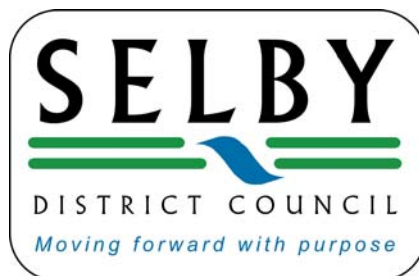


Selby District Council

CORPORATE EQUALITY PLAN  
2008 - 2011



## **Alternative format or language required?**

If you require this document in a different format eg large print, audio, cassette/CD, Braille or in another language please contact the Head of Service – Human Resources.

**Telephone:** 01757 292220

**E mail:** [jbarlow@selby.gov.uk](mailto:jbarlow@selby.gov.uk)

**Post:** Selby District Council  
The Civic Centre  
Portholme Road  
Selby  
North Yorkshire  
YO8 4SB

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## 1. FOREWORD

1.1 The Selby Council approach to equality and diversity seeks the systematic integration of principles around fairness and inclusion, in order to deliver sensitive and responsive services to the diverse population across the district.

1.2 This approach is based on the principle that effective achievement on equality and fairness cannot be the business of one service or key department solely, but should filter through into all our areas of service delivery and activity.

1.3 This approach is built on shared values of mutual respect and sense of belonging, where every member of the community can exercise their right to participate in the range of services and activities to which they are entitled.

Signed:

Signed:

Leader

Chief Executive

## **2. WELCOME TO SELBY DISTRICT**

2.1 The total population within the district is approximately 78,000. Selby, Tadcaster and Sherburn in Elmet are the three main settlements, but the majority of residents live in the district's significant number of villages and hamlets.

2.2 The population is predominately white (99.2%); the most prevalent ethnic minority group is Chinese, although this only makes up 0.2% of the total population. Recently there have been increasing numbers of eastern European migrant workers moving into the area. Estimates suggest that there are approximately 1,500 migrant workers and their families now living in the district.

2.3 Research suggests that the number of over 55 year olds in the district is set to rise from 22% in 2005 to 28% in 2020; whereas the number of people under the age of 20 in the district is expected to remain at around 18%.

2.4 Although the area is for the most part rural, there are a number of major industrial locations including the coal-fired power stations at Drax and Eggborough, the Saint Gobain Glass Manufacturing Plant and Tate & Lyle Citric Acid Ltd.

2.5 As of April 2008, unemployment was slightly higher than the North Yorkshire average (1.6% in Selby against 1.3% across North Yorkshire), but lower than both the regional and national figures (2.5% and 2.2% respectively). Selby District is greatly influenced by the presence of York on its northern boundary, Doncaster to the south and Leeds, Pontefract and Castleford to the west. As a result there are a high number of daily work trips both into and out of the district. The district is well served by major trunk roads. There is a direct train service to London as well as access to the East Coast main line at York, Leeds and Doncaster.

### **3. INTRODUCTION**

3.1 Welcome to Selby District Council's Corporate Equality Plan, which has been produced as part of our work on the Equality Standard for Local Government and reflects our positive approach to equality and good relations within the district.

3.2 This Corporate Equality Plan sets out the Council's equality priorities in terms of employment and service delivery and is evidence of the Council's determination to increase equality of opportunity for the people of Selby District. It has been subject to consultation with a wide range of communities, staff and staff representatives, elected councillors and stakeholder groups. The contributions made during the period of consultation have made sure the content of this Plan is stronger, more focused and relevant to local people. The Corporate Equality Plan further supports the Council's Corporate Plan and its mission statement:

**“To improve the quality of life for those who live and work in the District.”**

3.3 In Selby District we have tackled a range of equality issues including race, gender and disability, not just because we have to, but because we want to ensure that people who work for the Council, and people who receive Council services, should do so in a manner which acknowledges the diversity within the district. Diversity is not a simple definition and we need to recognise that individuals may be subject to disadvantage and or discrimination because, for example they are young and disabled or Asian and female. The Council is publicly committed to tackling and eradicating this by being a fair employer and delivering appropriate services to the people living in the district.

