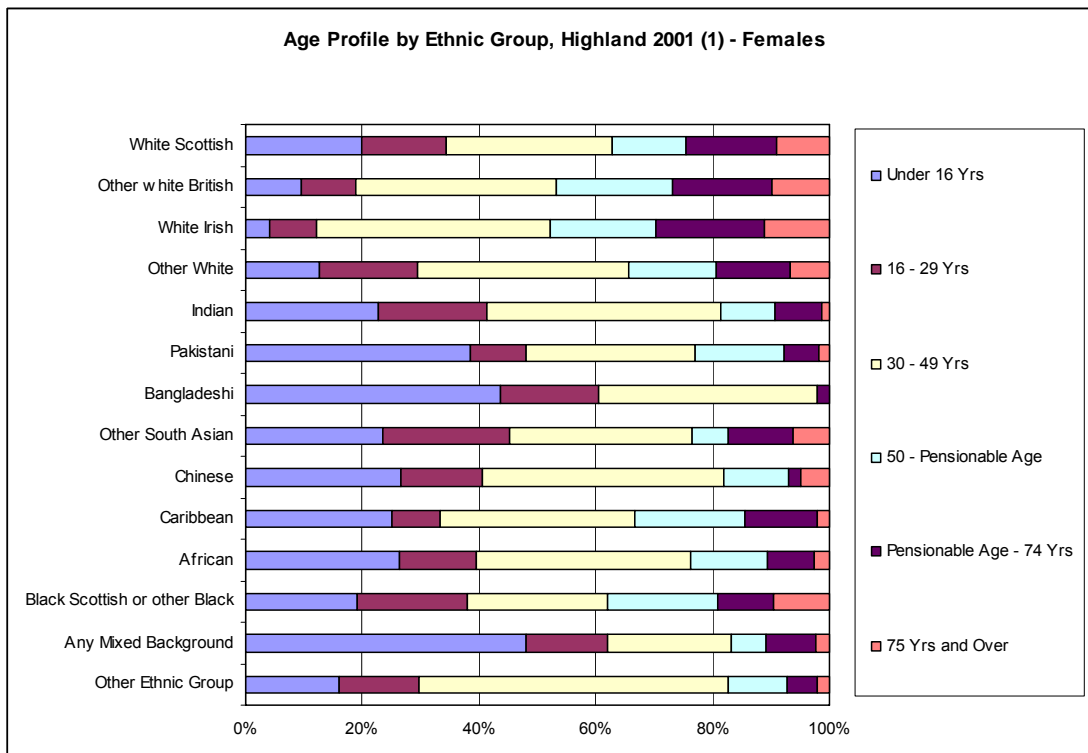
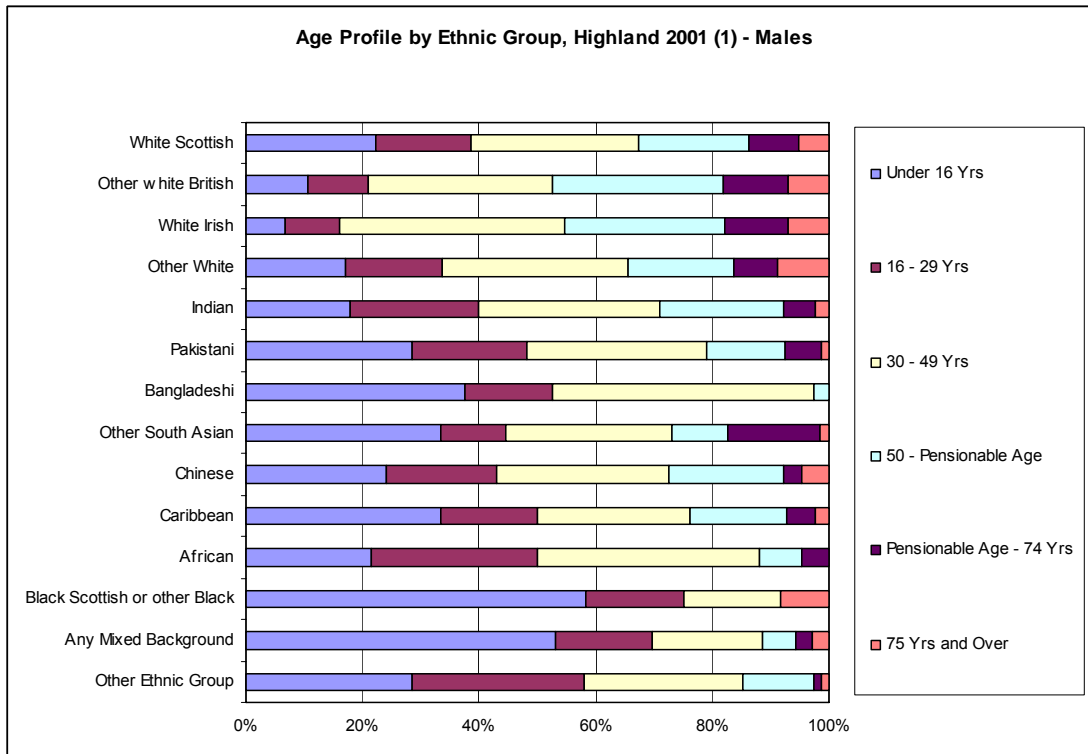
2001	Highland Population by Ethnic Group			Scotland Figures for Comparison		
	% of Total Population	% of Minority Ethnic Population	Base	% of Total Population	% of Minority Ethnic Population	Base
White Scottish	84.54	n/a	176,611	88.09	n/a	4,459,071
Other white British	12.67	n/a	26,477	7.38	n/a	373,685
White Irish	0.56	n/a	1,176	0.98	n/a	49,428
Other White	1.43	n/a	2,979	1.54	n/a	78,150
Indian	0.08	9.87	165	0.30	14.79	15,037
Pakistani	0.06	7.96	133	0.63	31.27	31,793
Bangladeshi	0.06	7.66	128	0.04	1.95	1,981
Other South Asian	0.06	7.60	127	0.12	6.09	6,196
Chinese	0.13	16.22	271	0.32	16.04	16,310
Caribbean	0.04	5.39	90	0.04	1.75	1,778
African	0.04	4.79	80	0.10	5.03	5,118
Black Scottish or other Black	0.02	1.97	33	0.02	1.11	1,129
Any Mixed Background	0.21	25.85	432	0.25	12.55	12,764
Other Ethnic Group	0.10	12.69	212	0.19	9.41	9,571
All Minority Ethnic Population	0.80	100	1,671	2.01	100	101,677
Whole Population	100	n/a	208,914	100	n/a	5,062,011

Source: General Register Office for Scotland (GROS) - 2001 Census

Ethnic Group; Age and Gender

The minority ethnic groups are made up equally of men and women. Highland has an ageing population and males from minority ethnic groups have a younger age distribution than white ethnic groups. In general, females from minority ethnic groups also follow this trend although there are fewer young women in the Caribbean and other ethnic groups.





(1) Source: General Register Office for Scotland (GROS) - 2001 Census

Ethnic Group - Deprivation and Urban / Rural Distribution

There is no evidence that people from minority ethnic groups live in particularly deprived areas and only 126 people from minority ethnic backgrounds live in our 17 deprived datazones: 1.01% of the total population

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compared with 0.8% in Highland overall. The three deprived datazones with the highest percentage of people from minority ethnic groups are Inverness Central and Longman (3.0%), Alness Kirkside (2.2%) and Inverness Hilton West (2.0%).

People from minority ethnic backgrounds are well dispersed throughout Highland with the highest proportion in our accessible small towns (Dingwall, Nairn & Culloden etc) and the lowest in remote rural areas (0.56%).

Type of Area in Highland	All People	All Minority Ethnic Groups (Number)	All Minority Ethnic Groups (Percent)
Deprived Areas	12,457	126	1.01
Other Urban Areas (Inverness)	42,842	487	1.14
Accessible Small Towns	21,339	251	1.18
Remote Small Towns	36,538	272	0.74
Accessible Rural	29,989	224	0.75
Remote Rural	78,206	437	0.56
Highland	208,914	1,671	0.80

Source: General Register Office for Scotland (GROS) - 2001 Census and Scottish Government 6-Fold Urban / Rural Classification 2004.

Limiting Long Term Illness by Ethnic Group and Age

The minority ethnic population in Highland has a lower rate of self reported limiting long term illness than the overall population. The relatively low number of people from minority ethnic backgrounds within each age band means that the figures must be interpreted with caution, but the general trend is for younger people to report levels of LLTI similar to, or slightly lower than, the Highland average and for older people to report higher levels.

Proportion of People in Highland Reporting a Long Term Limiting Illness by Ethnic Group and Age, 2001							
	0 - 15	16 - 24	25 - 34	35 - 59	60+	All Ages	base
ALL PEOPLE	4.6	6.0	8.5	16.1	44.9	18.4	208,914
White Scottish	4.5	5.9	8.4	15.8	44.6	17.8	176,611
Other white British	5.5	8.3	9.8	17.7	46.3	22.7	26,477
White Irish	4.7	4.4	10.4	20.3	52.1	26.4	1,176
Other White	5.3	3.8	6.2	14.3	43.2	16.6	2,979
Indian	3.0	6.7	8.9	16.7	61.1	15.8	165
Pakistani	2.3	0.0	6.3	25.0	38.9	14.3	133
Bangladeshi	5.9	0.0	13.3	5.9	0.0	7.0	128
Other South Asian	2.8	0.0	23.5	2.4	54.5	14.2	127
Chinese	5.8	0.0	5.1	12.0	53.6	12.5	271
Caribbean	0.0	12.5	12.5	22.9	30.8	15.6	90
African	10.5	0.0	7.1	6.7	33.3	8.8	80
Black Scottish or other	9.1	0.0	0.0	40.0	80.0	27.3	33

