



RACE EQUALITY SCHEME

2003 – 2005

JULY 2003

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

THE RACE EQUALITY SCHEME (RES)

North West Leicestershire District Council fully supports the Race Relations Act which requires services and employment practices to be provided in a way that is fair and accessible to all, irrespective of race or colour. This Race Equality Scheme demonstrates how we will comply with the Race Relations Amendment Act (2000) and includes an action plan which is aimed at promoting racial equality and eliminating discrimination

The Race Relations Act as amended by the Race Relations (Amendment) Act 2000 (RRA) gives public authorities, including North West Leicestershire District Council (NWLDC), a general duty to promote race equality. NWLDC will actively avoid racial discrimination and promote racial equality. The general duty placed on public authorities means that we need to have due regard to:

1. Eliminate unlawful racial discrimination
2. Promote equality of opportunity; and
3. Promote good relations between people of different racial groups

This race equality scheme sets out the specific actions that we will take to meet these obligations.

NWLDC adheres to the principles of the Government's Best Value process. Over the past few years, a number of our services have been assessed against the Best Value criteria. We will continue to ensure that as our services are continuously assessed and that race equality and other equality issues are built in to the processes.

The Action Plan detailed in Appendix 3 sets out the steps we will take over the period 2003 – 2005 inclusive to meet our obligations under this Scheme.

OBJECTIVE 1

MAKING SURE THE COUNCIL'S RES IS PUT INTO PRACTICE.

Who is responsible?

The Director of Community Welfare has overall responsibility for our RES, but he works closely with the Management Team and Councillors to oversee it. Coordination of the day-to-day running of the scheme rests with the Deputy Head of Human Resources. The Councillor responsible for the "Quality of Life portfolio" on the Council's Executive Board is the champion and spokesperson on Diversity issues at a political level.

Reviewing the RES

At the end of the three year period, the Director of Community Welfare and the Management Team will review the RES 2003-05, and introduce a revised RES for the following three years.

OBJECTIVE 2

IDENTIFYING RELEVANT FUNCTIONS AND POLICIES.

How will we identify its relevant functions and policies?

We will follow a three-stage process to identify our functions and policies relevant to the duty to promote race equality:

We will do this by:-

- listing all our functions and policies
- assessing the relevance of our functions and policies;
- consulting employees, and selected partners outside the Council on the list of functions and policies to determine a final list and priorities.

Where appropriate, we will use the suggested assessment grids in *A General Guide for Public Authorities* (a guide to our statutory *Code of Practice on the Duty to Promote Race Equality*). We will use this system to work out how relevant our functions and policies are to race equality, and what priority they would be given in our RES.

OBJECTIVE 3

ASSESSING AND CONSULTING ON THE LIKELY IMPACT OF PROPOSED POLICIES.

The Council does not have a formal process for assessing the equality implications of new processes or policies.

We will develop a process to ensure effective mechanisms are in place to assess the implications of changes to processes or policies. We will undertake appropriate and relevant training to ensure our employees have an accurate and consistent approach to these mechanisms.

We will develop a procedure for assessing and consulting on the likely impact of proposed policies. We will identify policies when we plan our activities for the following year. This does not mean that every policy or procedural change will be subject to consultation.

We will make an initial assessment or 'screening' based on information we have. If this screening shows that racial groups will not be affected differently by the policy, or that the policy has a very low relevance to race equality, then we will not move to the next level of assessment. However, we will reassess this if we find evidence that contradicts this during other monitoring or consulting exercises.

When carrying out a full impact assessment, we will:

- set clear policy aims and objectives;
- collect existing ethnic data and commission research if necessary;
- use the data to decide whether the policy is likely to affect different racial groups, directly or indirectly, in different ways;
- consider changes to the policy to prevent any adverse impact or unlawful discrimination, while still delivering the aims of the policy;
- consult interested parties, service users, trade unions, and members of the public on the preferred policy;

- take account of all assessments and consultations before making a final decision on the policy;
- monitor and review the policy and its impact; and publish the results of the impact assessment, consultation, and monitoring.

Consulting

What does the Council do now?

We consult a number of partners outside the Council on policies as they are developed. Who we consult depends on the policy we are looking at. We have used a range of consultation methods, such as surveys, open meetings, and group discussions with partners, and written documents. These methods apply to both employee and public consultations.

