



EQUALITIES PANEL

RACE EQUALITY SCHEME 2005

Introduction

The Race Relations (Amendment) Act 2000 included a requirement for local authorities to produce and publish a Race Equality Scheme (RES) detailing arrangements for carrying out work according to the Act. Cambridge City Council published its RES in 2002. It was reviewed in April 2003 and again in May 2004. On each occasion the review was reported to Strategy Scrutiny Committee, with the 2004 review being submitted first to the Equalities Panel. The reports are available on the Council's website.

The original RES outlined the statutory duties both general and specific, and how we aimed to meet these.

General duties:

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

Specific duties:

- to publish a Race Equality Scheme by May 2002 and review it within 3 years, and every 3 year period thereafter
- to identify and prioritise relevant functions, policies or proposed policies for assessing race equality impact
- to conduct ethnic monitoring of employment patterns
- to consult the general public and in particular the BME communities
- to deal with complaints about the way we meet our duties on race equality
- to publish results of equality impacts assessments, consultation and monitoring
- to ensure that everyone has access to information about us and our services
- to provide training to all our staff
- to use ethnic categories as in the 2001 Census

Review of Race Equality Scheme 2004-2005

The 2004 RES review highlighted objectives and actions needed to progress the Council's race equality work. These focused on:

- Securing commitment to race equality
Securing long term commitment from the top, and encouraging and supporting the development of equalities networks throughout the Council
- Mainstreaming race equality

Progressing Equalities Impact Assessments, reviewing Departmental Equalities Action Plans and delivering equality and diversity awareness-raising actions to activate real cultural change

- **Training**
Facilitating an improved and thorough understanding of complex race issues, and of rights and responsibilities with regard to race equality. Raising awareness of and delivering training on cultural diversity and equalities issues including race, and related to conducting Equalities Impact Assessments
- **Employment**
Identifying and delivering positive action to achieve a representative workforce at all levels of the Council by improving BME recruitment, training, promotion and retention, and encouraging a harmonious working environment

[See appendix for monitoring progress towards achieving specific actions and objectives for 2004-2005]

Main achievements 2004-2005

Significant progress has been made in terms of achieving senior level commitment to race equality.

An **Equalities Champion** was identified at Directorate level, and **Department Equalities Link Officers** have been introduced.

From a community perspective, a follow up consultation event with the BME community resulted in a new **race equality action plan** for 2005.

Equalities impact assessments have progressed and are now taking place throughout the council, either in pilot form or through training workshops. **Specialist training** has been bought in as well as delivering in-house sessions, and between February and July over 150 members of staff involved in EIAs will have received specific training.

Black History Month was promoted in October 2004, and **International Day to Eliminate Racism** celebrated in March 2005.

Diversity guidelines covering all equalities areas will be printed by June 2005 and available to all staff in hard copy or on the intranet.

The **BME Staff Group** has gone from strength to strength, with members getting involved in negotiating with the council on various employment issues.

Race Equality Scheme 2005-2008

The RES review 2002-2005 must also set out proposals for a revised RES 2005-2008, incorporating a plan of actions for 2005-2006.

Consultation

Consultation on the 2005 review of the RES has taken place with:

- Equalities Panel
 - 1 Staff Member, 1 Elected Member, 1 Public Member (from MENTER, the Minority Ethnic Network for the Eastern Region)
- Cambridge City Council's BME Staff Steering Group (full consultation with the staff group due 11th May 2005)
- Members of the Council's Travellers Group
- Cambridge Ethnic Community Forum have been informed that the review is underway but due to staff changes in CECF, consultation with them will not be possible until later in the process
- Cambridge City Council's Joint Equalities Group
- Consultation with the Council's Departmental Equalities Link Officers will take place in June 2005

The Panel is asked to consider priorities within the themes below. These themes are to be considered further, with departments given an opportunity to respond prior to action planning by the Joint Equalities Group for 2005-2006.