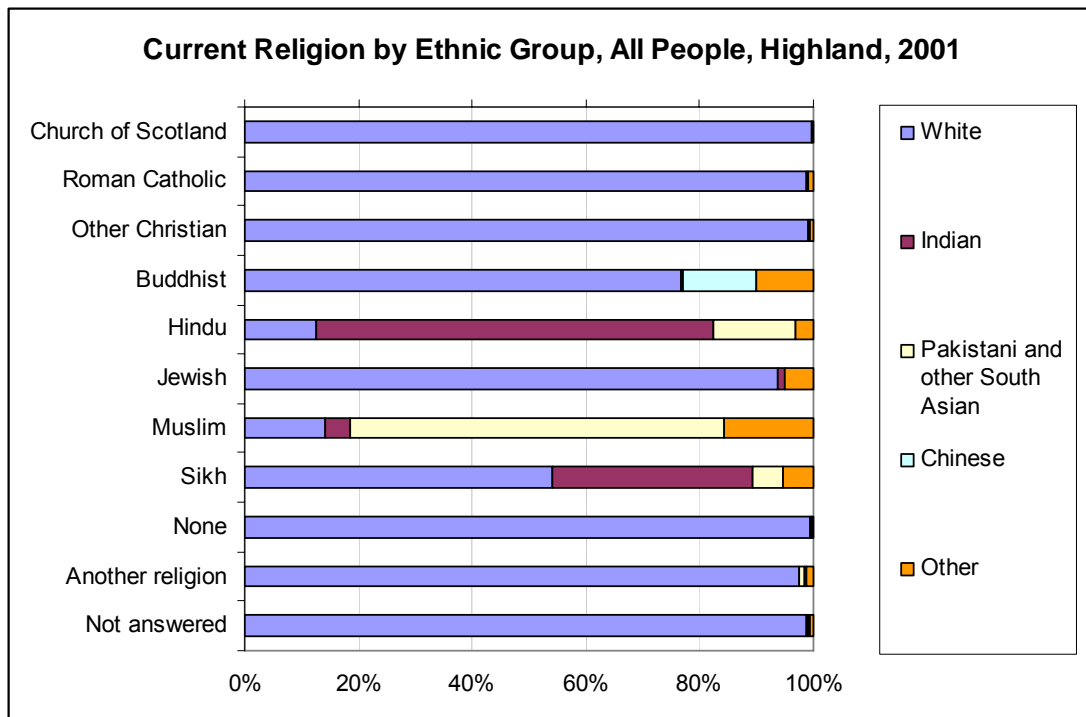
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Black							
Any Mixed Background	5.0	12.2	13.0	29.3	51.4	15.3	432
Other Ethnic Group	2.3	0.0	4.3	12.4	21.4	8.0	212
All Minority Ethnic Population	4.6	4.7	9.5	16.1	47.2	13.1	1,671

Source: General Register Office for Scotland (GROS) - 2001 Census

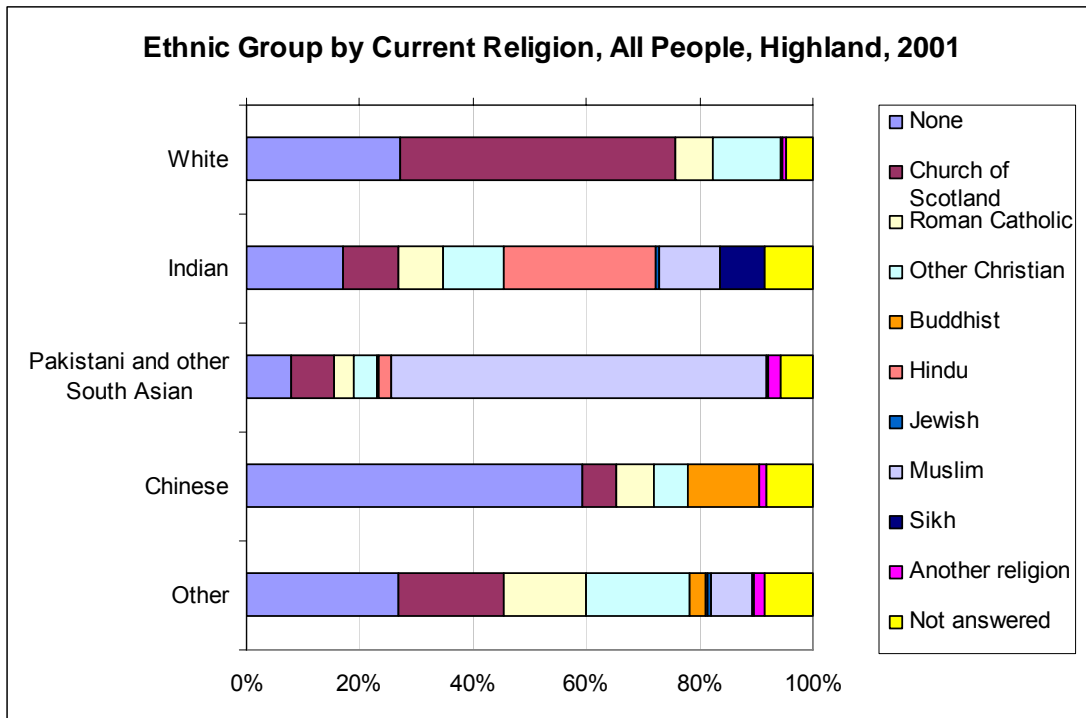
Religion Group and Ethnic Group

Standard published Census data is only available for Highland with ethnic group assigned to one of five high level categories. Virtually all people whose religious affiliation is to the Christian religions are from a white background, and also Jewish people. The Hindu, Muslim and Sikh religions are the most ethnically diverse.



Source: General Register Office for Scotland (GROS) - 2001 Census

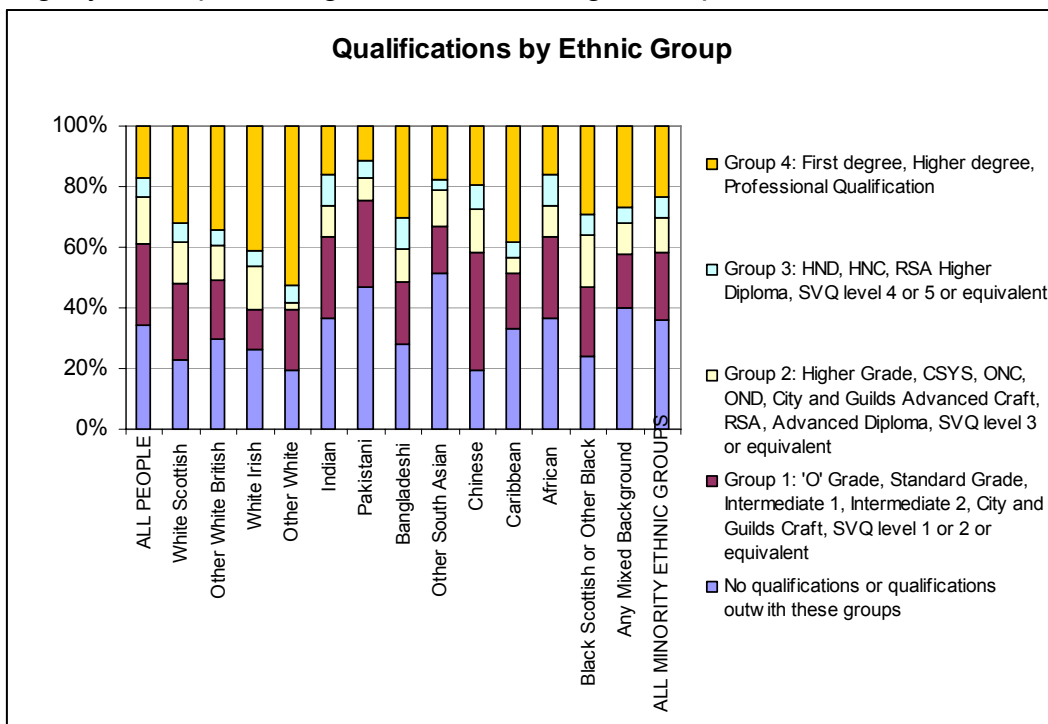
People from minority ethnic groups tend to retain a fairly strong affiliation to the religions of their home country with 26.7% of people of people from an Indian background reporting Hindu as their current religion and 66.2% of people from a Pakistani or other South Asian background reporting Muslims as their current religion. The majority of people (59.4%) from a Chinese background report that they have no religion and the commonest current religion is Buddhist (12.5%). People from an "Other" background have the broadest range of religious beliefs.



Source: General Register Office for Scotland (GROS) - 2001 Census

Qualifications and Ethnic Group

The highest level of qualifications achieved by all people from Minority Ethnic Groups is generally similar to the level of achievement for all people in Highland, except that a higher percentage of people have the highest level Group 4 qualifications (23.5% compared with 16.9% for Highland overall) with a slightly lower percentage in the lower range Groups 1 and 2.

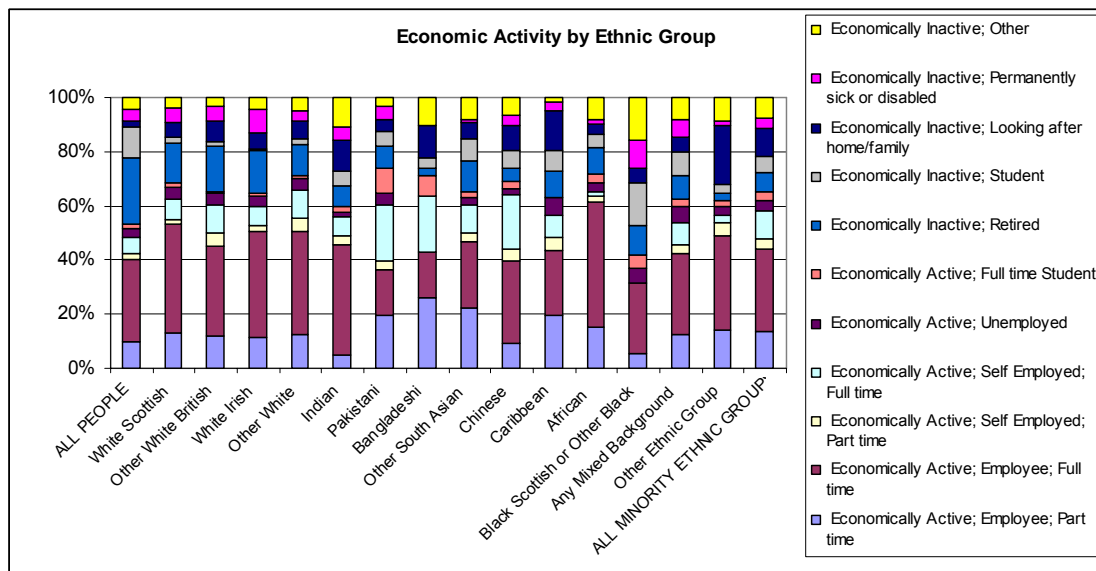


People from a Pakistani or Other South Asian background are more likely to have no qualifications, and people from Bangladeshi or Caribbean backgrounds are more likely to have the highest level Group 4 qualifications.

