



Notice of meeting of

Social Inclusion Working Group

To: Councillors Vassie (Chair), Aspden, Brooks, Gunnell and Looker (Vice-Chair)

Non Voting Co-opted Members:

Jack Archer, York Older People's Assembly

Sue Lister, York Older People's Assembly

Peter Blackburn, LGBT Forum

Sarah Fennell, LGBT Forum

Rita Sanderson, The BME Citizens' Open Forum (York Racial Equality Network)

Daryoush Mazloum, The BME Citizens' Open Forum (York Racial Equality Network)

Jan Jauncey, York Interfaith

Lynn Jeffries, Disabled People's Forum

Revd. Paul Wordsworth, Churches Together in York

Date: Tuesday, 8 July 2008

Time: 6.30 pm

Venue: Clementhorpe Room, Priory Street, York

AGENDA

1. Declarations of Interest

At this point Members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.

2. Minutes

(Pages 3 - 8)

To approve and sign the minutes of the last meeting of the Group held on 14 May 2008.

3. Public Participation

At this point in the meeting members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Groups remit can do so. Anyone who wishes to register or requires further information is requested to contact the Democracy Officer on the contact details listed at the foot of this agenda. The deadline for registering is Monday 7 July 2008 at 5.00pm.

4. Introductions and Welcome

Councillor Vassie, the new Chair, will make introductions and welcome new members to the Group.

5. Community Forum Reports and Feedback

To receive verbal reports from representatives of the community forum's involved in the Group's work.

6. Draft Equalities Impact Assessment (EIA) from (Pages 9 - 32) the Marketing and Communications Team

This report requests the Groups views on the draft Equalities Impact Assessment (EIA) from the Council's Marketing and Communications Team.

7. City of York Council Draft Single Corporate (Pages 33 - 66) Equality Scheme: July 2008 to July 2009.

This report outlines actions that the Council proposes to take between July 2008 and July 2009, to make sure that it has in place structures and mechanisms that will help it to continue to be a fair and inclusive service provider and employer. The Group are requested to consider and approve the approach outlined in the draft.

8. Any other business which the Chair considers urgent under the Local Government Act 1972.

9. Workshop on Developing Cross Strand (Pages 67 - 68) Working and Projects

It was decided at the Groups meeting May 2008 that members would discuss how to develop cross strand working and consider ideas for cross strand projects to be funded by the SIWG budget in 2008/09 at this meeting.

This topic will be discussed at this hour long workshop.

Democracy Officer:

Name: Jill Pickering

Tel: (01904) 552061

Email: jill.pickering@york.gov.uk

For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting:

- Registering to speak
- Business of the meeting
- Any special arrangements
- Copies of reports

Contact details set out above.

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Would you like to speak at this meeting?

If you would, you will need to:

- register by contacting the Democracy Officer (whose name and contact details can be found on the agenda for the meeting) **no later than 5.00 pm** on the last working day before the meeting;
- ensure that what you want to say speak relates to an item of business on the agenda or an issue which the committee has power to consider (speak to the Democracy Officer for advice on this);
- find out about the rules for public speaking from the Democracy Officer.

A leaflet on public participation is available on the Council's website or from Democratic Services by telephoning York (01904) 551088

Further information about what's being discussed at this meeting

All the reports which Members will be considering are available for viewing online on the Council's website. Alternatively, copies of individual reports or the full agenda are available from Democratic Services. Contact the Democracy Officer whose name and contact details are given on the agenda for the meeting. **Please note a small charge may be made for full copies of the agenda requested to cover administration costs.**

Access Arrangements

We will make every effort to make the meeting accessible to you. The meeting will usually be held in a wheelchair accessible venue with an induction hearing loop. We can provide the agenda or reports in large print, electronically (computer disk or by email), in Braille or on audio tape. Some formats will take longer than others so please give as much notice as possible (at least 48 hours for Braille or audio tape).

If you have any further access requirements such as parking close-by or a sign language interpreter then please let us know. Contact the Democracy Officer whose name and contact details are given on the order of business for the meeting.

Every effort will also be made to make information available in another language, either by providing translated information or an interpreter providing sufficient advance notice is given. Telephone York (01904) 551550 for this service.

যদি যথেষ্ট আগে থেকে জানানো হয় তাহলে অন্য কোন অর্ধাতে তথ্য জানানোর জন্য সব ধরনের চেষ্টা করা হবে, এর জন্য দরকার হলে তথ্য অনুবাদ করে দেয়া হবে অথবা একজন দোঅবী সরবরাহ করা হবে। টেলিফোন নম্বর (01904) 551 550।

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Holding the Executive to Account

The majority of councillors are not appointed to the Executive (38 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Advisory Panel (EMAP)) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

Scrutiny Committees

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

Who Gets Agenda and Reports for our Meetings?

- Councillors get copies of all agenda and reports for the committees to which they are appointed by the Council;
- Relevant Council Officers get copies of relevant agenda and reports for the committees which they report to;
- Public libraries get copies of **all** public agenda/reports.

City of York Council

Committee Minutes

MEETING	SOCIAL INCLUSION WORKING GROUP
DATE	14 MAY 2008
PRESENT	COUNCILLORS ASPDEN (CHAIR), ALEXANDER, SUE GALLOWAY, GUNNELL (VICE-CHAIR), HEALEY, KING (AS SUBSTITUTE FOR POTTER) (EXCEPT FOR AGENDA ITEM 9), JACK ARCHER (NON-VOTING CO-OPTED MEMBER), SUE LISTER (NON-VOTING CO-OPTED MEMBER), PETER BLACKBURN (NON-VOTING CO-OPTED MEMBER), RITA SANDERSON (NON-VOTING CO-OPTED MEMBER) AND DARYOUSH MAZLOUM (NON-VOTING CO-OPTED MEMBER) (FOR AGENDA ITEMS 1-6 & 8)
APOLOGIES	COUNCILLORS POTTER & SUNDERLAND, KAREN ROBERTS, JAN JAUNCEY, LYNN JEFFRIES AND PAUL WORDSWORTH (NON-VOTING CO-OPTED MEMBERS)

42. DECLARATIONS OF INTEREST

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda.

No interests were declared.

43. MINUTES

RESOLVED: That the minutes of the last meeting of the Social Inclusion Working Group held on 12 March 2008 be approved and signed by the Chair as a correct record and the “easy read” version be noted.

44. PUBLIC PARTICIPATION

It was reported that there had been no registrations to speak at the meeting under the Council’s Public Participation Scheme.

45. DISABLED GO

Members received an update from Anna Borthwick, General Manager, and Kimberley Dixon, Partnership Co-ordinator, of Disabled Go on the work of this organisation.

Disabled Go ran a website providing access information on towns and cities, including York, for disabled people and their carers. They had recently redesigned their website and the research questionnaire used to gather information, and had launched new services covering university and college buildings, and job advertisements from inclusive employers.

The information on York had recently been updated to account for changes at existing venues and to add new ones. The York pages had received 140,000 hits in 2007, which represented 40,000 unique users. Members were encouraged to disseminate information about the website to anyone who may wish to get involved as part of a local steering group.

Members suggested that the Council should become a partner on the job section of the site and also suggested that Oaklands Sports Centre and Acomb Library should be included, if they were not already on the site. They also commented that it would be useful to know how many of the users of the York pages were from outside of the local area.

The representatives of Disabled Go were thanked for their presentation and attendance at the meeting.

RECOMMENDED: That the update on the work of Disabled Go be noted.

REASON: To inform the Working Group.

46. SOCIAL INCLUSION WORKING GROUP - MEMBERSHIP REVISIONS

Members received a report which outlined revisions to the membership of the Social Inclusion Working Group.

It was reported that the Executive, at their meeting on 22 April 2008, had resolved that the number of elected members on the Working Group be reduced, at the Annual Council meeting, to 5 (in proportion 2:2:1).

It was clarified that expert witnesses from the six equality strands could be invited to participate at specific meetings where items of interest were being considered, but could also attend any meetings as observers.

Members queried whether the co-optees on the Working Group could have voting rights and were advised that this was not possible whilst it remained a formally constituted Council body, although this status could be reviewed.