3.4 This Corporate Equality Plan will complement our Council Corporate Plan and the seven Strategic Themes:

- **Putting Customers First**
- **Protecting the Environment**
- **Healthier Communities**
- **Promoting Prosperity**
- **Community Safety**
- **Making Better Use of Resources**
- **Organising to Deliver**

3.5 Services will work to deliver the above themes and develop their own individual Service Plans and Standards to underpin the corporate priorities. Services are carrying out equality impact assessments on their services to identify any potential areas of discrimination or disadvantage. The action plans produced from this process will inform the equality objectives for that service and will assist the authority in its commitment to make progress against the criteria in the Equality Standard for Local Government.

3.6 The Equality Standard is designed to help the Council test our processes to ensure that they are provided against a model of continuous improvement in equality policy and practice. This Corporate Equality Plan forms part of the building blocks on which we can develop to inform and measure the improvements in quality services for the community and embed performance management for equality through mainstream performance management processes.

### **Why do we need a Corporate Equality Plan?**

3.7 We recognise that progressing equality of opportunity in relation to employment and service delivery takes more than adherence to the various pieces of equality legislation. It requires commitment, leadership, and effort as well as human and financial resources. This plan clearly demonstrates our ambitions and actions to tackle discrimination where it is identified with regard to our policy and practice in both service delivery and employment.

3.8 The plan identifies the practical steps we need to take to improve our performance on equality issues. It provides information about the Council's key equality priorities for staff, councillors, members of the public and other key stakeholders in the district. Moreover, it brings together all our aims and objectives in one document that can be distributed widely across the district. This makes us accountable for action on equality in the public sphere.

3.9 It will enable all services to:

- Understand how they contribute to the Council's ambitions on equality and fairness
- Ensure equality objectives are identified and actioned across the Council
- Ensure that improvement measures are in place
- Monitor and review performance against equality objectives
- Consult with the diverse service users and non users across the district

3.10 The plan provides:

- Leadership, accountability and direction to staff and councillors.
- Activities which will motivate staff and councillors
- Actions to consult, inform and engage local communities
- Proposals for partnership between the Council, other public sector providers (police and health), community and voluntary stakeholders

3.11 What will this look like?

#### **Stakeholder**

#### **Role**

Councillors

Provide leadership and support  
Ensure resources are available  
Engage with the local community and other stakeholders  
Provide a scrutiny role  
Be accountable for decisions

Managers/staff/unions	Organise and participate in training Work towards timely and efficient implementation and review of the plan Challenge inappropriate behaviour and resistance Engage with the community and other public sector partners
Community/Voluntary sector	Participate in scrutiny and external challenge Work to support the Council's equality planning processes Represent the interests of the diverse community within the district

### **Relationship to our Equality Scheme**

3.12 In implementing the Equality Standard, we have been careful to link the Corporate Equality Plan with our Generic Equality and Diversity Scheme. The Scheme outlines our legal duty with regard to equality while the Corporate Equality Plan sets out our actions to mainstream and continuously improve and make real changes in equality outcomes for the people of Selby district.

3.13 The legal framework on equality is as follows:

#### **The general legal duties - Race Relations:**

- eliminate unlawful racial discrimination
- promote equality of opportunity
- promote good race relations between people of different racial groups

#### **The general legal duties – Disability Discrimination:**

- promote equality of opportunity between disabled persons and other people
- eliminate discrimination that is unlawful under the Disability Discrimination Act 1995
- eliminate harassment of disabled people that is related to their disabilities
- promote positive attitudes towards disabled people
- encourage participation by disabled people in public life
- and take steps to take account of disabled people disabilities, even where that
- involves treating disabled people more favourable than other persons.

#### **The general legal duties - Sex Discrimination:**

- eliminate discrimination
- eliminate harassment
- promote equality of opportunity between men and women

***We also recognise that the legal landscape around equality is constantly changing and in anticipation of the forthcoming Equality Bill we are extending our Equality Scheme to take account of age, sexual orientation and religion & belief.***

#### **4. CORPORATE EQUALITY PLAN CONSULTATION**

4.1 When choosing the best method of consultation, we understand the need to weigh costs (in terms of time, money and people) against the intended purpose and outcome. Hence, we will align the consultation on the Corporate Equality Plan with the consultation on the generic Equality Scheme. This will ensure that individuals do not find that they are consulted twice on similar information.