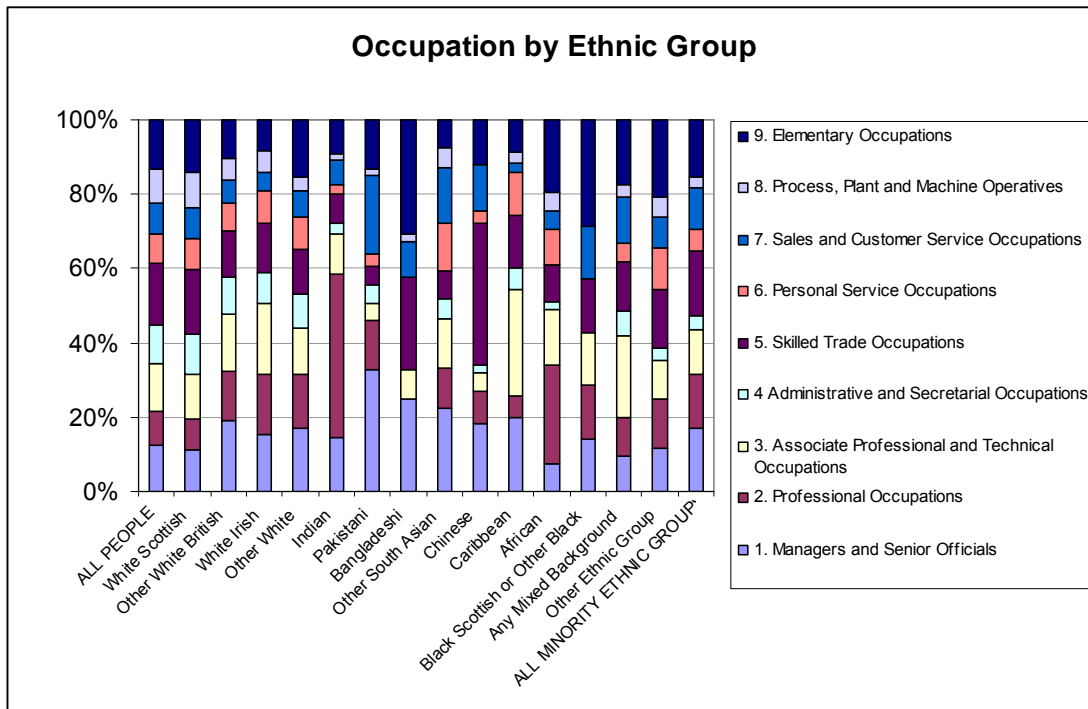
Economic Activity and Ethnic Group

The Annual Population Survey shows that, for Scotland as a whole, people from minority ethnic backgrounds are more likely to be economically inactive than the population as a whole. The small sample size in APS does not allow similar figures to be extracted for Highland but equivalent information is available from the 2001 Census. It shows that overall activity rates for the overall population ((68.6%) and all Minority Ethnic Populations (65.1%) are fairly similar. However, there are some differences between individual groups and activity rates are above the Highland average (68.1%) for people from Pakistani (73.9%), Bangladeshi (71.4%) and African (71.7%) backgrounds but below average for those from Indian (59.7%) and Black Scottish (42.1%) backgrounds: the latter two also have correspondingly high rates of inactivity (40.3% and 57.9% respectively compared with the Highland average of 31.9%).

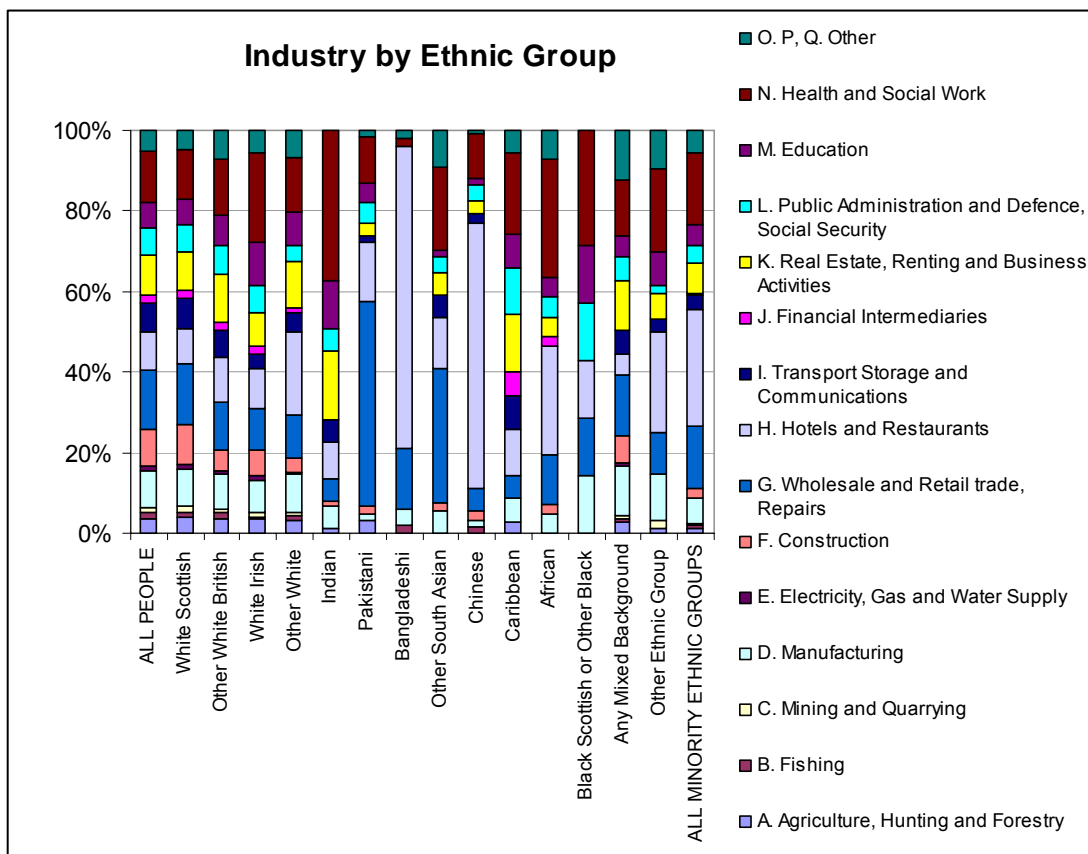
People from Pakistani, Bangladeshi and Chinese backgrounds are almost twice as likely to be self employed than the Highland average, and people from Pakistani, Bangladeshi and other South Asian backgrounds are also much more likely to work part time.



Occupation and Ethnic Group



Industry by Ethnic Group



Tenure and Housing by Ethnic Group

46% of people from All Minority Ethnic Backgrounds are a Household Reference Person (Head of Household) compared with 53% of all people in Highland suggesting that people from Minority Ethnic backgrounds have different living arrangements and/or family sizes.

DEVELOPMENTS SINCE THE 2001 CENSUS

The 2001 Census gives the basis for a reasonably comprehensive understanding of our Minority Ethnic Groups at that time but is seven years out of date and there have been significant changes in the interim. The UK Government acknowledges that our sources of information are inadequate and has established a task force to recommend a way forward. Until changes are made, our formal quantitative knowledge is limited to data from National Insurance Number Registrations (NINO). All overseas nationals who want to work in the UK must register for a NINO and the date of registration is recorded together with their country of origin, gender, age, and address of first residence in the UK.

Information is also collected from Home Office Registration Schemes: All non EU Nationals who want to work in the UK must register under one of two current Schemes

- Highly skilled workers from outside the EU taking up specific vacancies must apply for a Work Permit before they enter the UK; and
- Workers from the Accession States must register under the Workers Registration Scheme (WRS) as soon as they start work, and register any changes of employment during their first 12 months in the UK;
- The Sector Based Scheme operated for low skilled workers between 2002 and 2006 and accounted for relatively small numbers (around 400) of workers in agricultural processing and hospitality who were expected to return home at the end of their period of work.

The table below shows the number of NINO registrations between April 2001 and March 2008. They record the country of origin rather than the ethnic background and show that around 11,000 people moved from overseas into Highland to find work between the 2001 Census and March 2008. No record is kept when a worker returns home so the residual population must be estimated on the basis of judgement and any available information and intelligence. One feature of this information is that no record is kept of dependents (apart from a partial record under the WRS) so that our knowledge of children, partners and spouses is particularly weak.

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	Africa	Asia and Middle East	Accession States	Australasia and Oceania	European Union (Excluding Accession States)	Other European (1)	The Americas	All Regions
01/02	25	20	0	60	105	5	35	255
02/03	40	50	10	110	240	30	60	540
03/04	40	100	80	80	240	50	70	660
04/05	50	120	830	90	220	70	80	1,460
05/06	80	150	1,830	130	240	50	90	2,590
06/07	50	50	2,020	50	230	30	60	2,620
07/08	30	90	2050	100	170	70	80	2,710
Total	315	580	6,820	620	1,445	305	475	10,835

(1) Other European includes 20 registrations from Bulgaria and Romania in 2006/07 and 50 in 2007/08, now part of enlarged EU

Source: DWP National Insurance Number Registrations

The only other information for which systematic information is available regularly as part of NINO registration is the address of the workplace and gender: 54% of the above registrations were to males and 46% to females. More detailed information is available through WRS on workers from the A8 states (see below).

Highland Council Briefing Note no15 *Overseas Migrant Workers in Highland*¹¹ summarises the information which was available at that time. Both DWP (NINO registrations) and the Home Office (Work Permits and WRS) were able to provide detailed information on the occupation and address of workers showing that:

- Workers were distributed throughout Highland (including our remote rural areas) with concentrations in and around Inverness, Fort William and Aviemore;
- A8 nationals registered under WRS were employed mainly in processing & factory work, hospitality and the building trade; and
- Workers from outside the EU applying for Work Permits were employed mainly in health work and hospitality.

DWP and the Home Office now publish regular figures on overseas workers although they are now unable to make the same level of detail available as they supplied in 2006 but there is no evidence to suggest that there has been any substantial change from the picture painted in Briefing Note 15.

Data collected as part of the Workers Registration Scheme (WRS) is generally consistent with those derived from NINO registrations.

The Institute for Public Policy Research publication, *Floodgates or Turnstiles*,¹² attempted to quantify the number of workers from the A8 states in terms “current stock” and concluded that Highland has 16 A8 workers per 1,000 residents, around 3,400 remaining out of the 5,290 who registered between May 2004 and December 2007. A table in the report shows that only 38 other authorities in the UK have a higher proportion, and ours is the highest proportion in Scotland. We might take issue with some of the assumptions used in this report - in particular, we probably have a higher

percentage of workers who stay for a long time and a lower percentage of workers not registering - but the bottom line figure is reasonable.