Themes arising from consultation

Theme	Detail	Raised by
Employment issues	<ul style="list-style-type: none"> ▪ Audit BME workforce representation at all levels ▪ Implement positive action initiatives to address under-representation ▪ Review recruitment, selection and interview procedures ▪ Review staff induction ▪ Consider impact of cultural differences on practices and procedures 	Equalities Panel BME Staff Group
BME representation in decision making	<ul style="list-style-type: none"> ▪ Audit BME membership of all committees and partnerships 	Equalities Panel
Recruitment, progression and retention of BME staff	<ul style="list-style-type: none"> ▪ Review mentoring scheme with aim of relaunching for BME staff, and other schemes eg shadowing, targeted training 	Equalities Panel BME Staff Group
BME Staff Group	<ul style="list-style-type: none"> ▪ Support and facilitate attendance at meetings, training and development opportunities, and positive action initiatives to address employment issues ▪ Hold annual BME staff conference ▪ Establish links between staff group and council 	BME Staff Group

Continue to support promotion of cultural diversity	<ul style="list-style-type: none"> ▪ Black History Month ▪ International Day to Eliminate Racism ▪ Big Day Out Summer Sunday 	Equalities Panel
Training and workplace culture	<ul style="list-style-type: none"> ▪ Audit staff equalities training ▪ Address attitudes and behaviours ▪ Promote culture of anti-racism ▪ Ensure inclusive social events ▪ Promote other cultures 	Equalities Panel BME Staff Group
Council profile	<ul style="list-style-type: none"> ▪ Improve culturally diverse imagery of council ▪ Improve visibility of BME staff 	BME Staff Group
Internal communications	<ul style="list-style-type: none"> ▪ Look at producing BME staff group newsletter 	BME Staff Group
Travellers	<ul style="list-style-type: none"> ▪ Provide targeted/awareness training ▪ Build links and engage with Gypsy/Traveller community 	Cambridge City Council Travellers Group
Equality Standard	<ul style="list-style-type: none"> ▪ Need for specialist advice on progressing 	Joint Equalities Group
BME Race Equality Action Plan	<ul style="list-style-type: none"> ▪ CCC actions 	BME engagement project
Refugees	<ul style="list-style-type: none"> ▪ Identify needs of refugees and other recent arrivals, and their access to council services 	Community Development

RACE EQUALITY SCHEME 2004-2005, reviewed May 2005

OBJECTIVE	Aims	Actions	Responsibility held by	Timescale for delivery	Progress as at May 2005
COMMITMENT TO RACE EQUALITY	1. To establish race equality leadership from the top; to secure long term commitment to race equality progress; to build responsibility and accountability at all levels of the Council, supported by dedicated equalities specialists; to establish new Council networks for greater equality; to demonstrate to local people Council's commitment to developing best practice in implementing race equality	1.a To identify race equality 'champions' within Council, and to participate in LGA's Equality & Diversity Challenge scheme ¹	Chief Executive/Leader of the Council	By September 2004	Achieved - Graham Watts, Director of City Services, nominated as Equality Champion. LGA Equality & Diversity Challenge Scheme was withdrawn by the LGA.
		1.b To identify lead officers from each department who could meet to develop joint equalities (including race) work and shared good practice within the Council	Heads of Services HoSP/Community Development/Strategy Officer (Equalities)/Senior Strategy Officer	To hold first meeting by July 2004	Achieved - Equalities Link Officers identified in all departments. Two meetings held 04-05, next meeting due June 2005.
		1.c To develop strong community links to support Council's race equality progress	HoSP/Community Development/Strategy Officer (Equalities)/Senior Strategy Officer	Ongoing	Achieved - BME consultation project held major event in July 2004, resulting in new Race Equality Action Plan published in April 2005. Further community event planned in July 2005. Community Development continues to support and capacity-build BME sector. Formal and informal links with Cambridge Ethnic Community Forum have been maintained.
		1.d To introduce equalities training as part of the Member Development Programme, which would also be open to	Members Services	By October 2004	Achieved - equalities training for Members will take place by July 2005. This is not open to staff and officers as targeted Member training has been selected.

