

## ANGUS COUNCIL

## POLICY &amp; RESOURCES COMMITTEE

6 FEBRUARY 2001

## EQUAL OPPORTUNITIES

## REPORT BY DIRECTOR OF PERSONNEL

**ABSTRACT**

The Corporate Equal Opportunities Group has developed an Equal Opportunities Policy including a Statement of Intent and Codes of Practice on equal opportunities, and an action plan in line with guidance on Best Value and Equalities issued by COSLA.

**1. RECOMMENDATION(S)**

It is recommended that the Policy & Resources Committee:

- (i) Agree the attached Equal Opportunities Policy for Angus Council:
- (ii) Note the attached Action Plan which will take forward the equal opportunities policy in line with Best Value.

**2. INTRODUCTION**

A Member/Officer Group was established in May 1996 to develop an Equal Opportunities strategy. A report from the Member/Officer Group was submitted to the Policy & Resources Committee on 10 December 1996. The Action Plan, developed to implement the recommendations of the Member/Officer Group, "authorised the Chief Executive to identify a lead officer to co-ordinate equal opportunities issues on a corporate basis through arranging meetings involving a representative from each Department".

The Corporate Equal Opportunities Group which was established during 1997 has been meeting once every two months to further equal opportunities' objectives. During that time the group has concentrated on equal opportunities in respect of the statutory areas ie, race, sex and disability. Discussions have focused on equality of opportunity in relation to service delivery with specific sub groups being established to look at our obligations under the Disability Discrimination Act and those in relation to the Commission for Racial Equalities document "Racial Equality means Quality". A copy of the remit of the Corporate Equal Opportunities Group is attached for members' information. (Appendix 1)

**3. GUIDANCE ON BEST VALUE AND EQUALITIES**

COSLA have produced a document "Guidance On Best Value and Equalities" which has been issued to all Local Authorities. This guidance resulted from the work of the Task Force on Best Value which identified that Compulsory Competitive Tendering had an adverse affect on equality of opportunity. It is therefore essential that equal opportunities is integrated within the Best Value framework. It is recommended that equal opportunities are mainstreamed into all aspects of the work of the Council. To

ensure that this happens a comprehensive Equal Opportunities Policy has been prepared by the Corporate Equal Opportunities Group and considered by the Chief Officers' Management Team.

This Policy highlights the Council's intent in respect of equal opportunities along with specific Codes of Practice on service delivery, access to Council information, communication and consultation of members of the community and monitoring. It also incorporates the Code of Practice on equal opportunities in employment which has already been agreed by the Council and which includes a policy statement in respect of race. The Equal Opportunities Policy is attached at Appendix 2.

COSLA's guidance on Best Value and Equalities includes a checklist of action points which should be committed to by all Councils. These are attached at Appendix 3. The Corporate Equal Opportunities Group has undertaken a review of these action points, noted the present position and also has identified proposed action areas to be addressed. The summary of the action areas are outlined in Appendix 4 and members of the Policy & Resources Committee are asked to note the content of this action plan.

#### **4. FINANCIAL IMPLICATIONS**

There are no financial implications arising from the content of this report.

#### **5. HUMAN RIGHTS ACT**

The adoption of an Equal Opportunities policy sits well in the rights based culture now imposed by the Human Rights Act 1998. The Council requires to consider as an integral part of its decision making, Articles 9 and 14, namely, the right to freedom of thought, conscience and religion and the prohibition of discrimination. This includes discrimination on the basis of sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.

It is considered that by adopting this policy, the Council will raise the awareness of the right to freedom from discrimination. In addition, by implementing the policy all members and officers of the Council will be complying with the Human Rights Act 1998.

#### **6. CONSULTATION**

The Chief Executive and all Chief Officers have been consulted on this report.

#### **7. CONCLUSION**

It has been identified by the original Government/COSLA joint Task Group on Best Value that equal opportunities is an area which should be addressed. COSLA has now produced guidance on Best Value and equalities for Councils which outlines good practice to be implemented. The Corporate Equal Opportunities Group has considered the recommendations arising from this guidance and has developed an Equal Opportunities Policy to address requirements. The group has also developed an action plan to ensure that all the areas requiring to be addressed are dealt with in accordance with Best Value.