The Council is proposing to set up a Citizens panel in 2002/3, which will provide a focus for future quantitative survey work.

How will the Council carry out consultation?

We will decide how much we will consult in each case. We will take the following steps to consult on all relevant policies.

- Select proposed policy for consultation.
- Set clear aims for consultation.
- Set consultation timetable linked to decision making process.
- Select consultation methods (see below).
- Carry out consultation.
- Analyse consultation results promptly.
- Feed results into decision making process.
- Publish results.
- Consider and take action, if necessary.

The consultation we carry out will be:

- accessible – both in its content and in the way it is carried out;
- proportionate – the nature and scale of the consultation will depend on how important the issue is to race equality; and
- appropriate – the methods we use to consult will match the issue we are consulting on.

Consultation Methods

We may use some of the following consultation methods.

- Hosting meetings with relevant groups and individuals.
- Sending out paper proposals to targeted consultees.
- Appointing task and finish working groups on specific issues.
- Focus groups.
- Surveys, including perception and satisfaction surveys.
- Consulting over the internet.

Who will the Council consult?

We will aim to consult those groups and individuals that are likely to be most affected by proposed policies or procedural changes.

The following is an indicative, not exclusive list of the types of organisations that might be consulted: -

Advice networks (for example, Citizens Advice Bureau)
Council Employees
Council Trade Unions.
Ethnic minority organisations
Faith groups
Groups working with socially excluded individuals and groups in all communities
Other Local government authorities e.g. County Council, Regional Assemblies.
Networks to reach groups with a history of poor relations with public authorities, such as young people, refugees, asylum seekers,
Travellers, and Gypsies
Organisations working in deprived neighbourhoods with all communities
Other community organisations (for example, North West Leicestershire Council for Voluntary Service)
Public service deliverers (for example, health authorities, PCT's)
Neighbouring Race Equality Council's.
Tourist Information Networks

We will build on this list, and set up a database of those consulted, with the full agreement of those who are included. We will update this database regularly to make sure we consult all relevant parties when carrying out our work.

OBJECTIVE 4

MONITORING COUNCIL POLICIES FOR ADVERSE IMPACT

What does the Council do now?

Employment

We currently ethnically monitor most of our employment functions and policies

Service Delivery Issues.

We propose to introduce monitoring into specific areas of service provision. This will enable us in the future to compare statistical information to identify any areas requiring attention. No monitoring is currently in place, so no meaningful comparisons will be available until the end of 2003/4.

This is one example of how we will use monitoring to help meet our obligations under the general duty.

How will the Council meet its general duty to promote race equality?

To make sure we are meeting the general duty to promote race equality, and the specific duties, we will collect ethnic monitoring data for our relevant functions and policies. To do this, we will:

- set up monitoring systems for all relevant functions and policies;

- analyse data from monitoring;

We will decide the best method for monitoring each function, policy, or sets of policies according to the circumstances in each case. We may often use conventional ethnic record keeping and monitoring, but we may also use the following: -

- Surveys (qualitative and quantitative), such as written satisfaction surveys or personal interviews – these could be used to monitor access to certain services.
- Public consultation meetings or focus groups – these could be used for monitoring the impact of policies, if outcomes are analysed by racial group.

If we find that the impact of a policy goes against any of the three parts of the general duty, we will fully investigate that policy, and introduce alternatives or measures to stop the problem. If we did not originally give the policy high priority for review in our action plan, we will amend the timetable for reviews and action accordingly.

OBJECTIVE 5

PUBLISHING THE RESULTS OF ASSESSMENT, CONSULTATION, AND MONITORING

We publish a wide range of information; some of our main publications include the following.

Best Value Performance Plan

Materials on the website, many of which are directly downloadable

What will the Council do?

We will publish:

- this race equality scheme (RES);
- an annual report on equal opportunities in employment with the Council
- the results of assessing and consulting on proposed policies.
- When sufficient information is available, results of service delivery monitoring and any changes or action proposed as a result.

We will make sure that the information we publish is:

Accessible, using diverse formats and wide distribution; and freely available.

We will make the responses to consultation publicly available, although in some cases we may keep our sources anonymous, in keeping with the Data Protection Act.