4.3 A standard questionnaire will be used for consultation on the Plan and Scheme. This questionnaire will be distributed to relevant representative groups covering each of the six equality strands – age, sexual orientation, disability, gender, race and nationality, religion or belief. Also, one-to-one discussions will be carried out with a selection of these representative groups. Council Staff (including the Equalities Working Group) will also be given the opportunity to comment on the Plan and Scheme.

4.4 The questionnaire will also be made available on the Council's website and intranet. We will make information available on request in accessible formats such as easy-read, Braille, CD, MP3 file and audiocassette and in other appropriate languages.

4.5 We will allow enough time for groups to consult amongst themselves as part of the process of forming a view. In the case of consultation on the Draft Corporate Equality Plan, we will allow 12 weeks.

4.6 The Corporate Equality Plan will be amended in the light of consultations, which will take place during 2008. The final version will be available in both hard copy, Intranet and on the Internet.

## **5. SERVICE DELIVERY**

### **ACCESS TO INFORMATION AND SERVICES**

5.1 There is no doubt that information is power. It unlocks a variety of doors in relation to finding out:

- Who to contact for information, advice, a service, to make a complaint
- What services are available
- Why decisions have been made
- Where to go to get a service, information etc.
- When is a service or person available
- How to access the decision-making process

5.2 It is important then in the delivery of services that the Council makes sure that when information is produced it does so in the knowledge and with the planning that it can be made available in a variety of formats to take account of language needs and / or disability needs. Accessible information is important as well from the perspective of being produced in a way, which is clear and readily understood.

5.3 It is not just about information however, the way in which services are delivered is also important and it is necessary to consider what training staff have had not just around customer care; important though that is, but to consider the specific needs of customers which might arise because of gender.

5.4 Similarly the accessibility of services to disabled people goes beyond just matters of physical access but could extend to matters of advocacy for people with learning disabilities in relation to service access.

#### **5.5 The actions from this will be:**

- On request, the Council will provide interpretation and translation services to customers whose first language is not English
- Clear signage will be in place for all council services internally and externally  
All Council publications will follow the corporate standards for communications
- All council service outlets will aim to provide safe and welcoming access to residents in local areas e.g. well-maintained lighting in and around the service outlet
- Staff who do home visits will, in the interest of safety, always show their identification badges and ring ahead of the visit when this is possible.

### **MANAGING AND RESPONDING TO COMPLAINTS AND COMMENTS**

5.6 Within the world of business, complaints are used to improve services and the same principle should be applied to public service delivery. The main advantage from learning from complaints is that service delivery is measured from the customer perspective.

5.7 Taking account of equality & diversity is an important part of this because 'one size' service delivery may not be appropriate for everyone.

5.8 As well as direct service delivery the Council has a role with partners to ensure that people living, working and visiting Selby do not experience harassment which may be based on race, religion, sexuality or disability.

5.9 Within Selby Council we will be establishing a mechanism to capture and respond to complaints around employment and service delivery.

**5.10 The actions from this will be:**

- To make sure that the Council responds to and investigates all complaints of discrimination
- To make sure that all customers will be dealt with, with dignity, politeness, and sensitivity with positive regard for their circumstances and needs
- To make sure that equality is embedded into customer care training
- The Council will acknowledge and respond to reported incidents of racial, homophobic, sexual harassment and harassment of disabled people
- To make sure that complaints based on equality issues are monitored and the learning is shared across the Council
- To report and publish the complaints received on an annual basis

## **COMMUNITY ENGAGEMENT, PARTNERSHIPS AND CONTRACTORS**

5.11 Equality is reflected in our key engagement and partnership arrangements outlined in the Selby District Local Strategic Partnership, Community Strategy 2005-2010 and our Community Safety Strategy.

5.12 We expect all of our contractors to comply with equality legislation. We produce a booklet called Promoting Equal Opportunities to assist contractors understand their responsibilities in this area. This is available on our web site – [www.selby.gov.uk](http://www.selby.gov.uk).