JANICE TORBET  
Director of Personnel

**NOTE** No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973, (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above Report.

**Remit**

- a To raise awareness of equal opportunities issues with employees of the Council so that
- they could promote equality of opportunity and service delivery and
  - contribute to the development of the Council's Equal Opportunities Strategies, Policies etc
- b To be used as a sounding board by Chief Officers and Managers on issues of equal opportunities implications and to provide views on these issues to departments for their consideration.
- c To develop a range of Angus specific draft Equal Opportunities Policies/Statements with regard to the areas of race, sex and disability.
- d To share information with all departments of the Council on equal opportunities with a view to extending good practice.
- e To encourage staff within the Council to identify issues of inequality and suggest ways in which these matters can be addressed and/or resolved.

## ANGUS COUNCIL

## EQUAL OPPORTUNITIES POLICY

## STATEMENT OF INTENT

Angus Council supports the principle of equal opportunities in the provision of its services to the community and in relation to employment. The Council opposes all forms of unlawful or unfair discrimination on the grounds of race, ethnic or national origin, religion, age, sexual and marital status and disability.

To this end the Council believes that it should adopt and promote policies which are in the best interest of the community of Angus and which aim to:

- Provide accessible services to the whole community wherever possible
- Promote accessibility to information regarding Council services
- Make the best possible use of our workforce and attract, develop and retain good quality staff improving employment practices where possible
- Develop and maintain communication and consultative links with the Angus community
- Continuously monitor the level of progress achieved by the Council's Equal Opportunities Policy.

The Council will endeavour to pursue these aims by implementing the following Codes of Practice. However, the Council also recognises that in implementing these Codes financial and administrative considerations must be taken into account.

- Equal Opportunities and Service Delivery
- Equal Opportunities and Access to Council Information
- Equal Opportunities in Employment
- Communication and Consultation with Citizens/Customers and the Angus Community
- Monitoring Equal Opportunities

## **ANGUS COUNCIL**

### **CODE OF PRACTICE ON EQUAL OPPORTUNITIES AND ACCESS TO COUNCIL INFORMATION**

#### **Aims**

The Council aims to ensure that all members of the community have equal access to information regarding Council services regardless of race, ethnic or national origin, religion, age, sexual and marital status and disability.

#### **Guiding Principles**

- All members of the community will be able to access information on Council services available through local Access Offices or through the Access Line. In addition, members of rural communities can have access to information on the Council's website through information and communications technology facilities located within village halls.
- Facilities to interpret Council information will be made available wherever a need is identified ie translation into other languages, audio tapes, signing support, facilities for the blind and sight impaired.
- Where appropriate, this Code of Practice will form an integral part of Council training to provide employees with an awareness and an appreciation of the importance of ensuring that the whole community have access to Council information.

#### **Implementation**

Responsibility for the initial implementation, day to day operation and continuous development of this code lies with the Council's Departmental Directors and Heads of Service.

#### **Monitoring**

All aspects of this Code will be monitored in accordance with the Council's Code of Practice on Monitoring Equal Opportunities.

#### **Complaints**

Any member of the community who considers that they have been treated unfairly or discriminated against in relation to this Code of Practice may raise a complaint through the Council's corporate complaints procedure.

## **ANGUS COUNCIL**

### **CODE OF PRACTICE ON EQUAL OPPORTUNITIES AND SERVICE DELIVERY**

#### **Aims**

The Council is committed to the provision of quality services to the Angus community and opposes any discrimination in relation to the delivery of these services on the grounds of race, ethnic or national origin, religion, age, sexual and marital status and disability.

#### **Guiding Principles**

- All members of the community will have equal access to service provision regardless of race, ethnic or national origin, religion, age, sexual and marital status and disability.
- Where appropriate this Code will form an integral part of the Council's training and induction processes to provide employees with an awareness and an appreciation of the importance of ensuring that all users of Council services receive quality service provision regardless of their race, ethnic or national origin, religion, age, sexual or marital status, disability, geographic location and/or employment status.
- The Council will comply with statutory obligations placed on it by anti-discriminatory legislation.
- The Council will endeavour to apply equality of opportunity in relation to applications for grant assistance and grant aid for partnership organisations.