Births

Strong evidence is emerging that a significant number of workers are planning a long term future in Highland. The number of dependents declared at the time of registration rose during significantly during 2007/08 and the number of children in our schools whose first language is not English also rose significantly and is described later. The latest figures available show that the number of births in Highland to mothers from the rest of Europe was:

- 48 births in 2004
- 53 births in 2005
- 80 births in 2006
- 122 births in 2007

There were 62 births in 2007 to Polish mothers alone, and these figures compare with relatively low numbers of births in other authorities with a large migrant worker population such as Glasgow.

Housing

We only monitor the ethnic background of people registering for housing by broad groups but have better detail on people applying as homeless during 2007/08 given in the table below, which shows that 72 out of 2,257 people registering were from the Accession 8 states.

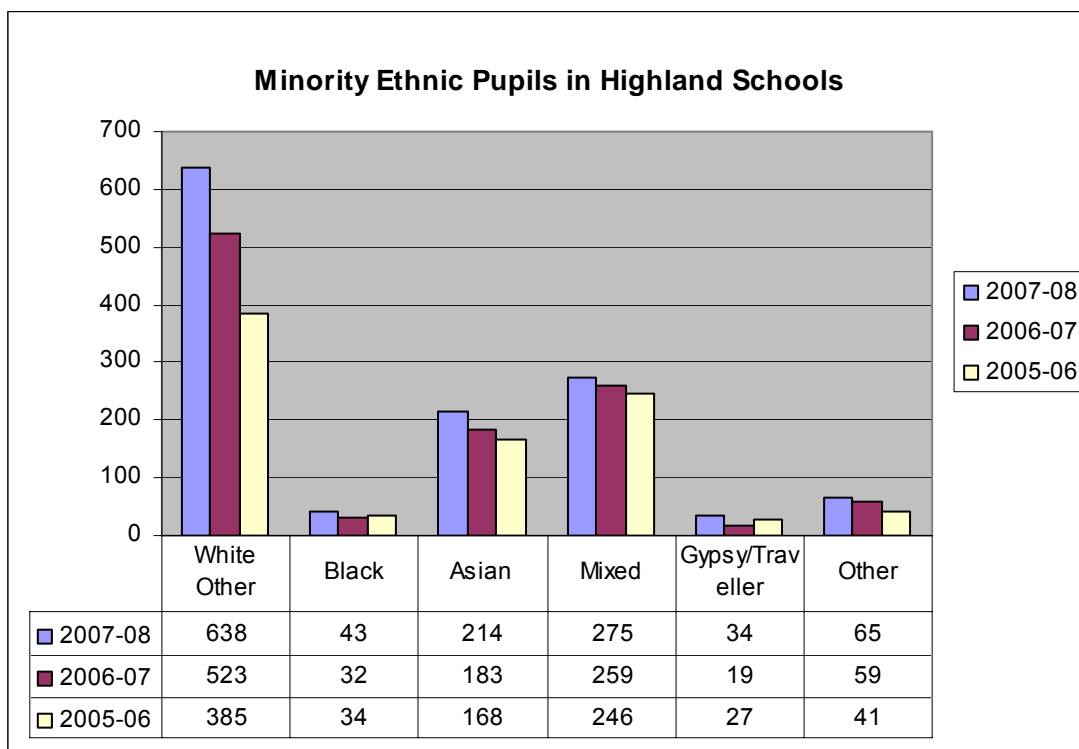
Nationality	Number
Badenoch & Strathspey	2
Caithness	0
East Ross	11
Inverness	42
Lochaber	11
Mid & West Ross	6
Nairn	0
Skye & Lochalsh	0
Sutherland	0
Total	72

Schools

Highland Council has over 32,000 pupils educated in 29 secondary schools, 183 primaries, over 200 nursery providers and 3 special schools. Information on the ethnic background of young people in Highland education establishments was collected for the first time in 2001 – 2002 and results are reported annually to the Scottish Government¹³. (2007 Census) Of those pupils whose ethnic background was declared, in Scotland as a whole 91.4 per cent were White-UK, in Highland 94.8% was White-UK.

APPENDIX 2

Highland Schools: Minority Ethnic population figures	2007-08		2006-07		2005-06	
	No	% of total school pop	No	% of total school pop	No	% of total school pop
Total school Population	32163	100%	32422	100%	32608	100%
Total ME population	1269	4%	1075	3%	901	2.8%
White UK	30497	94.8%	30967	95.50%	31156	95.50%
White other	638	2.0%	523	1.60%	385	1.20%
Asian	214	0.7%	183	0.70%	168	0.60%
Black	43	0.1%	32	0%	34	0%
Mixed	275	0.9%	259	0.80%	246	0.80%
Gypsy/Traveller	34	0.1%	19	0%	27	0.10%
Other	65	0.2%	59	0.20%	41	0.10%
Not Disclosed/not known	304	1.2%	289	1.20%	333	1.70%



The number of pupils identified as from a minority ethnic background (categories of ethnic background other than white-UK and white-other) in Highland schools for 2007 – 2008 is 1268 or 4%; this is an increase from the corresponding figure in 2003 - 2004 of 377, 1.14% of the total school population. This includes children and young people from the Gypsy/Traveller community in keeping with recommendations from the Scottish Parliament, the Scottish Government to be considered as a racial group.

Pupils in the “White Other” ethnicity category make up around half of the minority ethnic pupils, reflecting the increase in families from the Accession countries coming to live in the Highlands.

Languages spoken by school pupils

Information is also collected on the diversity of languages spoken by young people in Highland and Scotland. There were 138 different languages reported as the main home language in Scotland in 2007 - 2008. The most common after English were Punjabi and Urdu, with Polish moving into third place, followed by Cantonese, Arabic and then French moving above Gaelic.

An analysis of 2007 - 2008 returns in Highland and comparing with 2005 – 2008 returns highlighted the following:

- 81% increase in bilingual pupils (404 in 2005/6 – 733 in 2007/8)
- Polish speaking pupils have increased over the two years from 31 to 234
- German speakers the next highest grouping by comparison has increased from 40 to 61 pupils – German was the highest grouping in 2005/6
- Tagalog had significantly increased from 6 to 47 pupils.
- Latvian from 7 to 19 pupils
- Only notable decline Cantonese – from 31 to 21
- 61 different languages – most common Polish at 32% of bilingual pupils

Language is not a direct indication of support needs as pupils may be fluent in more than one language and may be second or third generation in the Highlands. However for areas of large increase such as Polish significant support needs were apparent.

Gypsies and Travellers

The main source of information regarding gypsies/travellers in Scotland comes from the twice yearly count undertaken by the Scottish Executive¹⁴. This provides information on the number of households on sites across Scotland as well as the number on unauthorised encampments.

It has been suggested that this information provides only a partial picture of the gypsy/traveller communities across Scotland. It does not attempt to

APPENDIX 2

quantify the numbers who have settled in housing who still include themselves as part of this community. Many of these individuals still travel for short periods throughout the year and therefore may be picked up in the SE figures.

There are four Council owned sites in Highland:

- Inverness
- Spean Bridge
- Kentallen
- Newtonmore (seasonal only)

Until recently, there are two private sites used by Gypsy/Travellers in Highland but one has been developed for residential caravans.

The picture at January 2007 showed:

- There are 46 pitches covered by the three year-round Council owned sites
- 34 of these pitches were occupied in January 2007
- 87 people were living on these sites in January 2007
- There were 16 households identified living on unauthorised sites in January 2007

Highland Gypsies/Travellers	Number of Households	
	Winter (3 year average)	Summer (4 year average)
Authorised Sites	22	34
Unauthorised Sites	7	24
Total	29	51

The Highland Council area has one of the highest populations of gypsies/travellers across Scotland.

APPENDIX 2: INITIAL SCREENING OF POLICIES, FUNCTIONS AND PRACTICES TO ASSESS RELEVANCE TO EQUALITY

APPENDIX 3

Lead Officer for Policy, Function or Practice				Service:			
Name of Policy/Function/Practice:				Date screening conducted:			
Current Y/N	Review date:		New: Y/N		Implementation date:		
1. Briefly describe the aims of the policy (function etc):							
	2.	3.	4.	5.	6.	7.	8.
	Which of the elements of the General Duties apply? (No. 1 – 7 , refer to page 2 of EQIA guidance)	Potential to affect groups differently? Yes or No	Any evidence or concerns that the policy has, or could have, an adverse or differential affect on a particular group or groups?	Could the adverse effects on any particular group be significant? Yes or No	Degree of relevance to General Duties <ul style="list-style-type: none">• High• Medium• Low	Priority Level <ul style="list-style-type: none">• High• Medium• Low	Is a full EQIA to be carried out? Yes or No and date to be completed by*
Race							
Disability							
Gender							
Other strands (relate to general duties as far as possible) Sexual Orientation <input type="checkbox"/> Religion or Belief <input type="checkbox"/> Age <input type="checkbox"/> Other (specify)							

9 Please provide a brief statement below to support the decision to undertake a full EQIA or not:

10 If immediate remedial action is to be taken based on available evidence and there is no requirement to proceed to a full EQIA, please list the actions below:

Name and position of person(s) carrying out screening

Please send a copy of this screening to:

Equal Opportunities Officer

Chief Executives Office

Glenurquhart Road

Inverness

Equal.opportunities@highland.gov.uk

APPENDIX 4

2008 Assessments of new and reviewed policies, functions and practices

Equality Impact Assessment Monitoring Title of Policy, Function or Practice	Service	Date of Screening	Full EQIA Needed Y/N	Date EQIA Carried Out
Decentralise Council Jobs	CE	23/09/08	No	
Trainees & apprentices in Council	CE	23/09/08	Yes	
Women managers in the Council	CE	23/09/08	Yes	
Training for Elected members	CE	23/09/08	No	
Value and consult with staff	CE	23/09/08	No	
Job Evaluation & Single Status	CE	23/09/08	Yes	External
Revitalising Health & Safety targets	CE	23/09/08	Yes	
Management & senior leadership training	CE	23/09/08	No	
HR & payroll system	CE	23/09/08	No	
Informing staff about EU funding	CE	23/09/08	No	
Development of Central Business Support Team, Drummuie	CE	05/08/08	No	
Fair Access to Community Care	SW	01/03/08	Yes	
Supporting People	SW	01/03/08	Yes	
Introduction to Local Housing Allowance	FIN	01/02/08	No	
Treasury Management Strategy	FIN	08/02/08	No	
Bulky Uplift Service	TECs	13/03/08	No	
ESC Service Plan	ECS	30/07/08	No	
Three Year Review and Future of the Active School Co-ordinator Scheme	ECS	18/03/08	No	
Youth Work	ECS	24/04/08	No	
Race Equality Policy for Education	ECS	22/04/08	Yes	20/05/08
Anti-bullying and anti-racist Procedures	ECS	22/04/08	Yes	20/05/08
Service Plan	FIN	01/05/08	No	
PfA 4.10/13 A Planned Culture of Enterprise and Growth	FIN	03/05/08	No	