OBJECTIVE 6

MAKING SURE THE PUBLIC HAVE ACCESS TO COUNCIL INFORMATION AND SERVICES

Our 'information and services' include:

- information about all of our public functions, policies and services;
- services provided directly by us
- information about our own complaints procedures.
- our website, which is regularly updated, provides information about the Council, as well as links to other useful sites.

- exhibitions at conferences and other events.

To be as accessible as possible, we provide our services:

by email or letter;
through face to face contact in meetings and seminars;
by telephone,

What will the Council do?

We will monitor access to services. Where monitoring shows that there are barriers to accessing information and services, those barriers will be identified and action taken. The timetable for introducing monitoring systems, and reviewing particular policies and functions is set out in the action plan.

In the past, we have produced information on national and local best value performance indicators annually. We have also published a Best Value Plan for the Council as a whole.

OBJECTIVE 7

TRAINING EMPLOYEES

What does the Council do now?

We consider it to be essential that all our employees have a good, basic understanding of the Act. A number of key employees will require in-depth knowledge to help them undertake monitoring, analyse information and implement the necessary arrangements to ensure the Council meets its obligations under the Act.

The Council has achieved the nationally-accredited Investor in People award, which recognises its commitment to training and development for all employees.

A comprehensive information and training programme will be implemented from the beginning of 2003 to ensure all employees have the requisite knowledge and skills to deliver the targets set out in this Scheme.

Equal opportunities training has been an integral part of the Council's compulsory Recruitment and Selection training since 1992.

OBJECTIVE 8

MEETING THE SPECIFIC DUTIES FOR EMPLOYERS

Employment duties –monitoring employment

The Act sets out a number of specific duties in relation to employment:-

These duties require us to monitor, by racial group, the number of:

- employees currently working for us;
- applicants for employment, training, and promotion;
- employees who receive training;
- employees who benefit or suffer from performance appraisals;

- employees who are involved in grievance procedures;
- employees who are the subject of disciplinary action; and
- employees who end their service with us.

The Council must then publish the results of this monitoring annually.

What does the Council do now?

The following table shows what activities we currently monitor.

Activity	Ethnically monitored?
Employees currently working for us	Yes
Applicants for employment	Yes
Applicants for training	No
Applicants for promotion	Yes
Those who receive training	No
Those who benefit or suffer from performance appraisals	Not Applicable*
Those involved in grievance procedures	No
Those subject to disciplinary action	No
Those who end their service with us	Yes

*The Council does not have a performance appraisal mechanism in place at the current time.

What will the Council do?

We will introduce monitoring in the areas showing a “no” in the table above with immediate effect. The first results will be published at the end of the 2002/3 financial year.

We have changed our method of monitoring to match the ethnic group classifications determined by the 2001 Census. This change commenced in April 2002. This approach will enable us to compare workforce and applicant information with national and local statistics.

We will analyse any patterns of inequality that are shown by our monitoring of employment, and take whatever steps are needed. This may include taking ‘positive action’.* For example, if our continued monitoring of the ethnicity of staff shows that a particular ethnic group is unjustifiably under-represented, we may focus our recruitment efforts on that group.

* ‘Positive action’ means action permitted by the Act that allows a person to:

- provide facilities to meet the special needs of people from particular racial groups in relation to their training, education or welfare (section 35); and
- target job training at people from racial groups that are under-represented in a particular area of work, or encourage them to apply for such work.

Employment of staff

- data protection policy
- disciplinary and grievance procedures
- equal opportunities in employment policy
- exit procedures (resignations, redundancies, dismissals, retirement, death, etc)
- flexible working arrangements policy
- gifts and hospitality policy
- health and safety policy and procedures
- pensions policy and procedures
- probation policy
- recruitment and selection policy
- relocation policy
- training and development policy