#### **Implementation**

Responsibility for the initial implementation, day to day operation and continuous development of this Code lies with the Council's Department Directors and Heads of Service.

#### **Monitoring**

All aspects of this Code will be monitored in accordance with the Council's Code of Practice on Monitoring Equal Opportunities.

#### **Complaints**

Any service user who considers that they have been treated unfairly or discriminated against in relation to this Code of Practice may raise a complaint through the Council's corporate complaints procedure.

## **ANGUS COUNCIL**

### **CODE OF PRACTICE ON COMMUNICATION AND CONSULTATION WITH MEMBERS THE COMMUNITY**

#### **Aims**

The Council aims to ensure that it develops and maintains effective methods of communication and consultation with all members of the community regardless of race, ethnic or national origin, religion, age, sexual and marital status and disability.

#### **Guiding Principles**

- Area Forums and Citizens Panels will be used to encourage representation from the whole spectrum of the Community to develop and maintain communication and consultative links with the Council. These methods of communication will be regularly reviewed to ensure that they continue to promote equality of participation by the whole community.
- Community interest groups including external Equalities Groups will be encouraged to attend various Council meetings where relevant.
- Service level agreements will be established with equalities groups and the voluntary sector where appropriate.
- Funding criteria for voluntary bodies and community organisations will stipulate that they must have an equal opportunities policy.
- Specialist and interpretation facilities will be provided at Area Forums, Citizens Panels, Council meetings and departmental meetings where a need is identified to assist participation by all staff and members of the community involved.
- A database will be established of staff within the Council who have sign language, foreign languages etc and who can contribute to interpretation facilities
- Council Departments will ensure that all relevant community groups are included in consultation exercises on issues affecting the community.
- Communication and Consultative links established between the Council and the community will be advertised within the community.
- Where appropriate, this code will form an integral part of Council training to provide employees with an awareness and an appreciation of the importance of establishing effective communication and consultative links with members of the community and customers of Angus Council.

#### **Implementation**

- Responsibility for the initial implementation, day to day operation and continuous development of this code lies with the Council's Department Directors and Heads of Service.

#### **Monitoring**

All aspects of this code will be monitored in accordance with the Council's Code of Practice on Monitoring Equal Opportunities.

#### **Complaints**

Any member of the community who considers that they have been treated unfairly or discriminated against in relation to this Code of Practice may raise a complaint through the Council's Corporate Complaints Procedure.



## **ANGUS COUNCIL**

### **CODE OF PRACTICE ON EQUAL OPPORTUNITIES IN EMPLOYMENT**

#### **Aims**

The Council opposes all discrimination in employment on the grounds of race, ethnic or national origin, religion, age, sexual and marital status and disability. The Council will comply with statutory obligations placed on it by anti-discriminatory legislation.

The sole valid criteria for employment will be merit and all job applicants will be considered equally on that basis.

#### **Guiding Principles**

##### **Recruitment and Retention**

- Applicants from groups currently under represented in the workforce will be positively encouraged.
- No applicants will be placed at a disadvantage by a requirement or condition which has a disproportionately adverse effect on their personal status.
- Positive steps will be taken to provide increased employment opportunities for people with disabilities and to find suitable alternative employment elsewhere within the Council for existing employees who become disabled in the course of their employment with the Council.
- The Council guarantees to interview all disabled applicants who meet the essential criteria for a job vacancy.
- It is the Council's policy that employees retire at age 65. Outwith the scope of that policy, dates of birth will play no part in employment decisions.
- Information provided at the application stage concerning an applicants race, ethnic or national origin, religion, age, sexual or marital status will be used for monitoring purposes only and will play no part in any employment decisions.