APPENDIX 4

Equality Impact Assessment Monitoring Title of Policy, Function or Practice	Service	Date of Screening	Full EQIA Needed Y/N	Date EQIA Carried Out
PfA 10.9 – Ability to collect additional tax revenue	FIN	01/05/08	No	
PfA 10.6 Best Value for our residents and service users, and efficiencies	FIN	01/05/08	No	
PfA 10.29 Corporate Risk Register review	FIN	01/05/08	No	
Modernising Equipment and Adaptations	SW	01/05/08	Yes	01/05/08
Public Communication & Information Strategy	SW	09/04/08	Yes	
Carer's Strategy	SW	09/04/08	Yes	
Void Management Policy	H&P	24/06/08	No	
Review of Ward Forums	CE		Yes	
Draft Supplementary Planning Guidance on Houses in Multiple Occupation	P&D	21-Jul-08	No	
Work Related Learning Policy	ECS	14/10/2008	No	
Open Space in Residential Development Supplementary Planning	P&D	28/07/2008	No	
Former Tenant Arrears Policy	H&P	01/10/08	No	
Sheltered Housing Policy	H&P	01/08/08	Yes	01/08/08
West Highland and Islands Local Plan	P&D	04/09/2009	No	
Fair Access to Community Care	SW	01/03/08	Yes	
Supporting People	SW	01/03/08	Yes	
Introduction to Local Housing Allowance	FIN	01/02/08	No	
Treasury Management Strategy	FIN	08/02/08	No	

Highland Council Employment Equalities Monitoring Framework (Draft)

Equalities Category and Data Set	Report Outputs	Rationale
<p>Ethnic Origin</p> <ul style="list-style-type: none"> ▪ Asian Bangladeshi ▪ Asian British ▪ Asian Chinese ▪ Asian Indian ▪ Asian Other Asian Background ▪ Asian Pakistani ▪ Asian Scottish ▪ Black African ▪ Black British ▪ Black Caribbean ▪ Black Other Black Background ▪ Black Scottish ▪ Any Mixed Background ▪ Other Ethnic Background ▪ White Other British ▪ White Irish ▪ White Other Background ▪ White Scottish 	<ol style="list-style-type: none"> 1. Ratio of employees by ethnic origin applying for externally advertised vacant posts 2. Ratio of employees by ethnic origin applying for internally advertised vacant posts 3. Ratio of employees by ethnic origin appointed (internal and external) 4. Ratio of employees by ethnic origin unsuccessful at each step of the recruitment process (internal and external) 5. Ratio of employees by ethnic origin employed by Service, Grade, Job Title and Salary Band 6. Ratio of employees by ethnic origin applying for training 7. Ratio of employees by ethnic origin receiving training 8. Ratio of employees by ethnic origin who make claims of harassment 9. Ratio of employees by ethnic origin who raise a grievance 10. Ratio of employees by ethnic origin against whom disciplinary proceedings are started 11. Ratio of employees by ethnic origin leaving the Council by reason of dismissal, resignation, redundancy, retirement or other reasons 	<ol style="list-style-type: none"> 1. Employees from certain ethnic groups are underrepresented in the workforce. This report is required to monitor whether the current profile of applicants is representative of the Highland population. 2. Statutory reporting requirement. 3. Employees from certain ethnic groups are underrepresented in the workforce. This report is required to monitor whether applicants from ethnic minority groups are being appointed in a ratio that would be statistically expected. 4. Statutory reporting requirement 5. Statutory reporting requirement 6. Statutory reporting requirement 7. Statutory reporting requirement 8. Statutory reporting requirement 9. Statutory reporting requirement 10. Statutory reporting requirement 11. Statutory reporting requirement
<p>Age</p> <ul style="list-style-type: none"> ▪ Date of Birth 	<ol style="list-style-type: none"> 1. Ratio of employees by age band employed by Service, Grade, Job Title and Salary Band 	<ol style="list-style-type: none"> 1. Demographic changes suggest an aging workforce and forecast a shortage of younger employees. This report is required to identify requirements for succession

		planning
<p>Disability</p> <ul style="list-style-type: none"> ▪ Yes ▪ No 	<ol style="list-style-type: none"> 1. Number of disabled employees by Service, Grade, Job Title and Salary Band 2. Number of disabled people applying for externally advertised vacant posts 3. No. of disabled people who have requested support or an adjustment by Service, Grade, Job Title and Salary Band 4. No. of disabled people who have received support or an adjustment by Service, Grade, Job Title and Salary Band 	<ol style="list-style-type: none"> 1. Studies find that disabled people are generally underrepresented in the workforce. This report is required to monitor whether the current profile matches the Highland population. 2. This report is required to monitor whether disabled people are applying for jobs in a ratio that would be statistically expected. 3. Studies find that there are a number of potential barriers to disabled people joining the workforce. This report is required to identify the level of requests for support or adjustments. 4. This report is required to monitor the Council's commitments to make reasonable adjustments to support disabled people in employment.
Equalities Category and Data Set	Report Outputs	Rationale
<p>Gender</p> <ul style="list-style-type: none"> ▪ Female ▪ Male 	<ol style="list-style-type: none"> 1. Staffing Watch Report – (further guidance available) 2. No. and % of female employees employed in the top 2% and 5% highest paid posts – (further guidance available) 3. Ratio of employees by gender applying for externally advertised vacant posts 4. Ratio of employees by gender applying for internally advertised vacant posts 5. Ratio of employees by gender appointed (internal and external) 6. Ratio of employees by gender unsuccessful at each step of the recruitment process (internal and external) 	<ol style="list-style-type: none"> 1. Statutory reporting requirement. 2. Studies conclude that females are generally underrepresented in senior management positions. This report is required to monitor progress against objectives to increase the number of females in this group. 3. Both genders are underrepresented in certain occupational groups. This report is required to monitor whether current workforce profiles are representative of the gender of applicants. 4. Females are underrepresented in certain

7. Ratio of employees by gender employed by Service, Grade, Job Title and Salary Band

promoted/management positions. This report is required to monitor the success rates of males and females in being appointed to promoted posts.

5. This report is required to monitor whether males or females are appointed more or less frequently than would be statistically expected.
6. This report is required to monitor whether there are steps in the recruitment process at which males or females perform better or worse than would be statistically expected.
7. This report is required to provide base data for comparison with the reports detailed above.

Religion or Belief

- No data requested

1. Number of employees who believe that there is a requirement of their particular religion or belief that necessitates modification of their working terms and conditions
2. The number of employees who believe that this modification has been addressed
3. Number of cases of alleged harassment of staff on ground of their religion or belief.

1. Studies find that certain working conditions detrimentally affect employees of certain religions or beliefs. This report is required to monitor the requirement to make modifications.
2. This report monitors progress with making these modifications.
3. This report is required to monitor incidence of harassment related to religion or belief and to inform the need for any remedial action.

Sexual Orientation

- No data requested

1. Number of cases of alleged harassment of staff on ground of their sexual orientation or perceived sexual orientation.

1. This report is required to monitor incidence of harassment related to sexual orientation and to inform the need for any remedial action.

APPENDIX 6

Feedback from Community groups and service providers

Key issues identified by feedback from community groups and service providers have informed the revised Action Plan and are detailed below along with comments on how they have been, or will be, addressed, they include:

Issues	Comments	In RES?
Availability of accessible interpretation services	Services available 24 hrs using interpretation service based locally and telephone interpreting.	✓
Lack of ESOL classes	ESOL provision of classes and tutors has greatly improved	✓
Lack of one-to-one language skills and other support for children	Recognise EAL support is stretched Some support to families through Community Based Language Assistants.	REP (Education)
Racism in schools - procedures should be reviewed and incidents investigated.	All schools have race co-ordinators Education have held focus groups with young people and reviewed racist incident work.	REP (Education)
Lack of culturally sensitive services	Ongoing staff training will continue.	✓
Cultural awareness of Early Years providers	An awareness session will be arranged for providers in INBS in Spring 2008	✓
Length of housing waiting lists	Not specific to BME communities. EQIA carried out on Allocations policy. Highland Housing Register leaflets translated.	✓
Housing standards in private sector	Private rented sector work through Registered landlord scheme	
Availability of Information	Highland Life Welcome Pack available and to be reviewed and refreshed.	✓
Need to involve diverse ethnic minorities' communities in representative forums.	We will encourage participation, engagement and capacity building	✓
Food Safety Advice (Chinese Association)	Environmental Health organised courses in 2007 and have contacted SHIMCA about demand for future training.	
Elder Care (Chinese Association)	SW currently support lunch club for older Chinese community. Housing Services have met with SHIMCA.	
Promotion of information on the election process is required.	During 2007 the Council supported and was actively involved in CEMVO events on democratic participation.	✓
Recruitment and retention practices considered in relation to employment of members of diverse communities	Much work has been done to ensure faire R & S practices. Further work required to ensure practices are applied	✓
Minority ethnic groups noting an interest in a multicultural centre in Inverness.	ECS aware of interest in a MC centre and a date has been set to meet with groups. This is an example of ongoing engagement.	✓

Race Equality Scheme Progress Report against 2005 – 2008 Actions

Most of the actions identified in the 2005 - 2008 scheme were cross-cutting activities most likely to have a positive impact in meeting the general duties. As the Council’s Disability and Gender Equality Schemes were developed some actions were adjusted or superseded (*). In addition, the impact of inward migration to the Highlands from Eastern Europe following expansion of the EU to the Accession countries led to related actions introduced after the last review of the Scheme in 2005. Proposed developments and reviews of all relevant activities will be incorporated in the 2008 – 2011 Action Plan.