**Appendix 1.
Council Functions and Policies**

		Chief Executive				
		Chairman and Members Services Communications and Public Relations Civic Ceremonial Main 'corporate' point of contact for external Organisation				
Director of Resources		Director of Community Welfare		Director of Development & Regeneration		
Manager of Technical & Contracting Support	Manager of Central Support	Manager of Housing	Manager of Community Services	Manager of Planning & Environment	Manager of Regeneration	
Engineering Direct Services Street Cleansing Building Maintenance Grounds Maintenance Refuse Collection Bus Shelters, Seats and Litter Bins Food Control Pest Control Animal Welfare Health & Safety Recycling Market Property Services	Accountancy Audit Information Technology Elections and Electoral Register Human Resources Land Charges Legal Services Licensing Administration Receptionist Services Representational Support Reprographics and Publishing Typing and Clerical Services Cash Office Council Tax Collection Rent Collection	Housing and Council Tax Benefit Allocations Housing Management Sheltered Housing Central Control Homelessness Tenant Involvement Day to Day Repairs Planned Maintenance Renovation Grants/Loans Disabled Facilities Grants Home Repairs Assistance Statutory Nuisance Private Drainage Area Renewal	Leisure Facilities Sports and Recreational Facilities Dual Use Arrangements at Community Colleges Anti-Poverty Community Development Community Safety Grants Project Management Arts, Heritage and Tourism Events Information Sports Development Children's Play Community Health and Fitness	Building Control Development Control Development Planning (Land Use and Transportation) ECO Management Environmental Audit Local Agenda 21 Pollution Control Street Naming	Area Regeneration Economic Development Business Development Employment Training Inward Investment Management Promotion and Marketing Property Development	

Appendix 2

Results of the assessment of functions and policies for relevance to the general duty.

The following functions and policies have been assessed as requiring priority attention during the 2003 calendar year.

Function/Policy	Division	A	B	C	D	E	F
Provision of sites for travellers	H	3	All	YES	2	3	5
Advice about food hygiene, training and health and safety and registration of food premises.	TC	3	All	YES	1	2	3
Active sports	Comm S	2	All	YES	1	2	3
Advice and information on community safety issues	Comm S	3	All	YES	1	2	3
Advice and information on crime and disorder	Comm S	1	All	YES	1	2	3
Advice and information on crime reduction	Comm S	3	All	YES	1	2	3
Advice and information on cycling development	Comm S	1	All	YES	1	2	3
Castle Donington community college	Comm S	3	All	YES	1	2	3
Tourist information centres	Comm S	3	All	YES	1	2	3
Dual use scheme	Comm S	3	All	YES	1	2	3
Hermitage leisure centre	Comm S	3	All	YES	1	2	3
Hood park leisure centre	Comm S	3	All	YES	1	2	3
Ibstock community college	Comm S	3	All	YES	1	2	3
Leisure development	Comm S	2	All	YES	1	2	3
Leisure events	Comm S	3	All	YES	1	2	3
Tourism services and community information	Comm S	3	All	YES	1	2	3
Local lotteries, street collections, house to house collections and gaming	CS	2	All	NO	1	2	3
Work experience – students	CS	3	All	YES	1	2	3
Chairman and Deputy Chairman and civic events	CX	3	All	NO	1	2	3
Press - public relations	CX	2	All	YES	1	2	3
Accommodation for the elderly	H	3	All	YES	1	2	3
Action to remedy defects/disrepair	H	1	All	YES	1	2	3
Advice and assistance on rented accommodation in the private sector.	H	2	2,3	YES	1	2	3
Council and Housing tax benefit	H	3	All	YES	1	2	3
Council tax payments	CS	1	1	YES	1	2	3
Grants – housing	H	2	All	YES	1	2	3
Homelessness service	H	3	All	YES	1	2	3
Houses in multi-occupation	H	3	All	YES	1	2	3
Housing - council house repairs	H	2	All	YES	1	2	3
Housing applications	H	3	All	YES	1	2	3
Housing rents (council)	CS	2	All	YES	1	2	3
Improvement/repair of accommodation in the private sector	H	3	2,3	YES	1	2	3
Incidents in housing areas	H	3	All	YES	1	2	3
Privately owned properties – grant aid	H	3	All	YES	1	2	3
Recovery and arrears	CS	3	All	YES	1	2	3
Rent account details	CS	2	All	YES	1	2	3

Function/Policy	Division	A	B	C	D	E	F
Advice and information on support and for the development of co-operatives and other community enterprises.	R	1	1	NO	1	2	3
For co-operatives and community enterprises in the District	R	1	All	YES	1	2	3
Grants - Coalville initiatives fund	R	1	All	NO	1	2	3
Grants - smart sites	R	2	All	YES	1	2	3
Information and advice on employment, skills and training initiatives	R	1	All	NO	1	2	3
Information on tourism promotion, marketing activities and development projects	R	1	All	YES	1	2	3
Information regarding planning permissions	R	3	All	NO	1	2	3
Tourist accommodation, attractions and related facilities.	R	3	All	YES	1	2	3
For car parks and on play areas.	TC	2	All	YES	1	2	3
Byelaw enforcement							
Removal of unwanted graffiti.	TC	3	All	YES	1	2	3