RECOMMENDED: (i) That the changes to membership agreed by the Executive be noted;

(ii) That it be noted that an increased representation from the six equality strands could be achieved by inviting expert witnesses to meetings.

- REASON:
- (i) To update the Working Group;
 - (ii) To increase community engagement and inclusion.

47. WORK PLAN (FORWARD PLAN) FOR 2008/09

Members received a report which considered the Social Inclusion Working Group's work plan, referred to as "the Forward Plan" and attached as Annex 1, and requested approval of the Plan for the first six months of 2008/09.

With regards to the item on proposals for Working Group funding for 2008/9, scheduled for 8 July, it was noted that this would be a discussion item.

RECOMMENDED: That the contents of Annex 1 be approved as part of the Working Group's Forward Plan for the period June 2008 to November 2008.

REASON: To facilitate the business of the Group in 2008/9.

48. COMMUNITY FORUM REPORTS AND FEEDBACK

Members received verbal updates, including reports about the use of Social Inclusion Working Group grants, from members of the community forum's involved in the Group's work.

The update from the Older People's Assembly included their use of Working Group grants, discussions taking place on refreshing the Equality Strategy, nominations for a new Older People's Champion and plans for the 50+ Festival.

The update from the LGBT Forum covered plans for the York Pride Picnic in the Park, production of a survey questionnaire, female representation on the Working Group and plans for an Older LGBT Forum in North Yorkshire.

The update from the BME Citizens' Open Forum (York Racial Equality Network) included use of grant funding for developing a website, details of new premises and feedback that a funding application to the Equality & Human Rights Commission had been unsuccessful as no evidence was available to prove that it was needed. The Working Group expressed concern regarding this latter point and the Chair reported that he had already written to the Commission about this and would circulate the letter to Members.

The LGBT Forum and the BME Citizens' Open Forum were both congratulated on their receipt of North Yorkshire Police Awards.

RECOMMENDED: That the updates be noted.

REASON: To update the Group on the work of the community forums.

49. DISABLED PEOPLE TOGETHER DAY - 28 MARCH 2008

Members received a report which informed them of key findings from the Disabled People Together Day held on 28 March 2008. They were requested to note the findings to date and await a further report in late Autumn 2008.

The programme from the day was attached as Annex 1 of the report and key findings were detailed in Annex 2. It was noted that the second page of Annex 2 should refer to the Wilberforce Trust, not the Wilberfoss Trust.

Two researchers from the University of York project regarding developing a joint voice for disabled people attended the meeting. They provided an update on progress with the project and confirmed that the findings and suggested next steps were expected to be reported to Members in the late Autumn 2008.

The University researchers, and in particular the research group leader, were thanked for their input into the Disabled People Together Day.

RECOMMENDED: That the contents of the report be approved and noted.

REASON: To facilitate the study currently undertaken concerning the promotion of a joint forum for disabled people in York.

50. WORKSHOP ON KEY MESSAGES FROM THE BME STAKEHOLDERS' SEMINAR 2007

Members received a report which offered information for discussion at a workshop, in response to the Group's agreement, at its meeting on 16 January 2008, that further consideration of the key messages from the BME Stakeholder Seminar, in particular what the Group and the Council could do to promote solutions, should be undertaken.

The feedback from the group discussions was as follows:

Group A – What the Council Could Do

- Work through the Local Strategic Partnership and Local Area Agreement;
- Encourage the University to undertake and lead research;
- Collect data, both internally and externally, to supplement the statutory monitoring processes and outdated census information;
- Ensure the city was welcoming in terms of behaviour, as well as policy;
- Further explore the concept of emotional cohesion;

- Produce welcome packs or guides, whilst avoiding duplication with existing information;
- Hold further discussions around building bridges between groups;
- Further develop the Open Forums;
- Provide training for Members and officers;
- Identify best practice and develop new initiatives.

Group B – What the Community Groups Could Do

- Produce publicity creating a positive image of diversity;
- Educate people, particularly the very young;
- Focus on commonalities, not differences;
- Share data;
- Encourage volunteering;
- Support families and children;
- Respond better to other groups when they reach out;
- Collect data from events by using a brief and concise registration form.

RECOMMENDED: That the feedback on what the Council and community groups could do to promote solutions to the key issues be noted.

REASON: To give proper consideration to the key messages.

51. CHAIR'S COMMENTS

The Chair announced that both himself and the Vice Chair would not be continuing in their current roles in the next municipal year. They thanked the Group for their support and commented on how much they had enjoyed their time in the roles.

Members of the Working Group recorded their thanks to the Chair and Vice Chair, and also any other Members leaving the Group, for their hard work.

CLLR K ASPDEN, Chair

[The meeting started at 6.30 pm and finished at 8.50 pm].

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Meeting of the Social Inclusion Working Group 8 July 2008

Report of the Director of People and Improvement

Draft Equalities Impact Assessment (EIA) from the Marketing and Communications Team

Summary

1. Annex 1 contains the draft EIA from the council's Marketing and Communications team (m&c).
2. Members' views on the document are requested.

Background

3. The m&c team's job is to help communicate council information and promote council services to residents, customers and staff. The team's work frequently involves working with other departments to advise them on communication and consultation with the public and other audiences.
4. The three media and publications officers help to keep residents and council employees informed about council decisions, policies and services. This is through the press office, writing and editing a wide range of publications and management of the communications aspects of the council's website.
5. The two marketing staff's work includes producing marketing plans and publicity materials, managing design and print-buying, organising advertising campaigns and advising directorates on marketing activities.
6. The two research officers provide full research services to the organisation, keeping the council updated on the views and concerns of residents and other users of services.

7. The internal communications officer produces the council's staff publications and develops the council's intranet.

Consultation

8. This draft document is coming to SIWG for consultation purposes.

Options

9. N/A

Analysis

10. N/A.

Corporate Priorities

11. Communications are an integral part of all of the council's corporate priorities, although they are especially important to the corporate value 'delivering what our customers want'.

Implications

12. These are as follows:
 - **Financial** – None.
 - **Human Resources (HR)** – None
 - **Equalities** - Please see the EIA itself.
 - **Legal** - None
 - **Crime and Disorder** - None
 - **Information Technology (IT)** - None
 - **Property** - None
 - **Other** - None

Risk Management

13. N/A

Recommendations

14. To give views on the contents of the report.

Reason: To ensure the marketing and communications EIA is acceptable to SIWG.

Contact Details

Author: Matt Beer
Head of Marketing and
Communications
Tel: 551071

Chief Officer Responsible for the report:
Heather Rice

Report Approved **Date**

26 June 2008

Wards Affected:

All

For further information please contact the author of the report

Background papers – None

Annexes- Annex 1 : Marketing and Communications Equality
Impact Assessment

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Equality Impact Assessment

Marketing and Communications Team

Name of service area / function:

Lead officer for this EIA:

Include job title so if this person leaves the link is not lost.

Marketing and Communications

Name: Matt Beer
Phone Number: 01904 551071
Job Title: Head of Marketing and Communications

The Marketing and Communications team's (m&c) primary role is to manage the council's reputation. It leads the council's media, publicity, marketing, print, research and consultation activity providing these services to Directorates and Members, as well as directly to the corporate council. The team also manages the Guildhall Print Unit (GPU). The service's main functions are:

- to lead all of the council's corporate communications activities and supply guidance on any matter of a communications nature that relates to the reputation of the council as a whole, its policies and services
- to manage relationships with national, regional and local news media in order to ensure a greater understanding and appreciation of the council's work
- to be the council's corporate marketing service, including the commissioning of publicity material, exhibition materials and corporate literature
- to produce direct communications with residents, including *Your City* and *Streets Ahead*, the *A-Z* of council services and ad hoc external publications
- to lead corporate internal communication with the council's staff, especially in the light of the major projects the council is currently undertaking such as the pay and grading review, the accommodation review and *easy@york*
- to oversee the design and production of internal publications for HR (presently *News and Jobs* and *News in Depth*) and other internal literature as requires
- to provide high quality research and consultation for the council corporately and to advise council departments
- to advise all parts of the council on the professional approach to all consultation activities
- to provide plain English, design and publicity advice for all corporate publications
- to oversee the strategic communications aspects of the council's corporate website.