2005-08 Actions

- Employment - workforce monitoring, recruitment and selection
- Consultation, engagement and involvement - Working with Communities
- Ensuring access to information – interpretation and translation
- Community Safety - racist incident strategy implementation
- Training and awareness raising
- Monitoring - service delivery
- Policy review – ensuring the Council meets the public sector duties

Key:

G ✓	Complete or on track
A ←	Some slippage, no concern
R X	Significant slippage, amendment or cause for concern

Employment

Collect Ethnicity data through the Employee Survey	G ✓
Collect data on staff in post	G ✓
Collect data on applicants for employment and promotion	G ✓
Collect data on staff applying for training	G ✓
Collect data on staff receiving training	G ✓
Collect data on staff involved in grievance procedures	G ✓
Collect data on staff involved in disciplinary procedures	G ✓
Collect data on staff ceasing employment with the Council	G ✓
*Design and delivery of management reports with accurate information on the diversity and representation of our workforce	G ✓

APPENDIX 7

*Publish interim partial results of workforce monitoring in annual Staffing Watch and reports to Resources Committee. Develop arrangements in compliance with RRAA	G ✓
*Collect relevant data from Employee survey relating to Employee attitudes to equality and allow action points to be identified	G ✓
Carry out impact assessment of recruitment and selection practices	G ✓

Until full implementation of a new Payroll and personnel system is operational, an interim measures has been introduced to collect data on applicants and appointments.

A series of data gathering exercises has resulted in a high level of returns to verify information on staff in post

Employment monitoring information has been published in 2006 and 2007 and included in the 2008 Workforce Development Plan.

The Council carries out a bi-annual Employee Survey. In addition to collecting data on the ethnicity of respondents the 2007 survey included questions about people's perception of the Council as a fair employer and actual experiences of discrimination.

Consultation, engagement and involvement

Carry out implementation of the standards of community engagement	G ✓
Consultation guidelines for staff and development of a consultation framework.	A ←
Partnership working on consulting with ethnic minorities	G ✓
* Investigate preferred methods to engage equalities groups in the Highlands through events and consultation.	G ✓
* Develop a framework for involvement and engagements to take account of equality issues.	G ✓

The National Standards for Community Engagement have been adopted by the Council. Guidance has been developed for staff and training rolled out. Over 70 staff have attended training on the Standards

During 2007, together with Community Planning partners, consultation was carried out across groups in Highland linked to all equality strands to look at proposals for preferred methods for engagement. The recommendations from this work were for further capacity building and work with individual strands rather than formalised structures. As a result, an interim framework has been

out in place with partner agency representatives acting as key contacts for specific strands.

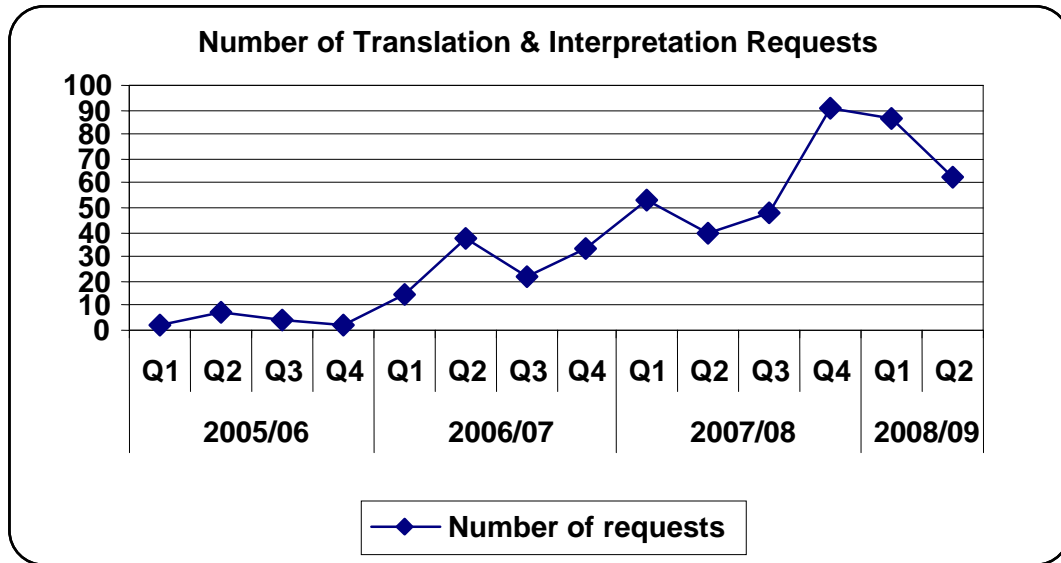
There is also regular contact through the Equalities team with a network of identified minority ethnic associations and faith groups.

Ensuring access to information

Continue with use of telephone interpreting service.	G ✓
Contract with commercial service to provide short term interpretation service, jointly with NHS, and provide guidance for staff	G ✓
Feasibility study undertaken on behalf of HWBA partners	G ✓
Produce Guidance for staff on the Council Intranet on use of interpretation and translation services	G ✓
*Review corporate use of alternative formats and communication support and improve arrangements as required	A ←
Carry out impact assessment of any proposed policy resulting from above	A ←
Highlands and Islands Equality Forum to produce a Highland-wide welcome pack on behalf of the Community safety Unit.	G ✓
*Maintain and update information on Welcome Pack	G ✓
*Procurement documentation and guidance will be reviewed to take account of equality duties and appropriate statements included.	A ←
*Review of voluntary sector service delivery contracts will take account of equality duties and ensure appropriate statements included in documentation	G ✓
*Review of voluntary sector discretionary funding will take account of equality duties and ensure appropriate statements included in documentation	A ←
*Agree alternative methods for reaching groups disadvantaged by Performance Survey methodology to gauge their views on satisfaction with services.	G ✓

The Council has worked closely with NHS Highland to develop effective interpretation and translation services in Highland since 2005. Arrangements are now in place for both telephone and face to face interpretation which are reviewed and monitored.

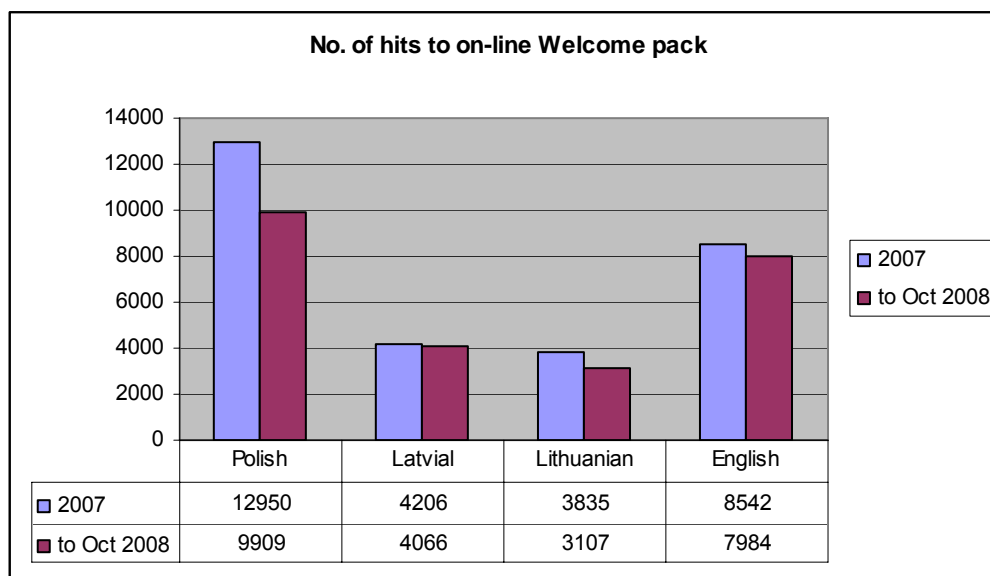
There has been an annual increase in the use and spend on interpretation and this is reported on quarterly:



	2006 - 07	2007 -2008	April – Sept 08
Use of interpreters (No.)	98	217	149
Annual cost	£5,325	£10, 526	£7, 728

Early in the life of the next Action Plan, a re-tendering process will commence for interpretation and translation services involving additional partners which will result in a common level of service for agencies and our customers who do not have English as a first language.

On-line Welcome Pack



The partnership on-line welcome pack is translated into Polish, Lithuanian and Latvian and use is monitored quarterly through the number of hits to the [Highland Life website](#).

Community Safety Implementing the Racist Incident Strategy

Carry out impact assessment of racist incident reporting Develop corporate and cross- agency mechanisms and establish racist incident panel (amended actions, revised to item below)	* *
*Involvement with partner agencies in the development and implementation of an on-line reporting system to report and record Hate incidents and crimes with associated campaign and 3 rd party reporting support.	G ✓

In addition, a bid to Scottish Government for £35k to support the development of a Hate Incidents Reporting System across the Highland Partnership was successful. Work on that continues and it will be launched in late 2008.

Training and Awareness

Annual review of Equal Opportunities and Diversity training materials	G ✓
Continue to deliver corporate course	G ✓
Monitor and evaluate above course	G ✓
Develop mechanisms to collect monitoring information on staff who apply for and undertake training by ethnic group	G ✓
* Following elections equal opportunities are included in training for all new members	A ←
*Raise awareness of equality and diversity matters through the production of a monthly equality and diversity newsletter	G ✓
* Attend regular meetings of the Scottish Councils Equality Network meetings	G ✓

Over 1500 staff have attended Equality and Diversity training which includes awareness of the Race Equality duties. The course is regularly updated and evaluated.

Over 600 staff and elected members have attended Recruitment and Selection training which included equalities elements.

The Council publishes a monthly electronic equalities bulletin with information on news, publications, research and events which is circulated to over 800 contacts through the Highlands & Islands Equality Forum.

Policy review – ensuring the Council meets the public sector duties

Finalise Equality impact assessment tool (EQIA)	G ✓
* On-line version of toolkit to be completed	A ←
Develop and deliver training on undertaking EQIAs	G ✓
Development of guidance for staff on race equality monitoring, based on CRE advice and to be used with Equality Impact Assessment tools.	A ←
Carry out assessments of policies and function as prioritised in Year 1,2,3.	A ←
Carry out assessments of proposed policies	A ←
Service Plans to incorporate race equality action	G ✓
*Current functions and policies screened for relevance to race equality and reviewed in preparation for single scheme in 2009 and to take account of community feedback.	G ✓
Publish completed EQIAs	A ←
* Schemes and action plans are prepared, approved at Committee and published on the HC internet	G ✓
* Regular reports to Senior Management Team	G ✓
* Annual progress reports to Resources Committee	G ✓
* Progress reported in Single Outcome Agreement, Corporate and Service Plans	G ✓
* Work with partners to produce baseline information in Highland using a range of sources	G ✓
* Partnership approach to equality and actions agreed	G ✓

All Council Services have assessed the relevance of existing policies, functions and practices to race equality in 2002 and 2005. In the preparation of a single scheme, this will be reviewed across all equality strands during 2009. As policies etc are being introduced or reviewed this assessment is being built in at an early stage and included in Service Plan development and full EQIAs scheduled where appropriate.