The following functions and policies have been assessed as the priorities for the calendar year 2004:-

Function/Policy	Division	A	B	C	D	E	F
Advice on community development and initiatives	Comm S	1	All	YES	1	1	2
Anti-poverty initiatives	Comm S	3	All	YES	1	1	2
Arts development	Comm S	2	All	YES	1	1	2
Children's playgrounds	Comm S	1	All	YES	1	1	2
Children's playschemes	Comm S	2	All	YES	1	1	2
Community development	Comm S		All	YES	1	1	2
Golf course, Whitwick	Comm S	1	All	NO	1	1	2
Grants - general	Comm S	3	All	YES	1	1	2
Out-of-school play schemes	Comm S	1	All	YES	1	1	2
Provision and advice	Comm S	1	All	YES	1	1	2
Agenda, minutes and membership, etc	CS	1	All	NO	1	1	2
For Council tenants wishing to buy their home.	CS	3	All	NO	1	1	2
Information on Council meetings	CS	1	All	NO	1	1	2
Information on hackney carriages and private hire vehicles, drivers and proprietors	CS	3	All	NO	1	1	2
Job vacancies	CS	3	All	YES	1	1	2
Taxis	CS	3	All	YES	1	1	2
Voting rights, polling stations, postal votes, becoming a candidate or any other election matters	CS	1	All	NO	1	1	2
Advice and enforcement of legislation for private sector houses	H	3	All	YES	1	1	2
Advice on safety in the home.	H	1	All	NO	1	1	2
Information and advice, HEES grants, energy sense, sale of energy-efficient goods	H	1	1,2	NO	1	1	2
Non domestic rates advice and info	CS	1	2,3	NO	1	1	2
Payment enquiries	CS	3	All	NO	1	1	2
Recovery and arrears	CS	2	All	NO	1	1	2
Renewal areas, empty property strategy, partnership schemes	H	1	All	NO	1	1	2
Warden call service – support to elderly people and people with disabilities.	H	1	All	NO	1	1	2
Advice and information on sources of external funding	R	1	All	YES	0	2	2
Advice and information on town centre regeneration initiatives	R	1	All	YES	1	1	2
Consent to display advertisements	P	1	All	YES	0	2	2
Grants - employment creation	R	1	All	YES	0	2	2
Unauthorised advertisements.	P	2	All	YES	0	2	2
Unauthorised development	P	2	All	NO	1	1	2
Refuse collection, household, commercial and industrial waste, bulky items, dustbins and dustbin liners.	TC	1	All	NO	1	1	2

The following functions and policies will be assessed during the calendar year 2005.

Function/Policy	Division	A	B	C	D	E	F
Council's use of information technology	CS	1	2,3	NO	0	1	1
E-Government access to services	CS	1	All	NO	0	1	1
Eligibility to vote at both local, national and European elections	CS	1	All	NO	1	0	1
Footpaths - information or assistance on public footpaths and bridle ways.	CS	1	All	NO	1	0	1
Information technology	CS	2	2,3	NO	0	1	1
Licences for taxi or private hire, stage plays and public entertainment	CS	2	All	NO	0	1	1
And the authority's performance.	CX	1	All	NO	0	1	1
Civic ceremonial	CX	1	All	NO	0	1	1
Information about councillors, ward surgeries, etc.	CX	2	All	NO	1	0	1
Members' services	CX	1	All	NO	0	1	1
Energy efficiency in the home	H	1	1,2	NO	1	0	1
Adapting homes for people with disabilities. Council homes.	H	3	All	NO	0	1	1
Advice and information rural development programme	R	1	All	NO	0	1	1
Conservation areas	P	1	All	NO	0	1	1
Development, improvement, designation and grants for works	R	1	All	NO	0	1	1
Grants - urban initiatives fund	R	1	All	YES	0	1	1
Information and advice on building control and regulations.	P	2	1	NO	0	1	1
Information and advice on environmental improvement projects	R	1	All	NO	0	1	1
Policies, allocation and amendments to the local plan	P	1	1	YES	1	0	1
Tree Preservation orders, planting grants and consent for works to protected trees	P	1	1	NO	0	1	1
Advice on tipping facilities	TC	1	1	NO	0	1	1
Allotments	TC	3	1	NO	0	1	1
Cemeteries & burials	TC	1	All	YES	0	1	1
Direct Services Building maintenance and refuse collection	TC	2	All	NO	1	0	1
Information regarding car parks.	TC	1	1	YES	0	1	1
Information, including litter bins.	TC	1	1	NO	0	1	1
Street cleansing	TC	1	All	NO	0	1	1