How will you carry out this EIA?

e.g. project or working group with users, standing agenda item at DMT, desktop work plus relevant consultation, etc.

Desktop work plus consultation

EIA start date:	EIA finish date: Planned or actual? Don't take too long otherwise you'll lose momentum.	Date EIA reviewed: (Suggest annually)	EIA signed off by: e.g. DMT, CMT, Directorate Equalities Group etc.
October 2008	Actual, including consultation period	October 2009	DMT
Think about ...	Issues for your service ...	What evidence do you have to support this?	Groups affected. Race, Disability, Gender, Age, Sexual Orientation or Religion.
Information and Communication	Information and communication is at the very heart of the work of the Marketing and Communication Team (m&c). It is the reason for the team's existence, and getting the right message to the right audience in the right way is the core of what the team does.	The Head of Marketing and Communications is the equalities champion for the Chief Executive's Directorate. Surveys have been undertaken, which assess satisfaction with publications through talkabout, which is	All of the six strands are affected by the council's communications, although the most affected would be women as more than

	<p>The team is therefore used to thinking the fundamental question of all communications – is what we are saying clear and understandable to the audience?</p> <p>Publications</p> <p>Some publications already have a specific audience. Streets Ahead for instance is aimed at and distributed to council tenants, which includes a preponderance of one group, such as older people. However, most of the material produced by the team differs from commercial publications in that it attempts to be of interest to the widest possible audience – all residents. This is a difficult balancing act and it is almost inevitable that in writing for one audience such as older people, a publication runs the risk of excluding others, say young people.</p> <p>Steps are taken to ensure that publications are physically accessible to different audiences. For instance, the quarterly bulletin <i>Your City</i> is available on tape. Other steps include the language panel to tell people that</p>	<p>weighted to reflect the four of the six strands. These can be analysed by some types of disability, gender and age. They are less useful when it comes to ethnic groups purely because the size of the sample is small. Attempts are regularly made to recruit members of BME groups to the talkabout panel, with some success.</p> <p>Around 100 copies of each edition of <i>Your City</i> are produced on tape, based on the number of people on the York Blind and Partially Sighted Society mailing list. York Hospital Radio produce the tapes and reproduce the number returned to them each time which can vary each edition.</p> <p>Requests for large print versions of leaflets and publications are dealt with by the originating service.</p>	<p>half of the target audience, older people as a substantial number of the council's audience and disabled people as a large group within the totals. Although the BME population of the city is statistically small, it is growing and its needs are important.</p>
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	<p>translations are available, which has recently been expanded to include Polish. Large print copies of all council documents published by m&c are also available on request, with notification of this appearing in large font on the publications.</p> <p>Great care is taken with the typeface (we normally use sans serif faces like this one (Ariel) , which are considered to be easier to read for partially sighted people) and use of coloured type and tints, which can be harder to read, is avoided. All publications are written in the plainest language possible. We always use the largest type possible appropriate to the audience. The council’s style guide – ‘Say it with Style’ – which is an m&c document contains advice on language, font and type size (recommending 12 point) and equality issues, such as gender-neutral language and race issues in language.</p> <p>There is always a balance to be struck between the competing needs of the equality strands. For instance, a publication aimed at all residents that</p>	<p>There have been no requests for large print versions of <i>Your City</i>.</p> <p>Requests for translations of publications are also dealt with by the originating service. There have been no requests for translations of <i>Your City</i>.</p>	
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	<p>is designed to be easily read by partially sighted people will contain less information (as the costs and size are likely to be fixed) which may have been required by some of the other strands as well as the population at large. The requirement for attractive and readable design is an element of any publication that needs to be considered, along with all of the other elements, as an unattractive document will fail in reaching any audience.</p> <p>The m&c team also had input into the writing of the document <i>Making Connections: How to Make Communication Accessible</i> produced by the council's equalities team. This document outlines the council's policy and provides the guidance for staff and managers to make sure their communications are accessible and inclusive. Awareness of it amongst staff is promoted by m&c through the internal publications <i>News and Jobs</i> and <i>News in Depth</i> and through prominent placing on the council's intranet.</p>		
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	<p>Photographs</p> <p>The council uses photographs that reflect the population of York (and the council's workforce in the case of internal publications). Where possible we try to reinforce positive messages with reference to all of the six strands through our use of photographs, while taking care to avoid 'tokenism'. We will continue to do this in the future.</p> <p>Unfortunately resources do not allow for extensive use of bought-in shots or a fully stocked photo library with photos taken specifically with equalities in mind. It is unlikely that we would be able to do this in the future, although we will ask photographers on council shoots to bear in mind the need to include people from all the groups.</p> <p>Media relations</p> <p>The m&c team is responsible for relations between the council and the media through the press office. To this end it deals reactively with media enquiries and proactively with press</p>		
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	<p>releases and features, designed to reflect the full breadth of the council's work. The press office works with the local media where it can to promote social cohesion, including positive attitudes to disabled people and good relations between different ethnic groups. As well as reflecting the equalities work the council and partners do, this involves monitoring the media, including blogs on websites, and raising anything that is likely to harm social cohesion with the relevant editors. This is especially important at times of potentially increased tension, such as elections.</p> <p>Internal communications</p> <p>Around 80% of the council's staff live in the council's boundaries, so internal communications are a significant route for equalities messages. The Internal Communications Officer has attended and reported on the council's equalities events with the aim of raising awareness of the issues amongst staff. This aim will continue to inform all internal communications</p>		
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	<p>work, including the development of a new council intranet.</p> <p>The council's print unit</p> <p>The council's corporate print unit, which is operated by m&c, use <i>Making Connections</i> in sourcing work, as does its manager the Publicity and Print Officer. That post is responsible for print buying, design and applying corporate standards to council publications. A simplified version of the document is in operation in the print unit.</p>		
<p>Appropriateness of service</p>	<p>The demands of communicating with a varied and diverse audience require constant vigilance. It is easy to lose sight of the needs of one section of the audience and therefore all members of the m&c team need to bear in mind continually how the six strands will perceive council communications, and how to maintain the balance between conflicting pressures of accessibility, readability to all parts of the audience, attractiveness and aesthetic concerns and budget.</p> <p>However, there are issues in that the</p>		

	<p>language panel does not say what the publication is, only that it can be translated. It is therefore an issue whether people would know if they would want to read the publication. However, the costs of translating a line or two on every publication are prohibitive. The advantage of the language box is that it is one piece of artwork can be used across the board. On really important publications, such as the council's A-Z which has a shelf life of one year, we will in the future look to include a line with the language box explaining what the publication is.</p> <p>The need to fit in large amounts of copy can cause the language panel to be compressed, making it look small on some leaflets. We work to avoid this wherever we can.</p> <p>As a result of the relatively small size (but rapidly growing) BME population, we have only limited feedback on the council's publications.</p> <p>Braille copies of publications are not available on request although taped copies of <i>Your City</i> are.</p>		
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<p>Consultation / user involvement</p>	<p>In order to consult with residents and other stakeholders, the council uses a mix of methodologies including postal surveys, face-to-face interviews, on-line surveys, focus groups and occasionally telephone surveys. The m&c research team are responsible for the corporate consultation and are able to advise and assist on consultation within directorates.</p> <p>The main surveys are the annual Residents Opinion Survey (Resop) which is a postal questionnaire and goes to 5,000 people at random and the talkabout panel consists of over 2,000 residents who are selected at random from the electoral register. It is broadly representative of the city and panellists receive 2-3 postal surveys a year. These surveys include questions from council teams designed to give them customer information and feedback on policy and service development.</p> <p>Other corporate surveys include the annual budget consultation, benefits survey, planning survey, library survey, housing monitor, external</p>		
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	<p>painting (of council houses), waste and recycling. Most major issues facing the council (Local Development Framework (planning and development) for instance) have been subjects of research and consultation.</p> <p>Outcomes are communicated to clients by m&c and publicised either through press releases, Your City articles or on-line. Internally all corporate consultation findings are posted on CouncilNet – ie talkabout and resop. The research team in m&c keep a database of all consultation they are aware of which is also published on CouncilNet.</p> <p>Individual pieces of consultation inform Exec and emap papers. Ongoing research informs quarterly monitors to emap and informally council decision-making through the managers who have commissioned it. It is an acknowledged weakness that there is no formal mechanism to ensure all research is acted upon. A consultation strategy in the Autumn 2008 will address this issue.</p> <p>The m&c team recognise ensuring a</p>		
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	<p>balanced and representative sample is vital, and therefore considering equalities is an essential part of the corporate council's research work. Every month an inclusive consultation database, which includes access information on existing and planned pieces of research and who the target audience is is distributed to the council's management team and published on the intranet.</p> <p>The talkabout panel has representation from York's BME population, but that is of course a far from homogenous group. It is therefore difficult to assess the opinions of individual ethnic groups when their numbers are so small as to be statistically unrepresentative.</p> <p>The talkabout panel has good representation from disabled people (12%) and over 65 year olds (20%).</p> <p>We use different methods to boost representation from equalities groups depending on the survey and the need. We have tried to recruit directly young people and BME people to the</p>		
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	<p>talkabout panel, with some success. However it is a recognised fact of research that the greatest responders are self-selecting and tend to be over the age of 30.</p> <p>Within the organisation we are able to offer teams equality profiled breakdowns (where they are statistically viable) of talkabout, resop and other data. Through exception reporting, any results from the equality strands which are salient are highlighted to the appropriate teams.</p> <p>In publication terms Streets Ahead, the tenants magazine, has an editorial panel that includes a number of tenant representatives. These are not necessarily representative of the different 'equalities' groups. There is no similar customer involvement in Your City, but as with all publications it is published with all audiences in mind.</p> <p>A selection of employees is approached for content for the staff newsletters and we try to balance features across directorate/gender.</p>		
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Service Planning	Equalities issues are addressed in the service planning process, both for the team and in the directorate.		
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3. Consult - Get stakeholder/customer feedback on your service.