To inform the priority areas for the Scheme’s Action Plan 2008-11, account is also taken of feedback from local minority ethnic communities through formal and informal means (refer to appendix 6)

Undertaking assessments of the Council’s policies, practices and functions has developed more slowly than anticipated, however some progress has

been made. Guidance and a toolkit have been produced and are used by all services. Almost 50 staff have been trained on undertaking EQIAs. Work remains to be done to publish and effectively monitor EQIAs and this will be a priority in the new action plan.

Monitoring guidance has to be finalised, however, staff are advised to use Scotland Census 2001 categories where appropriate to monitor ethnicity to ensure consistency. There is limited monitoring of use of services by ethnicity and further work need to be done to develop equalities monitoring of services use. Equalities monitoring is increasing as EQIAs are undertaken, for example the Public Performance Survey and Employee Survey are both analysed by ethnicity, however the response rate (2% in the Public Performance Survey) for categories other than “white British” provides limited scope for meaningful analysis.

Six monthly progress reports across all equality schemes have been presented to the Council’s Resources Committee. An Equalities Working group has been re-established to meet regularly, report on Service activities and is responsible to the Senior Management team

Contact has been established with the new Equality and Human Rights Commission in Scotland and senior staff and elected members met with the new Commission in August 2008.

A Partnership Equality and Diversity Group meets regularly and resources have been identified to support key partnership activities.

Additional activities

In addition to the progress against the 2005 – 08 Action Plan detailed above a range of other supporting activities, outcomes and initiatives have taken place. A number of these are summarised below:

Education, Culture and Sport

- Most of the local minority ethnic groups and associations have been supported by the Education, Culture and Sport Services to develop multi-cultural activities. Some of these are under the Cultural Bridges fund referred to later, but other examples include the involvement of the Asian community and the Chinese Association in the Inverness Highland Games, support for Chinese New Years activities, Diwali celebrations of the Indian Association.
- Library Services have increased their range of books in other languages and have worked closely with ESOL (English for Speakers of Other Languages) providers and have translated information on access to library and public internet services.
- A range of educational support services to Gypsy/Traveller children and families is provided by the Interrupted Learning Officer, including teaching on sites and support to schools. A major conference was organised for education staff involving young Gypsy/Travellers in 2007.
- Highland Youth Voice conference in 2007 focused on Equal Opportunities and Cultural Diversity.

In schools there has been:

- Comprehensive training and staff development programme, including quality improvement arrangements, devised and implemented
- Impact assessment of key policies undertaken, process ongoing
- Gathering of key statistical information in terms of the Specific Duties of the Race Relations (Amendment) Act 2000

Chief Executive's Office

- A new part-time Policy Assistant post for Equal Opportunities has been appointed
- Support has been provided for local Advice Agencies to access interpretation services for clients who do not have English as a first language.
- Support and participation in the national Show racism the red card football event
- Support and participation in the International Women's Group annual diversity day and support for the Highland Diversity calendar
- Support for the development of the Inverness Polish Association internet site
- Meetings arranged between the Council's Chief Executive and BEMIS (Black and Ethnic Minority Infrastructure in Scotland)
- Involvement in the Scottish Government review of Race Equality Work in Scotland through participation in the Rural Issues group
- Involvement with the Council for Ethnic Minority Voluntary organisations (CEMVO) to organise events in Inverness to encourage participation in the decision making process.
- Support to the Highlands & Islands Equality Forum through the preparation of a monthly equalities bulletin and towards HighlandsRUs events in 2007 and 2008.
- Production of a Community Planning Equality and Diversity newsletter circulated to agencies, equality and other community groups.
- A range of Council Services have provided articles and taking out adverts in the local Polish newspaper
- An Inter Faith group is currently being established in the Inverness area which involves a diverse range of faiths and overlaps with lead representatives from a number of the minority ethnic associations. Secretariat support is provided through the Equalities team.

Housing and Property Services

Housing and Property Services have the lead responsibility for Gypsy/Traveller issues in the Council and for the Highland Gypsy/Traveller Partnership Group. In 2008, a multi-agency Action Plan was agreed for the development of services for Gypsy/Travellers in Highland. Housing Services have led on the organisation of annual barbecues at the Inverness Gypsy/Traveller site which promotes activities such as college opportunities, ABE, library services, health promotion, fire safety at the same time as involving the communities in football and other activities.

For consultation on the Draft proposals in Highland Gypsy and Traveller Multi-Agency Action Plan, Housing Services arranged one to one consultation and open 'speak-out' sessions on the Council's Gypsy and Traveller sites during spring/early summer 2007. Improvements to sites have taken place in consultation with site residents.

Highland Housing Register guidance and leaflets available on website in Latvian and Polish, with guidance on availability of other languages and formats.

Scottish Government leaflets on Private Sector Tenants - these were available in Polish - supplies sent to all Housing Offices, Service Points.

Housing services have reviewed their list of policies and functions for relevance to equalities and have recommended actions as a result of carrying out EQIAs of Allocations and Rent Arrears Policies

Transport, Environment and Community services

With support from the Scottish Government and in liaison with the Scottish Highlands Islands and Moray Chinese Association (SHIMCA), TEC services have arranged food safety seminars for local catering businesses with interpretation support and translated material.

Social Work Services

Support has been provided for SHIMCA for a regular lunch club for the older members of the Chinese community

Inward Migration Activities:

The Highland Council and other public and third sector agencies assisted the establishment of an effective platform of service provision for migrant workers between 2006 and 2008. These activities have been resourced by the partners with match funding from the European Social Fund. Activities have been co-ordinated through the Chief Executive's Office and include:

- The employment by Education, Culture and Sport services of Community Based Language Assistants to work with families to help them to settle into the area
- Provision of English learning opportunities for speakers of other languages has increased greatly over the past 4 years through partnership working between Highland Adult Literacies partners. With increased numbers of migrant workers and their families moving to work in this area we have had rapidly to build capacity by developing training opportunities for new tutors, on going training for current tutors and flexible class provision allow as many as possible to access English learning provision. In addition to the formal accredited classes run by Inverness and North Highland Colleges, community classes have increased in both number and range. Over the past year the community classes have been funded through the Highland Adult Literacies Partnership, which is managed by Highland Council, and the Partnership has been able to attract additional funding from the

European Social Fund, HIE and the Scottish Government to allow partner organisations to increase activity.

- Adult Basic Education Services has organised with partners, a number of Information Days in Inverness and Dingwall involving a wide range of Council and other services and community groups to inform migrant workers of services and support.
- Other initiatives undertaken by the partnership inward migration action group included Migrant Worker support project at 3 Citizen's Advice Bureaus; a bi-lingual fire safety officer employed by Highlands & Islands Fire and rescue Services, research and evaluation of the ESF supported project including case histories of new residents to the Highlands.
- The partners established a fund to support project that would support integration through cultural, arts and sporting activities, including:
 - Highlands & Islands Multicultural Association Newsletter
 - SHIMCA Series of cultural events
 - Avern Leisure Centre Polish gym instructor training & customer service
 - Inverness Traditional Music Project Music tuition, tutor training and showcasing
 - Fort William RC Primary School Evening arts and cultural sessions
 - ECS - Ross, Skye & Lochaber Film & Visual Arts Project, Fort William
 - Highland Opportunity Cuillins FM Radio programme
 - Highland Indian Association Dwali 2008 & Curry Ceilidh 2009 Inverness
 - Loch Sheil Spring Festival Eastern European concert, Glenfinnan
 - Community Based Language Assistants Curry Ceilidh, Dwali & Eid events in Alness
 - Moray Firth Media Trust 6 month radio programme

HIGHLAND COUNCIL RACE EQUALITY SCHEME ACTION PLAN 2008 - 2011

The Council has proposed five key aims in its Race Equality Scheme.

- **Aim 1: To deliver services that are accessible to all communities.**
- **Aim 2: To ensure that Council employment practices and policies are fair and accessible**
- **Aim 3: To increase engagement, involvement and representation of minority ethnic communities.**
- **Aim 4: Create a culture to promote equality and demonstrate that the Council will not tolerate racial discrimination and harassment.**
- **Aim 5: To ensure we meet the race equality duties**

The priorities for each aim are detailed below with key measurable results. These are followed by supporting objectives (what we will do) and enabling actions (How we will do it):

Aim 1: To deliver services that are accessible to all communities.

Priorities

1. **We will welcome migrants and their families settling in our communities**
2. **We will assist integration and reduce language barriers faced by minority ethnic communities**
3. **To ensure Council services and employment practices meet the needs of our new and existing diverse communities we will improve data collection, and analysis and assess all new policies, policy reviews and reviews of functions for any equality impact.**
4. **To build relevant equality considerations into the procurement and grants process.**

Key Results

Measures	Source	Baseline	Target
Increase the number of new learners supported with English language tuition	Annual/ quantitative/ Highland Council (CLD partnership CP 5.13)	758 2006-7	1090 2008-9 with review in 2009

Increase the number of inward migrants and their families, who have limited English language, to settle in to the Highlands.	Annual / Quantitative/ Highland Council (Service from Community Based Language Assistants, ECS CP 5.14)	0 2006-7	285 (2008-9) Target reviewed 2009
100% of all new and reviewed Council policies, functions and practices are screened for relevance to equalities (and full assessment done where relevant)	Quarterly / Highland Council (HC CP10.11)	Reporting begins 2008-9 – for base-line	100% 2010-11
All existing policies and functions are reviewed for relevance to race equality.	RES	100% 2005	100% Dec 2009 Reviewed 2012

Supporting Activities

What we will do	How	When/ Review	Who	Service	Ref
We will welcome migrants and their families settling in to our communities	Provide the opportunity to learn English in a variety of formats and to a range of levels	April 09	Head of CLL	ECS	SOA LO 1.3 CP 5.13 SP 3.4.1
	Train more tutors in the Highlands to teach English to accredited levels	April 09	Head of CLL	ECS	SOA LO CP 5.14 SP
	Sustain the service provided through bi-lingual Community-Based Language Assistants (CBLAs). CBLAs to work with families who do not have	April 09	Head of CLL	ECS	