5.13 Everyone has a right to expect that the money local authorities spend on goods and services promotes and protects equality in employment and our information booklet guides prospective contractors through the legislation and its impact within the procurement process.

**5.14 The actions from this will be:**

- To use a range of consultation methods appropriate to purpose
- To ensure that those organisations providing services under contract; with funding or via partnership arrangements adopt an approach to equality that is compatible with our own

## **EQUALITY IMPACT ASSESSMENT**

5.15 As part of our work to achieve Levels 2 and 3 of the Equality Standard we must demonstrate in our Corporate Equality Plan and service portfolios of evidence that we have engaged in equality impact assessments of services and policy

decisions. Service managers will be given advice on how to carry these out and appropriate guidance will be made available. The assessment documents used by services includes a requirement to consider whether aspects of the service may have inherent barriers that could have an adverse impact in relation to gender, race, disability, sexuality, religion, or age.

5.16 Service areas included their work on equality impact assessments as part of their evidence for Level 2 of their Equality Standard portfolios. Responsibility for ensuring this work was carried out lay with the service representatives on the Equalities Working Group and Human Resources. The initial impact assessment process focused on the Council's Strategic Themes. Action Plans produced as a result of the Equality Impact Assessments will be endorsed by senior management, and will feed into relevant Service Plans.

5.17 **The actions from the equality impact assessment process will be that:**

- Services identify areas of service delivery where there is a potential negative impact
- Services identify timetabled actions to redress any negative impact for inclusion within the service planning process
- Services identify areas of service delivery where they are having a positive equality impact and use this in the positive promotion of the service and Council

## 6. EMPLOYMENT

### Fair employment and pay and reward systems

6.1 Selby Council is one of the largest employers in the district. Staff are not only the largest resource within the Council but the means through which our Council services are delivered. Therefore if we are to make sure that our services are delivered in ways which are sensitive and responsive to the needs of the people of Selby it is important that we have staff with the necessary skills and competencies.

6.2 To that end we have included training on equality and diversity within our Training and Development Plan as well as making sure that equality is embedded within the performance and appraisal framework.

6.3 We believe it is both in our interest and good business practice that pay and reward systems are fair and equitable. It is important that employees have confidence in the process of job evaluation and we are therefore committed to working in partnership with the recognised trade unions.

6.4 By doing this we will be promoting Selby as an employer of choice as well as creating a climate which welcomes difference and delivers effective and efficient services to the population of the district.

### Selby District Council Workforce Profile

6.5 The Council will continue to set annual targets to ensure that the workforce reflects the community it serves. We will analyse the data on a regular basis to make sure that the recruitment and selection process is fair and open to everyone. The following sets out the profile for the workforce as at September 2008.

<b>Ethnicity</b>	<b>%</b>	<b>Gender</b>	<b>%</b>
White/White British	93.2	<b>Male</b>	34.6
Mixed		<b>Female</b>	65.4
Asian/Asian British	0.3		
<b>Bangladeshi</b>			
Indian			
Pakistani		<b>Disabled Employees</b>	<b>%</b>
Asian other		<b>Yes</b>	3.0
Black/Black British	0.3	<b>No</b>	97
<b>African Caribbean</b>			
Black other			
Chinese or other Chinese			
Other	0.3		
Undisclosed	5.9		
	100		
<b><u>TOTAL</u></b>			

## **7. IMPLEMENTATION AND RESOURCES**

7.1 The success of this plan relies on staff across the Council working together in a co-ordinated way that respects and recognises different contributions, knowledge and expertise.

7.2 The Strategic Directors and Heads of Service will have a responsibility to ensure that equality and diversity is embedded in the work of the Council and that progress against the Corporate Equalities Plan is continuing.