<p>Before you consult. . . Describe how and when you will consult service users? Who will you consult? What method will you use? When will the findings be available? Will the consultation / involvement be ongoing, regular or a one-off? And so on.</p>
<p>This EIA will be discussed at Social Inclusion Working Group on 8th July 08. Feedback from this group, made up of Councillors and community representatives from the six equalities strands, will be taken on board before the EIA is finalised.</p>

4. Improve - Develop an improvement and monitoring plan.

Issue What issues are you tackling?	Considerations Is less favourable treatment unavoidable due to specific restrictions? Are there any current or future changes that need to be considered? Have you sought advice? Who from?	Objective What outcome do you want to achieve?	Action What improvements can you make to achieve this outcome?	Success How will you know whether you have achieved the objective? What success measures / PI's will you use?
Promoting social cohesion via the media	The m&c team will look to find more examples of the council working to promote social cohesion in order to raise awareness of equalities issues in the media. We will also look for opportunities to reinforce the council's commitment to social cohesion outside of the council's direct work.	We would look for residents and other stakeholders to have a greater understanding of the council's commitment to equalities issues as a result of greater media coverage.	We will look to publish regular press releases that deal with equalities issues and seek to promote social cohesion through encouraging feature articles.	The m&c team count the number of media enquiries and press releases issued and monitors the subsequent press coverage through a monthly report to members and corporate management team.

<p>Monitoring media coverage for negatives. Although the council has no direct control over what is published in newspapers and on websites, m&c do monitor the media and are therefore in a position to react if there is any overt threat to social cohesion, within the confines of the law.</p>	<p>There is an enormous amount of opportunity to comment in York, particularly on the internet and it would require resources the council does not have to monitor it all. We also need to be clear that attitudes and opinions that are distasteful are not illegal and the media will protect the right to free speech.</p>	<p>We would want to encourage a responsible attitude to social cohesion amongst the media the council deals with, not just in terms of race but all the strands.</p>	<p>Where possible within resources step up monitoring of media, especially on on-line noticeboards and blogs. We will seek to contact the publishers if comments incite hatred.</p>	<p>This objective cannot be measured in a straightforward way, except through a perceived reduction in the number of comments that incite hatred.</p>
<p>Representations of the six strands in photographs in the council's publications</p>	<p>We need to be careful not to be guilty of 'tokenism'.</p>	<p>Use photographs in the council's publications to give the truest picture of York's population, including the six strands</p>	<p>Seek to ensure that photographers working on council business understand that all sections of the community need to be reflected and ask them and officers accompanying them to bear this in mind</p>	<p>Reflection of York's diversity in council publications</p>

Encouraging take up of Making Connections	Council spending e.g. on promotional material, is usually devolved to directorates which are able to act independently, with corporate departments offering advice.	All council departments to consider Making Connections when planning their communications	Promote the document via the council's internal publications and on the council's intranet	No hard measures, but an increased understanding across the council of equalities in a communications context (question in staff survey?)
Encouraging proactive equality profiling	The research team has limited resources available to examine all the council's data and alert teams of issues – most of the need for this should be picked up by the teams themselves	An understanding from council teams of the diversity of their customers and the research team's ability to break down data in four of the six strands	Promote the research team via the council's internal publications and on the council's intranet	No hard measures, but an increased understanding by council teams of the availability and importance of data relating to equalities
Using internal communications	The council's internal communications are a limited resource with many demands	To encourage our staff to have a greater understanding of the council's commitment to equalities issues as a result of internal communications	Publicise the work of the equalities team (e.g. guidance) and all aspects of equalities work internally through the council's internal publications, the intranet, seminars and leaflets where appropriate	No hard measures, but an increased understanding by staff of equalities issues

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Meeting of the Social Inclusion Working Group

8 July 2008

Report of the Director of People and Improvement

City of York Council Single Corporate Equality Scheme: July 2008 to July 2009

Summary

1. The report outlines actions at corporate level that the Council will take between July 2008 and July 2009, to make sure that it continues to be a fair and inclusive service provider and employer.
2. This scheme follows on from previous schemes which took place from 2005 to date.
3. Members are requested to note the approach outlined in this 12-month Single Corporate Equality Scheme, and make the draft available for consultation before the approach to the scheme is finalised in the autumn of 2008.

Background

4. Please refer to **Appendix 1**.

Consultation

5. The purpose of the consultation is to seek feedback about the Council's approach to the scheme and in particular whether this corporate scheme should be supplemented by directorate schemes for the period 2009-2012. Directorate schemes will be based on strand-specific outcomes and targets and will be developed in consultation with the equality communities in the next 12 months
6. Council is not seeking feedback about the actions at corporate level outlined in this 12 month scheme as they arise from Equality legislation.

7. Co-optees on the SIWG and expert witnesses are requested to disseminate the draft of this scheme amongst their respective communities for comments which should be fed back to the Council's equality team by 22 August 2008.
8. The scheme will be made available on the council internet site which is fully accessible. Copies in other accessible formats are available on request from the equalities team.

Options

9. Option 1: To note the approach in the draft scheme in Appendix 1 and make the draft available for consultation.
10. Option 2: Not to make the draft available for consultation.
11. Option 1 is recommended. Reason: The approach is based on best practice as well as duties arising from Equality legislation. SIWG co-optees, expert witnesses and the public in general will be given the opportunity to influence our general approach and comment on whether they would like to see directorate-level strand-specific schemes stemming from this scheme.

Analysis

12. Please refer to **Appendix 1**

Corporate Priorities

13. This scheme and subsequent schemes will contribute to the promotion of inclusive and cohesive communities in the city.

Implications

14. These are as follows:
 - **Financial** - None
 - **Human Resources (HR)** - None
 - **Equalities** – The scheme and any subsequent and related schemes will contribute to the promotion of inclusive and cohesive communities and are critical to Council Equalities aims and objectives.