What we will do	How	When/ Review	Who	Service	Ref
	English as a first language in collaboration with teachers of English as a second language and community based Adult Basic Education Co-ordinator.				
	Evaluation of ESF funded services produced and improvement actions agreed with partners	Sept 08	Head of P & P	CEXO	
	Bids successful for EU funding for a range of work-streams related to migration.	Feb 2009	Head of P & P	CEXO	
We will reduce language barriers to access our services and information	Review and refresh content of the Highland Life Welcome Pack presently available in Polish, Lithuanian and Latvian		Head of P & P	CEXO	SOA 3.4/7.5 SP 5.2
	Regularly monitor number of hits to the welcome pack	quarterly	Head of P & P	CEXO	
	Re-tender for interpretation and translation contracts with Community Planning Partners	March 09	Head of P & P	CEXO	
	Monitor and review provision of T & I services on a regular basis through quarterly reports.	Quarterly	Head of P & P	CEXO	
	Work with Community Planning partners produce accessible guidance resource.	Dec 09	Head of P & P	CEXO	

What we will do	How	When/ Review	Who	Service	Ref
	Adapt accessible guidance material for use by Council staff to incorporate existing HC guidance on use of interpreters and translators.	Dec 09	Head of P & P	CEXO	
Policies, functions and Practices will continue to be assessed for relevant to Equality and where appropriate full Equality Impact Assessments carried out	Policies, functions and practices to be reviewed for relevance to equality during 2009 in preparation for Single Equality Scheme	Dec 09	Head of P & P	CEXO	
	In-house training and briefing sessions to be developed to ensure additional staff have the skills to carry out EQIAs	June 09	EDM and Head of P & P	CEXO	
	EQIA processes to be reviewed and developed further.	Dec 09	Head of P & P	CEXO	
	All EQIAs undertaken to Nov 08 to be published on the Council internet.	March 09	Head of P & P	CEXO	
	Prepare Equalities monitoring guidance for staff	Dec 09	Head of P & P	CEXO	
Ensure procurement documentation, grant funding and agreements with the voluntary sector supports and pay regard to equality requirements	Procurement documents already make some reference to equality. Need to ensure 100% of all relevant procurement contracts and grant awards comply with an equal opportunities statement from 2009 onwards	Dec 09	Head of Procurement	Finance	
	Review of voluntary sector funding (service level	Dec 09	Head of	CEXO	

What we will do	How	When/ Review	Who	Service	Ref
	agreements and grant awards) to take account of equality duties and appropriate statements included.		P & P		
Meet our commitments to provide services for Gypsy/Traveller families	Monitor and report on the multi-agency Gypsy/Traveller Action Plan	Annually	Director	H & P	

OBJECTIVE 2: To review Council employment practices and policies to ensure they are fair and accessible

Supporting Activities

What we will do	How	When/ Review	Who	Service	Ref
Meet the requirements of the RRAA employment monitoring duties	Employment monitoring data is gathered and collated	annually	HoP	CEXO	
	Data is analysed against local population information and used to inform any required action.	annually	HoP	CEXO	
	Employment Monitoring information is reported and published annually.	annually	HoP	CEXO	
Gather and listen to the views of staff	Collect and analyse relevant ethnicity monitoring data from bi-annual employee survey.	2009	EDM	CEXO	
	When assessing employment policies, functions and practices we will consult with employees, trade unions and others on equality matters.	As required	HoP	CEXO	

OBJECTIVE 3: To increase engagement, involvement and representation of minority ethnic communities.

Priorities

It is recommended that the priorities are:

1. Communities are encouraged to engage and participate
2. That there is improved equalities monitoring of participation in representative forums
3. The standards of community engagement are applied and evidenced when consulting communities on decisions affecting the services they receive

Key Results

Measures	Source	Baseline	Target
Number of participants at ward forums attending by ethnicity	RES	0 2008	Target TBC

Supporting Activities

What we will do	How	When/ Review	Who	Service	Ref
Encourage engagement and participation	Administer the Cultural Bridges Fund to support community cohesion through arts, sports and cultural activities.	April 09	Head of CLL	ECS	SP 3.44
	Ensure all relevant staff are trained in the Standards of Community Engagement	Review annually	Corporate	CEXO	SP 10.A.3.1

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		(Aug)	Mangers		
	Introduce monitoring of compliance with the standards	June 08 Review annually	Corporate Managers	CEXP	SP 10.A 3.2
	Develop plan for increasing participation in elections based on successful initiatives elsewhere in Scotland	By 2011	Elections Officer	CEXO	
	Agree methods to monitor attendance by equalities strand at ward forums	Dec 09	Corporate Managers	CEXO	
To put in place an effective public performance reporting including methods for gauging public opinion	Develop new methods of gauging customer views which comply with equalities requirements to ensure certain groups are not under-represented	Dec 09 and ongoing	Head of P & P	CEXO	SP 10C.2.5
	Agree methods for reaching groups disadvantaged by Performance Survey methodology to gauge their views on satisfaction with services.	Dec 09	Head of P & P	CEXO	10B.1.6
	Continue with interim partnership framework to act as key contact for equality groups and review preferred methods of engagement.	Ongoing Monthly updated to partnership E & D group	Head of P & P	CEXO	
	Refresh and maintain database of local equality organisations on behalf of the Council and Community Planning Partners	March 09	Head of P & P	CEXO	

	Assess annual consultation requirements to meet the equality duties for potential for joint work with Community Planning Partners.	Annually from Dec 08	Head of P & P & CPP	CEXO	
	Continue to maintain contacts with groups supporting the ethnic minority voluntary sector (e.g. CEMVO, BEMIS)	ongoing	Head of P & P	CEXO	

- **OBJECTIVE 4 Create a culture to promote equality and demonstrate that the Council will not tolerate racial discrimination and harassment.**

It is recommended that the priorities are:

1. To work with public and voluntary sector partners to deal with the Hate Incidents and Crimes
2. To provide effective and sensitive services for those affected
3. Demonstrate how the Council can promote equality.

Measures	Source	Baseline	Target
At least maintain the levels of : <ul style="list-style-type: none"> • Community acceptance of new residents (to some or great extent) SOA LO 11.3	Annual / Public Performance Survey - Qualitative/ Highland Council	82% 2007	At least 82% 2010-11
Reduce the number of recorded hate crimes.	Monthly / Quantitative/ Northern Constabulary	Racist: 124 – 113	Increase expected until confidence in reporting levels reached possibly before 2010-11

Racist incidents (forms recorded - reported to PF as crime)		Gender / Sexual : 5 – 3	
Other hate crimes (incident forms recorded - reported to PF as crime)		Religious: 1 - 0. 2006-7	

Supporting Activities

What we will do	How	When/ Review	Who	Service	Ref
With Community planning partners, develop on-line facility for reporting Hate Incidents and Crimes to be supported by a network of third party reporting organisations	On-line reporting system developed and tested	March 09	Head of P & P	CEXO	SOA LO 11.3
	Branded materials produced	March 09	Head of P & P	CEXO	
	Guidance and training developed for relevant staff and third party reporting organisations.	March 09	Head of P & P	CEXO	
Raise awareness of the requirements of our equality duties	300 staff a year will attend Equality and Diversity training	Annually	EDM	CEXO	
	Elected members will attend Equality and Diversity	Dec 09	EDM	CEXO	

APPENDIX 8

	training		and Head of P & P		
	Equalities to continue to be a key element of Recruitment and Selection training	ongoing	EDM	CEXO	
	Other awareness raising opportunities to be considered as they arise. For example, an equality and diversity training session will be carried out with early years providers in INBS in Spring 2009.	ongoing	Head of P & P	CEXO	
Awareness raising through publications, campaigns and other media	Publish monthly electronic equalities bulletin, circulated to over 800 contacts by the Highlands & Islands Equality Forum	monthly	Head of P & P	CEXO	
	Twice yearly partnership equality and diversity newsletter circulated round local agencies, organisations and community groups.	Sept and March	Head of P & P with partners	CEXO	
	Continued involvement with Show Racism the Red Card campaign	annually	Head of P & P		

OBJECTIVE 5: ENSURING WE MEET THE RACE EQUALITY DUTIES

The four key objectives above encourage a culture in the Council to promote equality, eliminate discrimination and promote good relations. In order to ensure the Council meets the requirements of the public sector duties we will report and review as noted below:

Priorities

It is recommended that the priorities are:

Measures	Source	Baseline	Target
Delivery and review of equalities schemes across the public sector SOA LO 7.5	Annual progress reports and three yearly reviews published.	Race from 2005 Disability from 2006 Gender from 2008	Satisfactory reports 2010-11

Supporting Activities

What we will do	How	When/ Review	Who	Service	Ref
Implement the Council's Equalities duties	Agree the process for monitoring compliance with Equality Impact Screenings and Assessment with SMT	31/05/09	HOPP	CEXO	10B.1.2
	Six monthly reviews of progress with Equalities Schemes begins – reported to Committee and format moves to a single equalities scheme by 2009	20/02/08 6 monthly	HOPP	CEXO	10B.1.3

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	Regular meetings of the Equalities Working group	At least quarterly	HOPP	CEXO	10B.1.4
	Single Equalities Scheme developed and implemented by 2009 with targets reviewed	31/12/09	HOPP	CEXO	10B.1.8
	Review Race Equality Scheme every three years	By Nov 2011			
Meet the Equal Opportunities requirements of Community Planning	Continue to work with Community Planning Partners on equalities activities to achieve efficiencies through joint activities and, share good practices. Regular meetings of the CPP Equality and Diversity Group and actions agreed and reported to CPP				
	Equalities actions identified and reported in the Single Outcome Agreement	Aug 08 and annually	HOPP	CEXO	

REFERENCES

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- ¹ Highland Council Policy Committee, April 2001
 - ² [Statutory Code of Practice on the Duty to Promote Race Equality in Scotland, Commission for Racial Equality in Scotland, May 2002](#)
 - ³ [Sir William MacPherson's Report on the Inquiry into the death of Stephen Lawrence, 1999](#)
 - ⁴ [The Single Outcome Agreement](#)
 - ⁵ [Strengthening the Highlands: The Programme of The Highland Council 2009-2011](#)
 - ⁶ [Highland Multi-agency Action Plan for Gypsy/Travellers](#)
 - ⁷ [CRE Gypsy/Traveller Strategy Scotland](#)
 - ⁸ [Multi Agency Action Plan for Gypsy/Travellers in Highland 2008](#)
 - ⁹ Needs Not Numbers, P de Lima, 2001
 - ¹⁰ [engagement in service planning: Consultation with diverse ethnic minority communities in the north and south of Scotland](#)
 - ¹¹ <http://www.highland.gov.uk/yourcouncil/highlandfactsandfigures/publications/papersandbriefingnotes.htm>
 - ¹² <http://www.ippr.org/publicationsandreports/publication.asp?id=603>
 - ¹³ [Scottish Government: Pupil Numbers](#)
 - ¹⁴ [The Scottish Government Twice Yearly Count of Gypsy/Travellers](#)