The following functions will not be examined during the life of this Race Equality Scheme.

Function/Policy	Division	A	B	C	D	E	F
How to present a petition to a meeting of the Council	CS	1	All	NO	0	0	0
Meeting administration	CS	1	All	NO	0	0	0
Petitions	CS	1	3	NO	0	0	0
Road closures	CS	1	1	NO	0	0	0
Sale of Council land or property.	CS	1	1	NO	0	0	0
Searches on purchase or exchange of land or property.	CS	1	1,3	NO	0	0	0
Advice and information on Business Support fund	P	1	1	NO	0	0	0
Allocated sites for industry and housing.	R	1	All	YES	0	0	0
Assistance and advice for businesses wishing to relocate to the district.	R	1	All	YES	0	0	0
Bonfires in gardens	P	1	1	NO	0	0	0
Demolition of buildings	P	1	1	NO	0	0	0
Derelict land reclamation	P	1	1	NO	0	0	0
Details of companies in the District and information on sources of business advice and support	R	1	1	NO	0	0	0
For information on available business premises	R	1	1	NO	0	0	0
Grants - coalfield rural partnership fund	R	1	All	NO	0	0	0
Information and advice on area regeneration programmes and assistance	R	1	1	NO	0	0	0
Information and advice on development opportunities and projects	R	1	All	NO	0	0	0
Information and advice on tree planting schemes	R	1	1	NO	0	0	0
Information on local land available for business	R	2	All	NO	0	0	0
Numbering – New property or to change an existing name or	P	1	1	NO	0	0	0
Protection of historic bldgs grants for repair and applications to alter.	P	1	1	YES	0	0	0
Safety of buildings	P	1	1	NO	0	0	0
Tree planting schemes for the National Forest	R	1	All	NO	0	0	0
Advice on dealing with asbestos.	TC	1	1	NO	0	0	0
Dangerous animals	TC	1	1	NO	0	0	0
For help and advice to alleviate problems created by flooding.	TC	1	1	NO	0	0	0
grass cutting in parks and open spaces	TC	1	1	NO	0	0	0
infectious diseases and their prevention	TC	1	All	NO	0	0	0
Information and enquiries regarding large amounts of rubbish	TC	1	All	NO	0	0	0
Information on available properties	TC	1	All	NO	0	0	0
Insect removal	TC	1	1	NO	0	0	0

Function/Policy	Division	A	B	C	D	E	F
Pest control advice or information, or to register a complaint	TC	1	All	NO	0	0	0
Provision and maintenance of bus shelters	TC	1	All	NO	0	0	0
Public conveniences	TC	1	All	NO	0	0	0
Recycling	TC	1	All	NO	0	0	0
Stray dogs complaints about dog fouling or noisy dogs. Information about the care of dogs.	TC	1	1	NO	0	0	0
Street furniture	TC	1	1	NO	0	0	0
To report illegal or fly tipping	TC	1	1	NO	0	0	0

Guide to Table Above Columns

A Priority : 1 – Low, 2 – Medium, 3 – High

B Which of the 3 aspects does it relate to?

1. Eliminating Discrimination
2. Promoting Equal Opportunities
3. Promoting good Race Relations

C Is there evidence or reason to believe different ethnic groups could be differentially affected?

D Is there any existing evidence of differential outcomes for different groups?

- 0,1 - little evidence
2 some
3 substantial

E Is there any public concern that functions/policies are being operated in a discriminatory manner?