### **7.3 The Equalities Working Group will:-**

- Co-ordinate the strategic implementation of the Corporate Equality Plan
- Provide support to services in meeting the requirements of the Plan
- Co-ordinate and support the corporate and service progress on the Equality Standard for Local Government
- Promote, integrate and progress equality and community cohesion issues consistently at senior decision making levels across all services,
- To co-ordinate and progress the work on the Equality Standard within services
- To connect the CEP to the staff within their services
- To co-ordinate the contributions to the CEP

## **8. HOW WILL WE KNOW WE ARE SUCCEEDING?**

### **Critical success factors:**

#### **8.1 Leadership**

- The revised Corporate Equality Plan is adopted by Council and monitored by the Member Champion
- The revised Corporate Equality Plan adopted by the Senior Management Team and monitored by the Equalities Working Group
- The Generic Equality & Diversity Scheme has been consulted on and published
- An external challenge process for achievement against the Equality Standard has been approved and timetabled

#### **8.2 Service Delivery, Partnership and Procurement**

- Management of and equality monitoring of complaints and comments
- Equality is embedded into customer care training
- Workshops designed and delivered on equality and the procurement process
- All services will have plans in place for the completion of equality impact assessments in line with achieving level 2 / 3 of the Local Government Equality Standards
- Completed equality impact assessments will be available on the Council's website
- Services delivered under contract or in partnership will have been assessed against procurement equality criteria

#### **8.3 Employment and training**

- Workforce profile data capture improved and information published
- Clearer information on the menu of flexible working arrangements produced for employees
- Job evaluation meets the legal requirements of equity in pay and reward systems
- Staff will have received training on equality and diversity
- Performance appraisals will include competency on equality

#### **8.4 Consultation and community engagement**

- Effective consultation tools, information and advice are available to support staff in services involved in consultation.

#### **8.5 Plans for independent audit of Equality Standard service portfolios**

We are aware of the current consultation arrangements for changes to the Equality Standard in local government and in particular the new assessment regime which will focus on self assessment supported by independent external audit.

To this end our self assessment process will include:

- Monitor and review of service evidence by the Equality Working Group
- Involvement of external advice and support as appropriate
- Production of a formal self assessment report

The external assessment will be carried out through the IDeA Peer Challenge process.

## **9. REVIEW OF THE CORPORATE EQUALITY PLAN**

9.1 This Corporate Equality Plan provides information on the actions which will take place within Selby District Council to make progress on equality in relation to both service delivery and employment. The Corporate Equality Plan will act as the key document against which progress against the Equality Standard will be measured.

9.2 Responses from consultation, scrutiny and audit, gained during development work on the Plan and the Equality Standard have been, and will continue to be, used in revising policy objectives and targets.

9.3 The Corporate Equality Plan will be reviewed on an annual basis as part of the Council's self assessment against the Equality Standard for local government.

9.4 A major review of the Plan will take place every three years alongside the Generic Equality and Diversity Scheme and this will include an assessment of how the Council has complied with its general and specific legislative duties and how equality of opportunity and good relations have been advanced in relation to the discharge of the Council's functions.

**CORPORATE EQUALITY OBJECTIVES AND ACTION PLAN**

**APPENDIX 1**

<b>OBJECTIVES</b>	<b>ACTIONS</b>	<b>TIMESCALE</b>	<b>RESPONSIBLE LEAD</b>	<b>OUTCOME</b>
To ensure equality strategies for promoting integration and community cohesion inform the development and implementation of key services	A revised CEP is adopted by Senior Management and Council	September 2008	Head of Service - HR	CEP is available through the intranet/internet,
	Ensure draft CEP has been circulated to Staff and stakeholders within consultation timetable		Head of Service - HR	CEP is available through intranet/internet
	The revised CEP is monitored by the Equalities Working group	Six monthly	Equalities Working Group	Progress on actions is monitored, scrutinised and published
	Arrangements are in place for external challenge against the Equality Standard	TBC	Head of Service - HR	Accredited at Level 3 of the Equality Standard
To ensure services improve information systems, and practices and procedures for monitoring and recording the delivery of equality priorities and targets within key service areas	Effective internal audit performance management systems are in place to measure performance on equality.  Services ensure that actions identified from equality impact assessments are progressed	Six monthly progress reports.  Annual progress report published	Equalities Working Group Head of HR	Robust and reliable audit reports available and published.