- **Legal** – Putting in place equality schemes and refreshing them every 3 years is a requirement placed on public bodies under current equality legislation.
- **Crime and Disorder** - None
- **Information Technology (IT)** - None
- **Property** - None
- **Other** - None

Risk Management

15. N/A

Recommendations

16. To note the approach in the draft Scheme outlined in Appendix 1 and make the draft available for consultation.

Reason: To ensure continued and focused progress with equality and inclusion in the council

Contact Details

Author: Evie Chandler
Equalities Officer
PIET
Tel: 551704

Chief Officer Responsible for the report:
Heather Rice

Report Approved

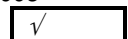


Date

26 June 2008

Wards Affected:

All



For further information please contact the author of the report

Background papers – None

Annexes - Appendix 1- City of York Council Draft Single Corporate Equality Scheme: July 2008 to July 2009

Annex 1 of the Scheme – CYC equality governance structures June 2008

Annex 2 of the Scheme – Priority Equality Impact Assessments 2008/9

Annex 3 of the Scheme – Equality and Inclusion progress report to June 2008

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City of York Council DRAFT Single Corporate Equality Scheme

July 2008 to July 2009

Summary

This document outlines actions that the Council will take between July 2008 and July 2009, to help it ensure that it continues to be a fair and inclusive service provider and employer.

It updates previous schemes of actions that took place in the period 2005-2008.

This is a 12-month scheme (July 2008 to July 2009), to be followed by a three-year scheme (July 2009 to July 2012) that will take on board advances in best equality and inclusion practice and legislation expected to come into force after 1.4.2009.

The scheme has five key actions:

Action 1 - Update the corporate Equality Strategy and Schemes for the period July 2009 to July 2012, by July 2009.

Action 2 : Finalise a programme of Equality Impact Assessments (EIAs) of council key policies, strategies and practices by January 2009, and use these to put in place directorate equality schemes by July 2009.

Action 3: Develop a corporate approach to equality performance data collection, analysis and use - first phase by July 2009.

Action 4: Develop a corporate approach to robust community engagement by February 2009. Develop a community engagement strategy for Social Inclusion Working Group - first draft by November 2008.

Action 5: Develop and begin to deliver a rolling programme of corporate equality training and development for staff and councillors, by July 2009

It is expected that these actions will contribute to the following performance indicators which the Council (with its partners) shall use to measure progress with equality and inclusion in the city:

NI 1: % of people who believe people from different backgrounds get on well together in their local area.

NI 2: % of people who feel they belong to their neighbourhood.

NI 3: Civic participation in the local area.

NI 4: % of people who feel they can influence decisions in their locality.

NI 14: Reducing avoidable contact: Minimising the proportion of customer contact that is of low or no value.

NI 140: Equal treatment by local services.

<p>Background to the Single Corporate Equality Scheme (SCES)</p>

This 12-month single Equality scheme builds on and updates the PRIDE IN OUR COMMUNITIES Equality Strategy for 2005-2008.

This scheme describes how the council proposes to deliver its own corporate equality objectives and meet its legal duties arising from current equality legislation. This scheme covers the period July 2008 to July 2009.

Where appropriate, the scheme will be complemented by service directorate schemes like the one currently in development in our Adult and Community Education services.

The overall aim of the scheme is to make service delivery and employment fairer for everyone by setting out our corporate approach and plans for promoting and embedding equality and Inclusion in everything the council does, either alone or with its partners and subcontractors.

To arrive at the scheme we have considered:

1. Feedback on equality and Inclusion issues provided by service users and staff from the equality strands
2. Advances in equality legislation, regarding gender, sexual orientation, age, and religion and belief issues in particular
3. The performance management framework for local government and Local Area Agreement which took effect on 1.4.2008.

The scheme precedes the council's next 3-year Corporate Equality Strategy and Schemes 2009-2012. This will be developed throughout the period of this scheme and will be based on:

1. The outcome of updated equality impact assessments of our key policies and strategies, which we expect to finish in winter 2008.
2. The refreshes of key council policies and plans in particular the Corporate Strategy, the Human Resources Strategy (the People Strategy), the Engagement Strategy and the Communications Strategy.
3. The results of staff and service user engagement and consultation.
4. Changes to the Local Government Equality Framework, live from 1.4.2009.
5. The expected Single Equality Act, if it becomes law by July 2009.

Equality and Inclusion : Definition

Equality and Inclusion are about delivering fair services and achieving equitable life and employment outcomes, whilst respecting diverse needs and aspirations.

There cannot be equality of opportunity or equitable outcomes, unless Inclusion is recognised, valued and supported.

A summary of the legal context

The council has a legal duty to have Gender, Disability and Race Equality Schemes in place under the following Acts:

- Race Relations (Amendment) Act 2000 (RRAA)
- Disability Discrimination Act 2005 (DDA)
- Equality Act 2006

These Acts place positive duties on all public bodies to promote race, disability and gender equality in everything that they do.

Below is a summary of the key points of these Acts.

Under the **RRAA 2000**, public authorities are required to have due regard to the need to:

- Eliminate unlawful racial discrimination and harassment;
- Promote equality of opportunity;
- Promote good relations between people of different races.

Under the **DDA 2005**, public authorities are required to have due regard to the need to:

- Eliminate unlawful discrimination;
- Eliminate disability harassment;
- Promote equality of opportunity between disabled persons and other persons;
- Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons;
- Promote positive attitudes towards disabled persons; and
- Encourage participation by disabled persons in public life.

Under the **Equality Act 2006**, public authorities are required to have due regard to the need to:

- Eliminate discrimination and harassment that is unlawful under the Sex Discrimination Act, and discrimination that is unlawful under the Equal Pay Act;
- Promote equality of opportunity between men and women.

There is also legislation considering aspects of equality relating to age, religion and belief and sexual orientation. The relevant

legislation does not impose positive duties to promote equality and Inclusion in these areas, but it require us not to discriminate against people on these grounds. This applies both to employment and the provision of goods and services. Further the proposed Single Equality Act to be considered in next year's Parliament, is expected to place positive duties in lieu of age, religion and belief and sexual orientation. Therefore, we shall ensure that the following legislation is taken on board in this and subsequent Equality Schemes :

Employment Equality (Age) Regulation 2006:

Protects against discrimination on grounds of age in employment and vocational training. Prohibits direct and indirect discrimination, victimisation, harassment and instructions to discriminate.

Employment Equality (Sexual Orientation) Regulation 2003

Protects against discrimination on the grounds of sexual orientation in employment, vocational training, promotion, and working conditions

Civil Partnerships Act 2004

Provides legal recognition and parity of treatment for same-sex couples and married couples, including employment benefits and pension rights.

Gender Recognition Act 2004

Provides transsexual people with legal recognition in their acquired gender. Legal recognition follows from the issue of a full gender recognition certificate by a gender recognition panel.

Employment Equality (Religion or Belief) Regulation 2003

Protects against discrimination on the grounds of religion and belief in employment, vocational training, promotion and working conditions.

Equality Act 2006

Protects against discrimination on the grounds of sexual orientation and religion and belief in terms of access to goods, facilities and services

What we have done so far

The PRIDE IN OUR COMMUNITIES Equality Strategy 2005-08 underpinned the development of the Sustainable Community Strategy and the Local Area Agreement, both now refreshed with effect from 1.6.2008. This ensured that key equality and Inclusion issues were considered and plans were made to deal with them at the highest level in the city.

At corporate level within the council we focused on:

1. building and developing equality governance and engagement mechanisms, through which to embed equality and Inclusion in our business. Annex 1 outlines current equality and Inclusion governance structures, their key milestones and future work-areas.
2. organising and delivering equality and Inclusion consultation and engagement events
3. developing and delivering equality and Inclusion training
4. developing a corporate approach to Equality Impact Assessments (EIAs) leading to a programme of up-to-date EIAs of our key policies and plans, to be completed and signed-off by management teams by December 2008. These are listed in Annex 2
5. starting to develop a corporate approach to collecting analysing and using equalities data

Annex 3 outlines progress with equality and Inclusion so far at the corporate level.

At directorate and service level, we have had a number of successes and improvements which made equality a reality for local people. Below are some examples:

1. **INCLUDING YOUNG PEOPLE:** In our City Strategy directorate, York Training Centre was re-awarded the Matrix quality standard for Information, Advice and Guidance 2007/8. This award was made because staff at the centre have been assisting young people who have had negative education experiences, to make choices in their future career, guiding them into training and employment with positive results.