		<p>staff & officers</p> <p>1.e Include reporting of delivering race equality outcomes within performance reviews where appropriate</p>	Head of Human Resources	By February 2005	<p>Partially achieved - Equalities included as generic objectives for Directors/CMT in January 2005. Specific objective agreed for Head of HR from May 2005.</p> <p>This will be strengthened in revised senior manager scheme for Jan 2006 performance round.</p>
MAINSTREAMING RACE EQUALITY	<p>2. To ensure race equality work is embedded within the Council at all levels, and is integral to Council services; to make significant progress on eliminating racism, promoting equal opportunities and good race relations; to increase profile of Council's equalities work both internally and externally</p>	<p>2.a To progress the introduction of Equalities Impact Assessments:</p> <ul style="list-style-type: none"> - to conclude pilot EIAs - to develop EIA template, guidance, consultation guidelines and race equality standards - to conduct EIA's on the following strategies or major projects: <ul style="list-style-type: none"> •Local Plan •Community Safety Strategy •Organisational Development Strategy • Stock Options - to identify those policies, strategies and functions where an EIA would be 	<p>Community Development/ E & P</p> <p>Strategy Officer (Equalities)/Senior Strategy Officer</p> <p>Strategy Officer (Equalities)/Directors/Service Heads</p> <p>DMT's</p>	<p>By May 2004</p> <p>By September 2004</p> <p>By March 2005</p> <p>By November 2004</p>	<p>Achieved - pilot EIAs took place to inform the development of the EIA process.</p> <p>Achieved - guidelines and templates are available on the Council's intranet.</p> <p>?</p> <p>All departments submitted list of prioritised relevant functions by end 2004, except for Community Services due to their reorganisation.</p>

		<p>relevant and draw up a timetable for conducting the assessments (linked to proposed existing review dates)</p> <p>- to screen for relevance services provided by contractors</p> <p>- to offer specific training on EIAs</p>	<p>DMTs/contracted services</p> <p>Human Resources/Strategy Officer (Equalities)</p>	<p>By November 2004</p> <p>From September 2004</p>	<p>Complete timetable due by summer 2005, ready for publication.</p> <p>?</p> <p>Achieved – in-house departmental workshops have been carried out plus external training consultant delivering 5 EIA courses Feb-July 2005.</p>
		<p>2.b To increase profile of BME and cultural diversity issues through organisation of activities to mark culturally significant events such as Black History Month</p>	<p>Strategy Officer (Equalities)/Community Development Equalities Development Team</p>	<p>October 2004</p>	<p>Achieved – Black History Month October 2004 was celebrated with display and community events; International Day to Eliminate Racism March 2005 was celebrated with open briefing session. Partnership working established with Momentum Arts to support programme of events for Black History Month October 2005. Calendar of cultural events incorporated into diversity guidelines due to go out to staff by June 2005.</p>
		<p>2.c Production of 'Achieving Equality & Valuing Diversity' guidelines including information on race equality legislation, and local BME guide & directory</p>	<p>Strategy Officer (Equalities), & equalities networks</p>	<p>By October 2004</p>	<p>Delayed completion, but achieved - comprehensive diversity guidelines, covering all equality areas, have been written and are due to go to print by end May 2005.</p>
		<p>2.e To support and</p>	<p>Equalities Panel, CMT,</p>	<p>Ongoing</p>	<p>Achieved – successful BME Staff</p>

		facilitate BME Staff Group, and to feedback issues to senior levels of Council	Strategy Officer (Equalities) & equalities networks		Group has good cross-council membership and its own Steering Group. Head of Human Resources has met with the Group. Issue of releasing staff to attend still needs resolving, plus how to feedback to senior management.
		2.f To develop corporate guidelines on accessible and culturally sensitive information	Corporate Marketing Officer	By May 2004	Achieved – accessibility issues incorporated in writing style guidelines, to go onto intranet. Culturally sensitive guidelines incorporated into diversity guidelines by Strategy Officer (Equalities).
		2.g To review Departmental Equalities Action Plans with the aim of identifying deliverable service-specific outcomes, and linking these to Service Plans	DMTs/Strategy Officer (Equalities)	By November 2004	Departmental Equalities Action Plans have been suspended awaiting the outcome of (i) equality impact assessment outcomes, which should go into Departmental Service Plans, and (ii) Departmental Equalities Link Officers' assessments of own departmental equalities needs and objectives.
		2.h To progress towards Level 2 of Equality Standard	CMT/All	2005	Gap analysis undertaken by Senior Strategy Officer. Need for specialist consultancy to help identify resources needed to progress further with the Equality Standard.
		2.i To review methods and mechanisms for communicating with staff about equalities issues	Corporate Marketing Officer/Strategy Officer (Equalities)	By January 2005	Corporate Marketing Officer's role will not be covering internal communications. Strategy Officer (Equalities) is working with staff groups to look at potential newsletters, plus Joint Equalities Group to consider wider communication. Equalities Champion to endorse any council-wide emails to staff on equalities issues.