To ensure that services put into place effective office structures to support the implementation of the Corporate Equality Plan	Services identify a service equality champion.		Head of Service Equalities Working Group Head of Service - HR	Robust and reliable service progress reports available.
<b>EMPLOYMENT</b>				
<b>OBJECTIVES</b>	<b>ACTIONS</b>	<b>TIMESCALE</b>	<b>RESPONSIBLE LEAD</b>	<b>OUTCOME</b>
To ensure that the workforce broadly reflects the community it serves	Workforce profile data capture improved and information published	Annually – in March	Head of Service	Equality data published annually
	From the analysis of equality data actions for improvement are identified	Annually – in March	Head of Service	Improvements in the workforce profile
	Workforce profile targets are included as a local performance target within the performance measurement regime  The profile breakdown will include identifying areas of job segregation by gender and use this to identify positive action measures to address imbalances.	Quarterly  Annually	Head of Service	Workforce profile is monitored
	Realistic service employment targets are set relevant to the local economically active population	Annually – in March	Head of Service	Improvements in the workforce profile

To ensure that with regard to pay within the Council the job evaluation process is free from bias.	To produce a policy on equal pay with the Council  The outcomes from the Times Survey will be considered and analysed	Annually	Head of Service	Pay and reward systems and processes are free from gender bias.
To ensure that all new HR policy is subject to consultation and scrutiny	Equality impact assessments carried out.  Staff / Union engagement	Follows EIA action plan	Head of Service – HR Equalities Working Group	Sound HR policy in place. EIA published
To develop action on government employment initiatives	To consider involvement in government pathways to work	As required	Head of Service	Improvements to the workforce profile of the Council.
To develop a menu of flexible working arrangements	Development of appropriate policy and practice	As required	Head of Service	Selby Council promoted as an employer of choice.  Improvements to recruitment and retention
To ensure that our employment practice meets the requirements of the most recent equality strands on sexual orientation and religion & belief	To produce appropriate guidance on the newer equality strands of sexual orientation and religion & belief.	March 2009	Head of Service	Public commitment to corporate social responsibility
<b>SERVICE DELIVERY, PARTNERSHIPS AND PROCUREMENT</b>				
<b>OBJECTIVES</b>	<b>ACTIONS</b>	<b>TIMESCALE</b>	<b>RESPONSIBLE LEAD</b>	<b>OUTCOME</b>
To improve monitoring data from service users	To produce service delivery monitoring guidance for frontline services.	Ongoing	Heads of Service Equalities Working Group	Improved equality service data on service users.

	To review all forms to enable the capture of equality data from service users			
To ensure that our current practice complies with age, sexual orientation and religion and belief legislation in service delivery	To inform services of the implications for service delivery To review and amend where necessary any outdated policy / practice.	As legislative change is announced	Service Directors Equalities Working Group	Services are delivered in compliance with the legislation on age
To ensure that services are able to respond in a timely manner to requests for information in different formats	Staff have ready access to information.  The Council sets a standard within which requests should be met.		Heads of Service / Managers / Staff	Responsive services to individuals requiring accessible information.
To ensure that partnerships and procurement arrangements take account of equality and diversity	Measures against all of the equality strands are embedded into the procurement framework		Heads of Service	Selby Council to influence equality best practice through contractors
To ensure that equality impact assessments are carried out for new policy / strategy	Equality impact assessment plans are in place for all new policy / strategy	Follows EIA action plan	Heads of Service / Service managers Equality Working Group Head of Service - HR	EIA published
<b>CONSULTATION AND COMMUNITY ENGAGEMENT</b>				
<b>OBJECTIVES</b>	<b>ACTIONS</b>	<b>TIMESCALE</b>	<b>RESPONSIBLE LEAD</b>	<b>OUTCOME</b>
To ensure that specific tools, advice and guidance to staff are developed to ensure	To ensure information and advice is available for staff.	Ongoing	Equality Working Group	Services able to demonstrate improved access, consultation and engagement.

that the statutory equality duties on equal access to information and services are met.				
To ensure that consultation and community engagement exercises engage with individuals and groups identified within the Council's generic Equality & Diversity Scheme	<p>Monitor the level of participation from groups / individuals at consultation and engagement events.</p> <p>Obtain the views from staff in relation to new policy/practice development as well as a part of the consultation and engagement on service delivery</p>	Ongoing	Heads of Service /Manager/Staff	<p>Information on the participation levels from people representing different equality strands.</p> <p>Involvement of staff who are representative of the different equality strands in consultation</p>