2. **MAKING FITNESS INCLUSIVE:** In our Learning Culture and Children's Services directorate, Oaklands leisure centre became the first leisure centre in the UK to achieve the 'Inclusive Fitness Mark'. This is a quality assurance scheme which sets high standards of accessibility for all users of sports facility. Oaklands leisure centre has developed new opportunities for people with disabilities to enjoy physical activity and achieve their sporting potential through specialist programmes and integrated activities. The centre also promotes sports as a tool to engage young people at risk of exclusion, providing targeted opportunities for under represented groups to take part in sport and physical activity.
3. **NARROWING THE PAY GAP:** Working with the unions we concluded the review of our pay and grading structures in April 2008. We expect a union ballot to take place by mid Summer 2008.

<p style="text-align: center;">Areas for corporate improvement identified by users and staff and how they will be dealt with</p>

Throughout the period July 2005 to July 2008, a number of engagement and consultation events with staff, users and partners took place. Areas for corporate equality and Inclusion improvement were identified as follows:

1. The council as an employer
 - i. Increase the number of women employed in senior management positions.
 - ii. Decrease pay differentials between male and female employees
 - iii. Review and extend the scope of equality compliant flexible working practices
 - iv. Consider how to improve the numbers and position of disabled employees and employees from different ethnic backgrounds

These will be taken on board in our corporate Human Resources Strategy called "The People Strategy" expected to be in place in early 2009.

2. The council as place-shaper and service deliverer

- i. Support a strong common voice for people with disabilities. This will be dealt with in the context of developing an engagement strategy for the Social Inclusion Working Group (see Action Plan below)
- ii. Consider the impact of changes in Black and minority ethnic population in terms of inclusion and community cohesion
- iii. Consider the needs of an increasingly ageing population (in which women outnumber men) in service planning and delivery, and its effect on intergenerational issues and community cohesion
- iv. Consider issues of sexual orientation and religion and belief for example in planning social, housing, and community safety services.

Items ii) iii) and iv) above, will be dealt with during the course of Equality Impact Assessments and directorate Equality Schemes (see Action Plan below)

<p style="text-align: center;">Our corporate equality and Inclusion action plan for the next 12 months</p>

Actions listed below will ensure that the corporate ethos, commitment and mechanisms are in place to support our service directorates to formulate and deliver directorate equality schemes and action plans.

Action 1 - Update the corporate Equality Strategy and Schemes for the period July 2009 to July 2012.

The refreshed Equality Strategy and Equality Scheme will be based on the outcome of our corporate Equality Impact Assessments (see Annex 2), with the engagement of staff and user groups from each of the six equality strands under the auspices of the council's Social Inclusion Working Group.

By: July 2009

Led by: Corporate Equalities and Inclusion Team

Action 2 : Undertake a programme of Equality Impact Assessments (EIAs) of council key policies, strategies and practices and use these to put in place service equality schemes.

We want to ensure that the council is meeting everyone's needs (residents, visitors, service users and employees) and that people who need our services most have access to them. To help us to do this we shall carry out a programme of Equality Impact Assessments (EIAs) of our key policies, strategies and procedures. The results of these Equality Impact Assessments will help us decide whether existing or proposed policies, procedures, practices or services affect (or may affect) people differently, and if so whether in an adverse way. This is on the grounds of gender, disability, race, sexual orientation, religion and belief and age. A summary of the results of the Equality Impact Assessments, with resulting actions to ensure that adverse effects are taken into consideration and dealt with, will be published on our internet and updated at regular intervals (yearly in most cases). They will also be used to put in place directorate and service level equality schemes.

By: Results of key EIAs published on our internet site, our corporate publications and our staff newsletter, by January 2009. 3 year Directorate/Service Equality Schemes published after July 2009.

Led by: Corporate Equality Leadership Group/ Directorate Equality Leads

Action 3: Develop a corporate approach to equality performance data collection, analysis and use.

The corporate equalities team working with the corporate Performance Officers Group (POG) will map existing equality data so as to establish a baseline position for equalities at a corporate level and in each directorate. Data collected and analysed will be used to measure and track progress with equality and Inclusion both at a corporate as well as at directorate level.

By: July 2009 (collecting and analysing data to establish baselines)

Led by: Corporate Equality Leadership Group and POG

Action 4: Develop a corporate approach to robust community engagement

Action to support users and staff from the six equality strands to engage in service planning and delivery and the development of inclusive employment practices, will take place at corporate and directorate level. This will be incorporated in the Corporate Engagement Strategy currently under development.

By: February 2009

Led by: Director for People and Improvement

In addition the **Social Inclusion Working Group** aims to develop its own Community Engagement Strategy. This is expected to support the developing gender and disability forums as well as the work of the well established race, age, religion and belief, and sexual orientation forums represented on the Group

By: November 2008 for 1st draft of the Strategy

Led by: Social Inclusion Working Group

Action 5: Develop and begin to deliver a rolling programme of corporate equality training and development for staff and councillors

The development of the CYC e-Learning Portal will help progress this significantly.

By: July 2009

Led by: Corporate HR, corporate Equalities and Inclusion Team, Democracy Services

<p>Performance indicators that will help us measure progress at the corporate and city level</p>

At the end of this Single Corporate Equality Scheme (July 2009), we shall measure corporate and city-wide progress with equality and inclusion using the set of national indicators below.

These have been selected because:

1. They will help the council meet its equality legal duties
2. Government recommends that they are used to measure overall local and national progress with equality Inclusion and customer care.
3. Meeting the requirements of these indicators will require the council and its partners to work together, thus embedding equality and Inclusion in all key public services in the city. Data collected in relation to targets set for these indicators, will be profiled in as many of the six equality strands as possible. The strands are gender, disability, race, age, religion and belief, and sexual orientation.

There is a plethora of service-related equality and Inclusion national and local indicators (such as “the extent to which older people are supported to live independently”). These will be used to measure and report progress with directorate/service Equality Schemes.

The corporate indicators are:

NI 1: % of people who believe people from different backgrounds get on well together in their local area.

Our target for 2008/9 is expected to be 82% of people who will reply to the local place (residents) survey. This indicator is included in our Local Area Agreement.

NI 2: % of people who feel they belong to their neighbourhood

This is a new indicator for which we have no current baselines. At the time of writing this scheme, we are still in discussions with partners and the government regarding setting a target, the data for which will be collected via the place (residents) survey.

NI 3: Civic participation in the local area. This means participation in local and city-wide decision-making structures such as ward committees, council committees etc. At the time of writing this scheme, targets for 2008/9 are being developed in consultation with key local partners and stakeholders.

NI 4: % of people who feel they can influence decisions in their locality. This indicator, which is in our Local Area Agreement, will measure the success of our, and our partners', engagement strategies and of local community involvement mechanisms such as ward committees.

At the time of writing this scheme, targets for 2008/9 and beyond are being developed in consultation with Local Area Agreement partners.

NI 14: Reducing avoidable contact: Minimising the proportion of customer contact that is of low or no value.

The council is a key point of contact for citizens when they need or want to access public services which affect their quality of life. This indicator will tell us how we respond to all customers. Data collected will be disaggregated in the six equality strands to help us ensure that no barriers exist to access to services because of issues relating to gender, race, disability, age, sexual orientation, and religion and belief. At the time of writing this scheme, targets for 2008/9 are being developed in consultation with key local partners and stakeholders.

NI 140: Equal treatment by local services. This indicator will measure whether individuals are treated with dignity and respect by the council and other public services.

This is a new indicator and we currently have no baselines on which to set targets. Over 2008/9 we shall work with community representatives and our partners to gather baseline information on which to base future targets. Targets will be set for each of the equality strands and we shall be aiming for increases in improvements for each of the equality strands

Responsibility for the Single Corporate Equality Scheme

The council Executive and Council Management Team, guided by the Executive Member for Leisure, Culture and Social Inclusion as advised by the council's Social Inclusion Working Group will be responsible for the delivery of this scheme. They will be supported by:

1. The corporate Equality Leadership Group, led by the Corporate Equalities Champion
2. The Directorate Equalities Leads network, led by the Equality and Inclusion Manager

3. Directorate Equality networks and committees, led by Directorate Equality Leads
4. Staff Equality networks and committees
5. The corporate Equalities and Inclusion Team

In addition all employees and partner agencies have a role to play in helping us to meet our duty to promote equality and Inclusion.