- 0,1 - little evidence
2 some
3 substantial

F Totals of Columns D and E

Divisions:

- TC - Technical and Contracting Support
- P - Planning and Regeneration
- R - Regeneration
- CS - Central Support
- CX - Chief Executives Unit
- H - Housing
- Comm S - Community Services

RESULTS OF THE ASSESSMENT OF STATUTORY FUNCTIONS AND RELATED POLICIES FOR RELEVANCE TO THE GENERAL DUTY

We applied the assessment grid recommended in *A Guide for Public Authorities* (CRE guide to the *Code of Practice on the Duty to Promote Race Equality*) to the Council's functions and policies. We used a simple scoring system (based on 0-6 points) to determine how relevant each function and policy is to the general duty, and what priority should be given to them. The results were as follows: -

**High relevance to the general duty
Functions and policies scoring 4-6 points
That will be reviewed in year one**

**Medium relevance to the general duty
Functions and policies scoring 2-4 points
That will be reviewed in year two**

**Low relevance to the general duty
Functions and policies scoring 0-2 points
That will be reviewed in year three**

RESULTS OF THE ASSESSMENT OF EMPLOYMENT FUNCTIONS AND RELATED POLICIES FOR RELEVANCE TO THE GENERAL DUTY

We applied the assessment grid recommended in *A Guide for Public Authorities* (CRE guide to the *Code of Practice on the Duty to Promote Race Equality*) to the Council's employment functions and policies. We used a simple scoring system (based on 0-6 points) to determine how relevant each function and policy is to the general duty, and what priority should be given to them. The results were as follows.

**High relevance to the general duty
Functions and policies scoring 4-6 points
That will be reviewed in year one**

Disciplinary and grievance procedures
Equal opportunities in employment policy
Recruitment and selection (including promotion)
Training and development

**Medium relevance to the general duty
Functions and policies scoring 2-4 points
That will be reviewed in year two**

Exit procedures
Flexible working
Health and safety: sickness, absence, stress, and welfare
Induction
Leave
Probation

**Low relevance to the general duty
Functions and policies scoring 0-2 points
That will be reviewed in year three**

Contracts of employment

Data protection

Gifts and hospitality

Health and safety: smoking, VDU, eyesight tests

Pensions

Political activity

Relocation policy

APPENDIX 3.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL – RACE EQUALITY SCHEME 2003/2006

ACTION PLAN

ACTIONS	YEAR 1 (2003)	YEAR 2 (2004)	YEAR 3 (2005)
Policies and functions	Full assessment of policies, procedures and functional areas that have been provisionally determined as being "high relevance" in Appendix 2.	Full assessment of policies, procedures and functional areas that have been provisionally determined as being "medium relevance" in Appendix 2.	Full assessment of policies, procedures and functional areas that have been provisionally determined as being "low relevance" in Appendix 2.
	Establish a programme for the assessment of the policies, procedures and functions identified above for the 3-year life of the scheme.		
	Introduction of the new process for assessing the impact of new policies and changes to priorities to take account of race equality issues.		
Consultation	Establish consultation Processes and links with existing and new stakeholder groups.	Develop effective race equality consultation links with groups and individuals.	
Monitoring	Develop and introduce monitoring processes for functional areas defined as "high relevance" in Appendix 2.	Develop and introduce monitoring processes for functional areas defined as "medium relevance" in Appendix 2.	Develop and introduce monitoring processes for functional areas defined as "low relevance" in Appendix 2.
	Update results of monitoring to meet the requirements of the RES into the 2002/3 annual equal opportunities in employment report.	Develop and Introduce wider race equality monitoring in employment and workforce monitoring. Feed results into annual equal opportunities in employment report.	Review monitoring results for next 3-year plan.

ACTIONS	YEAR 1 (2003)	YEAR 2 (2004)	YEAR 3 (2005)
Training	Organise Training programmes to assist managers and key employees with the implementation and delivery of the RES. These will be available to Councillors	Training programmes will be reviewed and updated.	Training programmes will be reviewed and updated.
	Training requirements of other employees in relation to Equal Opportunities will be assessed in the 2003 Personal Development Reviews. The results will flow into training plans for 2004 and beyond.		
	Elected Councillors will receive information on the Council's RES as part of their Induction following the 2003 Elections.	Councillor training needs will be reviewed.	Councillor training needs will be reviewed.

Appendix 4

Possible Local Consultee organisations

External Sources

Commission for Racial Equality	0207 828 7022
Charnwood Race Equality Council	01509 261651/ 261652
Leicester Race Equality Council	0116 2999800