TRAINING	3. To train staff in the skills and knowledge needed to accelerate race equality work and eliminate racism, and to ensure all staff are clear about their rights and responsibilities; to deliver targeted enhanced training that will help staff carry out Equalities Impact Assessments; to broaden corporate training to encompass diversity awareness, and to consider providing mandatory equalities training for senior staff and elected members	3.a To review current equalities training to assess its suitability	Head of Human Resources	By October 2004	Achieved – Corporate Learning & Development Programme has been reviewed and equalities/diversity training updated. This will be reviewed and strengthened periodically.
		3.b To audit take-up of equality training to date, including analysis of seniority of participants	Human Resources Manager	By June 2004	Partially achieved – take up rates are constantly reviewed and marketing of courses is repeated as necessary. More work needs to be done in 2005 on checking the seniority of participants for the 2005/6 programme and encouraging senior managers to attend.
		3.c To develop specific equalities training programmes for key managers and councillors responsible for policy and service delivery, and implementation of Race Equality Scheme	Head of Human Resources	By April 2005	Partially achieved – specific diversity training for managers is offered as part of revised Corporate Learning & Development Programme. Further work needed on equalities and diversity training programmes for senior management, Heads of Service and Link Officers. Meeting scheduled for June 2005.
		3.d To provide mandatory cultural awareness & diversity training for all new staff	Head of Human Resources	By April 2005	As above.
		3.e To work with Departments to identify service-specific training needs	DMTs/Strategy Officer (Equalities)	Ongoing	Diversity Guidelines will be promoted around all departments via Equalities Link Officers, supported by Strategy Officer (Equalities): from June 2005. Link Officers requested to identify own departmental training needs.
EMPLOYMENT	4. To develop positive measures (not quotas) to	4.a Monitor and review where	Head of Human Resources	Report to Equalities Panel in October	Not achieved. New recruitment advertising agency to start 1 June

<p>achieve a workforce more representative of the community it serves; to achieve a higher percentage of BME staff at senior levels of the organisation; to identify and reduce discriminatory employment practice, and to make significant progress on eliminating racism, promoting equal opportunities and good race relations; to improve Council's reputation as equal opportunities employer</p>	<p>vacancies are advertised, and review recruitment procedure for adverse impact on BME community</p>		2004	<p>2005 with clear objectives for improving response rates from BME candidates to be built into the SLA. Recruitment processes and paperwork e.g. application form, have started to be reviewed.</p> <p>Achieved.</p> <p>Not achieved – will be included in revised performance review arrangement for senior managers from Jan 2006.</p> <p>Partially achieved. Stand at BME Jobs fair in 2004. Will continue to attend events in 2005 as well as agree an positive action plan.</p> <p>Will now report in November 2005 – end of year figures for 2004/5 are not available until June 2005.</p> <p>Not achieved. Strategy has re-scheduled deadline of December 2005. Diversity Working Group will be established in June 2005 to involve line managers and the trades unions in delivery of diversity in employment action plans and targets.</p>
	<p>4.b Analyse disciplinary and grievance records for race equality issues</p>	<p>Head of Human Resources/Racial Harassment Officer</p>	<p>Report to Equalities Panel in October 2004, and to BME Staff Group</p>	
	<p>4.c Review performance management systems to incorporate race equality targets</p>	<p>Head of Human Resources</p>	<p>January 2006</p>	
	<p>4.d Draw up positive action plan to redress under-representation of BME community in workforce <i>(Include as part of Workforce Development Plan)</i></p>	<p>Senior Human Resources Officer/Joint Equalities Group</p>	<p>To include high profile at local events e.g. Big Day Out and BME Jobs Fair 2004 and 2005 By March 2005</p>	
	<p>4.e To track BME staff progression from recruitment, training and promotion through to exit</p>	<p>Head of Human Resources</p>	<p>To report to Equalities Panel in April 2005</p>	
	<p>4.f. To develop specific proposals to address equality issues as part of the Council's recruitment and retention strategy. This will include promotion of work experience</p>	<p>Head of Human Resources</p>	<p>By December 2004</p>	

		opportunities, targeted induction and recruitment advertising.			
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