Reviewing the Single Corporate Equality Scheme

This Single Corporate Equality Scheme will be reviewed in July 2009 at which time it will be subsumed in the refreshed Equality and Inclusion Strategy and Scheme 2009-2012.

Corporate Equality and Inclusion Team
July 2008

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Social Inclusion Working Group (SIWG)
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Established: July 2006

Purpose/objectives:

- Advises the Executive on major projects and initiatives on equalities issues and on equalities issues generally in the City of York Council
- Extends and builds contact with groups and individuals in the area in order to facilitate input into equalities and provide opportunities for all citizens in the area.
- Provides a link with Ward Committees so that equalities issues raised there can be taken further.

Meetings every two months: January, March, May, July, September, November

Secretariat: Democratic Services

Chair: Cllr Vassie – Executive Member for Leisure Culture and Social Inclusion

Support to Chair: Equality and Inclusion team

Members 2008/9 : Cllrs Looker (Vice Chair), Asdpen, Gunnell, Brook. *Substitutes:* Cllrs Sue Galloway, Sunderland, Potter, Simpson-Laing, Watt, Healey

Non-voting co-optees 2008/9:

- Jack Archer & Sue Lister (Older People)
- Peter Blackburn & Sarah Fennell (Sexual Orientation)
- Rita Sanderson & Daryoush Mazloum (Race)
- Jan Jauncey & Paul Wordsworth (Faith and Belief)
- Lynn Jeffries (Disability)

Expert Witnesses 2008/9 (to be invited at Chair's discretion):

- York Travellers Trust (Gypsy Traveller inclusion)
- York Humanists (non-religious beliefs)

Annex 1- CYC Equalities governance structures
June 2008

- Young people supported by Steve Rouse the youth worker who is currently commissioned by SIWG to work with young people (intergenerational issues)
- User-representatives from Valuing People Partnership and York People First (learning disabilities and mental health issues)
- York Access Group (mobility issues)
- Higher York (higher education student inclusion)
- Groups in the city that represent women's men's and trans-gendered people's issues
- The Primary Care Trust and Education services to assist with and inform equality in service issues arising in these areas.

Work covered / milestones:

- Chair and Vice Chair hold regular equality community surgeries and visits
- Commissioned University Volunteering Unit to help with the Disabled People's forum development
- Established working and budget principles
- First Development Day (included membership review)
- Held Disabled People Together Day to support Centre for Independent Living Development
- Commissioned non-voting community members to consult with communities of interest regarding Equality Strategy 2009-2012 priorities
- Work with Inclusive City on poverty and BME issues. Co-sponsored York Smart Card available to all residents in York who are on means-tested benefits / low incomes to give them access to a variety of discounts from local businesses
- Consulted with and commented on, the early stages of development of major strategies including the Sustainable Communities Strategy, the LAA, the Council Corporate Strategy and the LDF

Projected future development :

Developing the Group

- Equalities briefing for elected members

Annex 1- CYC Equalities governance structures
June 2008

- Development day November 2008: Equality Impact Assessments Fair
- Bringing forward multi-strand projects
- Considering SIWG contribution to community cohesion

Developing engagement from the equality strands

- Supporting the development of a shared voice for Disabled people in the City
- Responding to changes in BME population
- Supporting the Centre for Independent Living project
- Developing interfaith dialogue
- Developing gender issues representation
- Developing intergenerational dialogue projects
- Putting in place community of interest action plans for gender, disability, age, sexual orientation, race, religion & belief

Equality Leadership Group (ELG)
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Established: September 2007

Purpose/objectives:

1. To promote and communicate the importance of Equality in the culture of the organization.
2. To provide leadership and guidance on the development and implementation of the Equality Strategy.
3. To ensure linkages between the equalities agenda and CYC directorate and service planning and delivery.
4. Based on agreed performance management frameworks to monitor progress with Equalities and report to Council Management Team
5. To encourage partners and contractors to follow CYC Equality policy and practice.

Meets: Every two months or as needed

Secretariat: Equalities Team

Annex 1- CYC Equalities governance structures
June 2008

Chair: Bill Hodson, Director of Housing and Adult Social Services/ Corporate Equality Champion

Membership:

- Executive Members for Leisure Culture and Social Inclusion
- Director of People and Improvement
- Director of Neighbourhoods
- Head of Human Resources
- Head of Strategic IT and Easy@ York Programme Director
- Head of Strategic Partnerships
- LCCS Assistant Director (Partnerships and Early Intervention)
- Equality and Inclusion manager
- Equality and Inclusion officer

Milestones:

- Raised equality and diversity profile in Council Executive, Council Management Team and Council Directorate Management Teams
- Put in place the Equalities Development Plan 2008/9 and response to CPA 2008
- Put in place a programme of strategic Equality Impact Assessments (EIAs) for 2008/9
- Put in place a corporate Equality training and development programme
- Promoted the importance of monitoring progress with equality and diversity action and developed and secured the Equality Data Officer resource

Planned work:

- Group Forward Plan is the same as Equalities Development Plan 2008/9
- Development day 2008 to plan the next 12 months
- Ensuring corporate priority EIAs and resulting action plans are in place by October 2008 for discussion at the SIWG EIAs Fair to be held in November 2008
- Developing and managing a corporate performance management framework for Equality and Inclusion

Annex 1- CYC Equalities governance structures
June 2008

- Developing staff and elected member capacity to understand and deal with Equality issues
- Embedding equalities in day-to-day working practice across the whole of the organisation

Directorate Equality Leads Network (DEL)

Directorate Equality Leads ensure that each Directorate complies with CYC equality and diversity policies strategies and schemes.

Established: February 2008

Purpose/objectives:

- To offer Directorate Equality Leads a place to exchange experience and best practice..
- To provide a forum for Leads to support each other and give feedback to the equalities team.
- To coordinate the implementation of the Equality Strategy at Directorate level, providing support and guidance to business managers.

Meets: Every calendar month

Membership:

- Equality and Inclusion Manager (Convenor), Chief Executive's department
- Equality and Inclusion Officer, Chief Executive's department
- Head of Corporate Services, Housing and Adult Social Services (HASS)
- Head of Partnerships and Early Intervention, Leisure Culture and Children's Services (LCCS)
- Head of Lifelong Learning, LCCS
- Head of Marketing & Communications, Chief Executive's department
- Customer Relations Improvement Officer, Resources Directorate

Annex 1- CYC Equalities governance structures
June 2008

- Directorate Performance Manager, Neighbourhood Services
- Business and Performance Manager, City Strategy
- Corporate HR Advisor , Chief Executive's department

Work covered / milestones:

- Equalities: The Basics training package
- Equality Impact Assessments training package
- A corporate framework for Equality Impact Assessments
- Toolkit for strategic Equality Impact Assessments
- A framework for Equalities data collection analysis and use
- Organised Equality briefing sessions for directorate service managers teams
- Produced the Equalities development project-plan for Equality Leadership Group
- Developed the draft Single Corporate Equality Scheme

Planned work:

- Finalise strategic EIAs by October 2008
- Develop directorate Equality Schemes
- Ensure directorate business managers and front-line staff understand and embrace equality and diversity practice.