##### **Training and Development**

- Where appropriate, this Code of Practice will form an integral part of Council training to provide employees with an awareness and an appreciation of the importance of equality of opportunity for everyone.
- Training on how to recognise discrimination and harassment in the workplace will be made available to employees. The Council will endeavour to raise awareness amongst its employees of this type of behaviour.
- Positive measures will be taken to encourage the development of internal support networks for women within the Council.
- All Council training will be assessed to ensure that its content and delivery is in accordance with this Code of Practice.
- All employees will have equal access to information on training and development opportunities offered by the Council.

##### **Conditions of Employment**

- The Council will ensure that where practicable, employees with disabilities are provided with the necessary support and equipment to enable them to carry out their duties and responsibilities efficiently in a safe working environment.
- Remuneration will be based on qualifications, skill and relevant experience.
- All employees will have the opportunity to raise issues in relation to their working arrangements, training and development needs and any other condition of their

employment regardless of their race, ethnic or national origin, religion, age, sexual and marital status and disability.

- The Council will endeavour to ensure that its terms and conditions of employment are sensitive to, and do not indirectly discriminate against any employee on the grounds of their race, ethnic or national origin, religion, age, sexual and marital status and disability.
- Positive practices will be developed to assist employees in the balance of working and personal responsibilities.
- The Council will ensure that procedures adopted to grade jobs within the Council do not discriminate on the grounds of sex.

### **Implementation**

- Responsibility for the initial implementation and continuous development of this code lies with the Director of Personnel. The responsibility for the day to day operation of the code lies with the Council's Departmental Directors and Heads of Service.

### **Monitoring**

- All aspects of this code will be monitored in accordance with the Council's Code of Practice on Monitoring Equal Opportunities.

### **Complaints**

- Any employee or job applicant who considers that they may have been treated unfairly or discriminated against in relation to this Code of Practice may raise a complaint through the Council's Corporate Complaints Procedure.

## **ANGUS COUNCIL**

### **CODE OF PRACTICE ON MONITORING**

#### **Aims**

The Council believes that to ensure effective and meaningful equal opportunities its policies and practices must be monitored on a continuous basis.

This Code of Practice aims to ensure that monitoring procedures are carried out to assess the effectiveness of the Council's Equal Opportunities Policy and to provide factual information and a base line from which strategies and initiatives can be developed specific to the Council's needs.

#### **Guiding Principles**

##### **Service Delivery/Access to Services and Council Information**

- Each Department will put in place appropriate monitoring arrangements in relation to their own specific services.

##### **Communication and Consultation with Citizens/Customers**

- Each Department will put in place appropriate monitoring arrangements to ensure effective and meaningful communication and consultation is carried out.

##### **Recruitment and Retention**

- All job applicants will be asked to provide information relating to their sex, marital status, disability, race, ethnic and national origin, and current employment status. This information will be treated confidentially and used for monitoring purposes only.

##### **Training and Development**

- All Council training will be assessed to ensure that its content and delivery is in accordance with the Council's Equal Opportunities Policy.

##### **Conditions of Employment**

- Conditions of Employment within the Council will be continuously analysed with a view to assessing their fair application.

#### **Implementation**

Responsibility for implementing this Code lies with Council's Departmental Directors and Heads of Service Monitoring will also be incorporated within the Councils Performance Management System, the "balanced scorecard" at Corporate and Departmental level.

#### **Monitoring**

The effectiveness of this Code will be monitored by the standards of service delivered to the community and the level of progress achieved by women, ethnic groups, people with disabilities, unemployed people etc in relation to their access to Council services, employment opportunities and development and career progression within the Council. The Code will also be monitored by the level of assistance it provides in response to complaints raised through the Council's procedure for investigating complaints of unfair discrimination or treatment.

## **ANGUS COUNCIL**

### **STATEMENT OF INTENT – RACIAL EQUALITY POLICY**

Angus Council has a statutory duty under Section 71 of The Race Relations Act 1976: -

1. to eliminate unlawful discrimination; and
2. to promote equality of opportunity and good relations between persons of different racial groups

In addition the Local Government Act 1988 sets out a framework within which local authorities can ensure that companies applying for inclusion in select or approved lists, bidding for contracts and working under contract, take reasonable steps to comply with the Race Relations Act.