CYC Gypsy and Traveller working group
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Established : April 2008

Convenor: Equalities and Inclusion Team

Current members:

- Chief Exec's : Equalities and Inclusion team
- HASS: Housing G&T liaison
- LCCS: G&T Education Support,
- Neighbourhoods: Street Environment team and Neighbourhood Management team
- City Strategy: Planning

Annex 1- CYC Equalities governance structures
June 2008

- *To be invited: Youth offending team and Community Arts officers*

Purpose:

- Develop a common working protocol for Council services interfacing with the G&T community
- Share/develop a common working protocol with the Police and Primary Care Trust
- Develop a CYC/LSP Gypsy & Traveller Strategy

Work-programme:

- Mapping current council interface with the G&T communities
- Developing a common protocol of relating to and dealing with the G&T community for council and allied services. The protocol will be compliant with statutory requirements (Human Rights Act/ RRAA) and current best practice standards

Equality and Inclusion Team
June 2008

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Priority Equality Impact Assessments 2008/9

Directorate	Priority Equality Impact Assessments
City Strategy	Selection criteria used were: <ol style="list-style-type: none"> 1. Corporate Strategy priorities which the Directorate leads on 2. Key corporate projects
Housing and Adult Social Services	<ol style="list-style-type: none"> 1. Safeguarding Adults 2. Personalisation Agenda 3. Choice Based Lettings 4. Homelessness strategy 5. Private Sector Housing Strategy
Chief Executives	<ol style="list-style-type: none"> 1. Communication Strategy 2. Democracy Services (with Ward Committees) 3. Refreshed Corporate Strategy 4. The Council's People Strategy
Learning Culture and Children's Services	<ol style="list-style-type: none"> 1. Children and Young People Plan refresh 2. Lifelong Learning and Culture Service Plan
Neighbourhoods	<ol style="list-style-type: none"> 1. Waste management strategy and delivery 2. Community Safety Plan

Directorate	Priority Equality Impact Assessments Selection criteria used were: <ol style="list-style-type: none">1. Corporate Strategy priorities which the Directorate leads on2. Key corporate projects
Resources	<ol style="list-style-type: none">1. Pay and grading review2. Procurement Strategy3. Customer Strategy4. Counter Fraud Strategy5. Corporate Customer feedback and complaints policy6. Medium Term Financial Strategy

A. DEVELOPING EQUALITY GOVERNANCE BODIES**1. Social Inclusion Working Group**

- √ Established an informal and inclusive format for meetings, with action-learning workshops as part of each meeting
- √ Developed community liaison and outreach. Chair, Vice Chair and Equality and Inclusion Manager held regular equality community surgeries and visits
Groups visited include: York Access; YOPA; MESMAC; youth workers forum; YREN; York People First; York Refugee Council; York Blind and Partially Sighted group; York Mosque
- √ Held first Development Day. Established working & budget principles promoting cross-strand working; started membership review; agreed clear forward plan
- √ Held Disabled People Together Day to support Centre for Independent Living Development
- √ Commissioned trained and supported University volunteers to support Disabled People's forum development
- √ Commissioned non-voting community members to consult with communities of interest regarding Equality Strategy 2009-2012 priorities
- √ Worked with Inclusive City on poverty and BME issues. Provided support to the city-wide action group considering public sector responses to rises in BMEs population.
- √ Was consulted and commented on the equality and inclusion aspects of major strategies, including the Sustainable Communities Strategy, the LAA, the Council Corporate Strategy and the LDF

2. Equality Leadership Group (ELG)

- √ Raised Equalities profile in Council Management Team (via Directors who are member of ELG), Council Executive (via Executive Member), Council DMTs (via Equality and Inclusion manager)
- √ Developed the Equalities Development Plan 2008/9 in response to CPA and UoR 2008
- √ Put in place a programme of strategic Equality Impact Assessments (EIAs) (2008/9)
- √ Secured Equality Data Officer resource
- √ Developed the early stages of Equalities data and performance management framework

3. Directorate Equality Leads (DEL)

- √ Undertook Equality the Basics and EIA training
- √ Discussed and developed the Equalities development project plan
- √ Discussed and developed a corporate approach to Equality Impact Assessments; supported directorate service managers to undertake EIAs
- √ Progressed a corporate framework for equalities data collection analysis and use
- √ Organised equality and diversity briefing sessions for various service managers teams
- √ Responded to the Human Rights Act national audit by the Commission for Equality and Human Rights
- √ Contributed to the Gypsy & Traveller study commissioned by York Travellers Trust from Rowntree Community Foundation

4. Gypsy and Traveller CYC working group

- √ Identified the need for a common CYC working protocol for the single largest BME community in York
- √ Started to map who does what in CYC with the G&T community

CSEC Annex 3 – Equality and inclusion progress report to June 2008

- √ Started to develop the principles for a CYC G&T strategy

B. DEVELOPING CORPORATE EQUALITY AND DIVERSITY

1. Refreshing the Equality policy strategy and schemes

- √ Second-year update of 2005-8 Equality strategy, was discussed at SIWG and published in February 2008
- √ SIWG, ELG and DEL were developed as forums for stakeholder and service-deliverer engagement to allow them to actively contribute to the development of equality policy strategy and schemes
- √ Consultation regarding the themes and priorities for the refreshed Equality strategy (2009-2012) and scheme(s) (July 2008-July 2009), took place during the BME Stakeholders Conference, SIWG development day, community-based surgeries and visits, disabled people together day, the International Women's Day event, and through supporting strand-specific consultation by SIWG community co-optees
- √ Took forward the development of a York Centre for Independent Living
- √ Launched the Hate Crime Reporting Strategy and reporting line
- √ Put in place the corporate Gypsy Travellers Working Group to develop a corporate G&T working protocol and strategy
- √ Contributed and responded to CPA and Use of Resources assessments
- √ Directorates started to develop and refresh equality schemes

2. Equality Impact Assessments (EIAs)

- √ Developed corporate training/briefing modules
- √ Delivered 1-2-1 support and training for managers and groups of managers responsible for EIAs
- √ Developed a corporate approach to EIAs

CSEC Annex 3 – Equality and Inclusion progress report to June 2008

- √ Improved the template for service level EIAs
- √ Developed a template for strategic EIAs, based on the national EIA template for LAAs
- √ Strategic EIAs will be finalised by December 2008, following a SIWG development day and the strategic EIAs Fair in November 2008

3. Equality data objectives and targets

- √ Promoted and increased corporate understanding about the importance of collecting, analysing and using disaggregated equality data
- √ Developed corporate approaches and thinking about equalities data collection analysis and use
- √ Secured Equality data officer resource
- √ Developed a draft corporate approach on how to measure and report Equality and Diversity performance, based on national guidance and the new National Performance Indicators set.

4. Self assessment against the Equality Standard

- √ Corporate self-assessment at levels 1 & 2 of 2007 Standard was completed May 08
- √ Organised Improvement and Development Agency consultation with North Yorkshire public authorities regarding the new Equality Framework which will take effect on 1.4.2009

5. Community and staff engagement

- √ Worked with Equality and diversity communities in SIWG – see A.1. above
- √ Focused on supporting the development of a Disabled People forum: oversaw volunteer students project; organised and delivered Disabled People Together Day; supported CIL development
- √ Has planned an EIAs Fair for SIWG community groups (Nov 2008)
- √ Organised an International Women's Day staff event in March 2008

CSEC Annex 3 – Equality and Inclusion progress report to June 2008

- √ Promoted the importance of the community cohesion agenda in council directorates and services.

6. Training and development

- √ Developed extensive Equalities information and resources “library” on the Council intranet
- √ Developed in-house training modules: Equalities The Basics; Equality Impact Assessments
- √ Delivered above modules to officers and managers involved in current priority EIAs and other officers and partners upon request
- √ Organised two corporate sessions of Dead Ernest workshops (Race awareness training)
- √ Briefed/trained directorate management teams and departmental managers forums
- √ Organised Corporate Leadership Group equalities session with the Audit Commission and the Commission for Equality and Human Rights (13.6.2008)
- √ Contributed to the development of the corporate learning portal

7. Benchmarking/peer challenge

- √ Undertook exploratory discussions with NYCC, Leeds CC, Bradford CC and Barnsley CC
- √ Connected with North Yorkshire Strategic Partnership Equalities Task Group
- √ Has initiated the creation of the North Yorkshire public sector Equality officers network.

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Meeting of the Social Inclusion Working Group

8 July 2008

Report of the Director of People and Improvement

INFORMATION REPORT

Workshop on developing cross strand working and projects

Background

1. At the Social Inclusion Working Group (SIWG) in May 2008 members approved the SIWG Forward Plan for 2008/9, in which it was agreed that at the July meeting the Group would discuss how to develop cross-strand working and would also consider ideas for cross-strand projects to be funded by the SIWG budget in 2008/9.
2. This is the topic of this workshop during which members, co-optees and any attendee, are invited to form small discussion groups to discuss the issue and arrive at suggestions.

Recommendations

3. To discuss and identify areas for cross-strand working based on which cross-strand joint projects can be developed for funding from SIWG budgets in 2008/9

Reason: To develop joint working and cross-strand projects to be funded by SIWG budgets.

Contact Details

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