The Council is committed to ensuring that racial equality is achieved in all respects of recruitment and employment service planning and delivery and will ensure that no individual is discriminated against, directly or indirectly on the grounds of colour, race, nationality or ethnic or national origin. Each department is to consider its commitment to promote equality of opportunity in the delivery of services.

The Council will strive to ensure that racial equality is achieved through: -

- the development of an action plan for the implementation of racial equality policies within each department.
- the Council's complaints procedure will be used to process complaints from members of the community who feel they have been treated unfairly on the grounds of their race.
- compliance with the requirements of the Race Relations Act 1976.
- the monitoring of the racial equality policy at regular intervals.
- the promotion of the racial equality policy throughout all Council Departments and within communities.
- consultation with all sectors of the community regarding the planning and delivery of services, especially those groups whose views may be under-represented.

#### **Legal Obligations – Race Relations Act 1976**

Section 71 places upon local authorities a statutory duty "to make appropriate arrangements to ensure that its various functions are carried out with due regard to the need to eliminate unlawful discrimination and to promote equality of opportunity and good relations between people of different racial groups".

Section 20 makes it unlawful for anyone concerned with the provision of goods, facilities or services to the public to discriminate on racial grounds by refusing or deliberately omitting to provide them, or with regard to their quality or the manner in which or the terms on which they are provided.

**GUIDANCE ON BEST VALUE AND EQUALITIES - ACTION POINTS**

1. Ensure equal opportunities is included as one of the Council's core values
2. Ensure inclusion of Equalities issues within the Council's strategic objectives
3. Ensure that there is top-level commitment at both elected member and officer level to mainstreaming equalities
4. Ensure there are effective decision making and scrutiny structures to harness that commitment
5. Ensure that equalities objectives, actions plans, targets and agreed timescales are dovetailed within strategic/service planning processes
6. Ensure the Council's employment policy and practice delivers equal opportunities
7. Ensure provision of corporate/specialist support and training programmes
8. Know the composition of the community the Council serves. Are some groups over or under-using particular services?
9. Review existing methods of consultation, particularly in regard to whether equalities groups are under-represented and take action to redress any imbalance.
10. Find more innovative ways to consult those individuals and groups who do not respond to the more traditional consultative mechanisms which take account of their needs and interests. For example, the use of new technology in reaching housebound and other severely disabled people.
11. Consider setting up specific forums for equalities groups
12. Work with existing community consultative bodies and advocates to strengthen their 'representativeness' and their capacity to work in partnership with the Council.
13. Ensure all leaflets and publicity material is written in plain English and available in ethnic minority languages, Braille, large print, tape etc
14. Provide interpretation facilities and signing support where needed
15. Undertake a review of performance information currently collected in relation to employment and services provision that will form the basis of measuring progress towards equality
16. Identify gaps in information, particularly in relation to gender, race/ethnicity and disability, and prepare an action plan over a realistic timescale to fill those gaps
17. Integrate equalities performance measures into the Council's performance information systems
18. Ensure that the review programme takes account of areas where review is necessary to improve/achieve equalities
19. Ensure that the way reviews are conducted take account of equalities issues

20. Ensure that equalities groups are consulted at all stages of the process
21. Ensure equalities impact of alternative forms of service delivery is assessed
22. Ensure that improvement plans incorporate equality targets
23. Undertake a review of what information is currently reported on equalities issues, the existing mechanisms used and in what format
24. Ensure that the development of the Council's Public Performance reporting takes account of the equalities issues
25. Consider reporting on performance in delivering equal opportunities in a thematic report
26. Establish mechanisms for internal/external scrutiny of Council's performance in delivering its equalities objectives.
27. Consider the role of specialist equal opportunities officers in facilitating internal scrutiny by elected members
28. Consider how best to involve equalities groups in the scrutiny process
29. Ensure that equality requirements are taken into account in the Council's procurement strategy
30. Consider how the Council can give assistance to contractors in complying with equalities legislation
31. Ensure that Council's Voluntary Sector and Volunteering policy statements are in line with their equalities objectives
32. Ensure that criteria for funding voluntary and community organisations include standards which require arrangements to be in place to deliver equality of opportunity in terms of employment, membership and service delivery
33. Ensure that the Council's employment policies and implementation of the Single Status agreement are fully in line with their commitment to equal opportunities and Codes of Practice

EQUAL OPPORTUNITIES AND BEST VALUE REVIEW (Including Action Plan)

COSLA Action Areas	Present Position	Proposed Action/Areas to be addressed	Responsible Officer/Group	Target Date
<p><b>1 Strategic Approach</b> Action Points 1,2,3,4,5</p>	<ul style="list-style-type: none"> <li>Inclusion in corporate priorities as a strategic objective.</li> <li>Commitment from Elected Members to mainstreaming equal opportunities into departmental service plans.</li> <li>Remit of Corporate Equal Opportunities Group to promote and raise awareness of equalities issues; provide advice and guidance on best practice. Contribute to the development of equal opportunities policy for the Council.</li> <li>Link between equalities issues and the corporate strategic planning process are outlined in appendix 1.</li> </ul>	<ul style="list-style-type: none"> <li>When the Corporate Plan is next reviewed agree to consider the status of equal opportunities within it.</li> <li>Make a strategic commitment towards equalities issues being formally reported to Committee on a regular basis.</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive/Head of Policy &amp; Performance Unit</li> <li>Chair of Corporate Equal Opportunities Group</li> </ul>	<ul style="list-style-type: none"> <li>2003</li> <li>April 2001</li> </ul>
<p><b>2 Consultation</b> Action Points 9,10,11,12,13,14,20</p>	<ul style="list-style-type: none"> <li>Area Forums, Citizens Panels, "care groups". Representation encouraged from whole spectrum of community.</li> <li>External equalities groups attend Council working groups as required.</li> <li>SLA's established with community groups and the voluntary sector</li> <li>Community access to IT facilities in burghs and rural areas.</li> </ul>	<ul style="list-style-type: none"> <li>Work with consultative groups to establish the most effective methods to consult on equal opportunities.</li> <li>Policy and Performance Unit and individual departments to ensure that all community groups are taken account of during consultation exercises.</li> <li>Develop IT links with the community further by putting e-mail addresses on all paper communications.</li> </ul>	<ul style="list-style-type: none"> <li>CEO and Policy &amp; Performance Unit</li> <li>Head of Policy &amp; Performance Unit</li> <li>Director of Information and Technology &amp; Public Relations Manager</li> </ul>	<ul style="list-style-type: none"> <li>September 2001</li> <li>December 2001</li> <li>July 2001</li> </ul>

COSLA Action Areas	Present Position	Proposed Action/Areas to be addressed	Responsible Officer/Group	Target Date
	<ul style="list-style-type: none"> <li>• Social Work information offered in large print, audio and braille</li> <li>• Recruitment advisory notes awarded Plain English society "Crystal Mark".</li> <li>• Interpretation facilities and signing support is provided where needed.</li> <li>• Signing at Area Forums on a pilot basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure links available between the Council and the community are advertised to all community groups.</li> <li>• Statement on all Council public and publicity information offering braille, audio, translation services if needed.</li> <li>• Establish a database of Council staff who have sign language, foreign languages etc via leaflet to be issued to all staff with pay statements.</li> <li>• Consider the provision of a translation service for information into ethnic languages where a need is identified.</li> </ul>	<ul style="list-style-type: none"> <li>• Public Relations Manager</li> <li>• Public Relations Manager</li> <li>• Director of Personnel</li> <li>• Individual Departments</li> </ul>	<ul style="list-style-type: none"> <li>• December 2001</li> <li>• April 2001</li> <li>• February 2001</li> <li>• On going</li> </ul>
<b>3 Policy and Practice</b> Action points 6,7,16,21, 22	<ul style="list-style-type: none"> <li>• Code of Practice on Monitoring covers sexual and marital status, disability and origin.</li> <li>• Awareness of equal opportunity issues is provided through Recruitment and Selection training</li> <li>• Recruitment Monitoring database can provide information on age, marital status, disability and origin.</li> <li>• Information held on service provision and employment to enable response to external requests eg Audit Scotland, Scottish Executive, other government and statutory agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Amend recruitment monitoring form in line with advice from the Equal Opportunities Commission and Commission for Racial Equality.</li> <li>• Ensure equal opportunities is mainstreamed within all corporate training programmes.</li> <li>• Gather information in relation to training and promotion opportunities</li> <li>• Profile on existing workforce - carry out annual audit using same categories as recruitment monitoring, audit numbers of part time workers, employees with caring and parental responsibilities.</li> <li>• Assess criteria for service provision to ensure it is not discriminatory in terms of gender, race/ethnicity and disability.</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Personnel</li> <li>• Director of Personnel</li> <li>• Director of Personnel</li> <li>• Director of Personnel</li> <li>• CEOG</li> </ul>	<ul style="list-style-type: none"> <li>• June 2001</li> <li>• June 2001</li> <li>• On going</li> <li>• September 2001</li> <li>• August 2001</li> </ul>



COSLA Action Areas	Present Position	Proposed Action/Areas to be addressed	Responsible Officer/Group	Target Date
<b>4 Procurement</b> Action Points 28, 29, 30, 31, 32, 33	<ul style="list-style-type: none"> <li>Equal Opportunities Policy documentation requested in respect of tenders.</li> <li>Funding criteria for, and service level agreements with, voluntary bodies and community organisations stipulate that they must have an equal opportunities policy.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure documentation requested on all tenders.</li> <li>Offer access to Council advice and encourage good practice amongst contractors to help comply with equalities legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Director of Law &amp; Administration</li> <li>Individual Departments</li> </ul>	<ul style="list-style-type: none"> <li>September 2001</li> <li>Dependent on above time scale</li> </ul>
<b>5 Performance Reporting</b> (a) Public Performance Reporting (b) Service Reviews Action Points 17, 18, 19, 20, 23, 24, 25	<ul style="list-style-type: none"> <li>Corporate balanced scorecard includes equal opportunities as a priority.</li> <li>Equalities issues are reported annually in the Council's Annual Report.</li> <li>Equality of opportunity referred to in departmental service plans.</li> <li>Service review process currently being reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>Produce results of Best Value/Equal Opportunities review in thematic report format.</li> <li>Develop annual equalities action plan with timescales.</li> <li>Ensure corporate service review process includes recognition of equalities issues.</li> </ul>	<ul style="list-style-type: none"> <li>CEOG</li> <li>CEOG</li> <li>Best Value Steering Group</li> </ul>	<ul style="list-style-type: none"> <li>April 2002</li> <li>April 2001</li> <li>On going</li> </ul>
<b>6 Monitoring</b> Action Points 8, 15, 26, 27	<ul style="list-style-type: none"> <li>Current information on composition of the community provided by 1991 Census.</li> <li>Information monitoring departmental performance of equalities issues is collated using well established sources to respond to external requests for information.</li> <li>Specific equal opportunities issues</li> </ul>	<ul style="list-style-type: none"> <li>Use Area Forums, Citizens Panels etc to gather information on current community profile and its use of Council services</li> <li>Establish route for Corporate Equal Opportunities Group to report progress and developments on a regular and formal basis</li> <li>Recommend to Personnel and</li> </ul>	<ul style="list-style-type: none"> <li>Head of Policy &amp; Performance Unit</li> <li>CEOG</li> <li>Director of</li> </ul>	<ul style="list-style-type: none"> <li>September 2001</li> <li>Annually</li> <li>January</li> </ul>

COSLA Action Areas	Present Position	Proposed Action/Areas to be addressed	Responsible Officer/Group	Target Date
	are reported to the Personnel and Property Services Committee on an ad hoc basis.	Property Services Committee approval of the Corporate Equal Opportunities Group remit and the action points arising from this review.	Personnel	2001
		<ul style="list-style-type: none"> <li>Review mainstreaming of equal opportunities in light of the Council's future performance on equalities.</li> </ul>	CEOG	Annually
		<ul style="list-style-type: none"> <li>Chief Officers to ensure that departmental service plans include a commitment to equal opportunities.</li> </ul>	Chief Officers	Annually