

# Oxfordshire County Council

D-R-A-F-T

# RACE EQUALITY SCHEME

2005 - 2008





## **RACE EQUALITY SCHEME 1 April 2005 - 31 March 2008**

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## **Foreword**

# **1 Introduction to the Race Equality Scheme**

## **1.1 The Race Relations (Amendment) Act 2000**

The Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000, places a statutory **General Duty** on all public authorities to actively promote race equality by having due regard to the need to:

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

Oxfordshire County Council has used the requirements of the Act as an opportunity to make race equality central to the way we work by putting it at the heart of our policy formulation, service delivery, regulation and employment practices.

We shall ensure that we apply the four guiding principles of the General Duty, namely:

- Promoting race equality is **obligatory**;
- All functions and policies must be considered and their **relevance** to the duty determined;
- The weight given to a function or policy should be **proportionate** to its relevance to the duty; and
- All three parts of the duty are **complementary** and necessary in order to meet the whole duty.

To help us meet the above requirements, the Act and accompanying regulations set down a number of **Specific Duties** on scheduled public authorities, including all local authorities. One of these Specific Duties is the requirement to publish a **Race Equality Scheme**. The other Specific Duties relate to employment and training.

## **1.2 What is a Race Equality Scheme?**

Oxfordshire County Council's Race Equality Scheme sets out how we intend to meet our obligations in relation to race equality. It identifies the functions and policies which are relevant to the performance of the duties. It sets out our arrangements for meeting the requirements of the General and Specific Duties, in particular:

- Assessing our functions and policies for relevance to the General Duty.
- Monitoring, reviewing and assessing our functions and policies for their impact on race equality.
- Consulting on and assessing new functions and policies for relevance and impact.
- Meeting the employment Specific Duties.
- Ensuring public access to information, services and the Race Equality Scheme, and publishing the results of consultations, monitoring, impact assessments and the employment Specific Duties.
- Informing and training staff in connection with the General and Specific Duties.

## **1.3 Amended Race Equality Scheme**

This is the Council's second Race Equality Scheme. Our first Race Equality Scheme was published in 2002 and covered a 3 year period. The initial scheme has been fundamental

in raising the profile of race equality within the authority, through the systematic undertaking of race equality impact assessments, staff training and more general awareness raising.

Through reviewing our functions and policies in relation to the General Duty, we have improved the quality of the services that we deliver and worked to ensure that these meet the needs of people from our diverse communities. The scheme has also formed a platform for developing the Council's wider work on equality issues, notably the introduction of our Comprehensive Equality Policy.

From the first scheme it is clear that we need to ensure that adequate monitoring systems are in place across all our directorates, to ensure that race equality is clearly embedded in service and business planning and that it is considered prior to the adoption and revision of functions and policies. We shall also revise our corporate equality impact assessment process and publish updated accompanying guidance for our officers.

This, our second Race Equality Scheme, covers the business years running from 1 April 2005 to 31 March 2008, in order to help us to map its requirements onto our service planning more effectively. It builds upon the race equality work already in place as an employer, as a service provider and as a partner and community leader. Updating and revising the Race Equality Scheme has given us the opportunity to incorporate the lessons learnt in implementing the previous scheme and to review the approach we have taken. We have also ensured that our activities arising from adoption of the Equality Standard for Local Government and the development of our Social Inclusion Strategy are aligned with the requirements of our Race Equality Scheme.

## **2 Background to Oxfordshire County Council**

### **2.1 How we operate**

Oxfordshire County Council is responsible for the provision of a wide range of essential local services. These include, amongst many others, education services, cultural services, social services, the fire and rescue service, building safer communities, trading standards, roads and transport planning and waste management.

The Council is organised into the Chief Executive's Office and five strategic directorates, namely Community Safety, Environment & Economy, Learning & Culture, Resources and Social & Health Care. We employ over 18,500 people who deliver high quality, effective and efficient services. The Chief Executive is the head of paid staff and also chairs the County Council Management Team, which includes all of the Council's strategic Directors.

Following the introduction of new electoral divisions, the Council will be made up of 74 elected Councillors with effect from the County Council elections on 5 May 2005. These Councillors will determine the make-up of the Council's Executive. The Executive includes the Leader and Deputy Leader of the Council and other members with specific portfolio responsibilities. The Executive is responsible for the vast majority of policy making, however certain decisions, such as the setting of the budget, are the responsibility of the full Council. The portfolio holder for equality and social inclusion is currently the Deputy Leader. Councillors who are not on the Executive may serve on a number of scrutiny committees, which hold the Executive to account and help to develop policy initiatives. Corporate Governance is the main scrutiny committee overseeing implementation of the Race Equality Scheme.

### **2.2 Our aim and strategic objectives**

Our aim is to improve the quality of life in Oxfordshire. We currently seek to achieve our aim through the following five objectives:

- Helping people to fulfil their potential.
- Protecting our environment.
- Safeguarding our communities.
- Sustaining prosperity.
- Raising our performance.

### **2.3 Our values**

Oxfordshire County Council has adopted a set of values to guide the way we work. We endeavour to fulfil these values in everything we do. They are:

- Serving the people and communities of Oxfordshire.
- Honesty and integrity.
- Teamwork and co-operation.
- Valuing our staff.

In addition, the promotion of equality and social inclusion is a corporate commitment standing alongside and integrating with the County Council's values. Together with our values, we will ensure that this commitment guides the way we work and that it is effectively communicated alongside the values, clearly understood and actioned appropriately, including incorporation within all directorate and service plans.

### **3 Our strategic approach to race equality**

#### **3.1 Comprehensive Equality Policy**

The Council adopted a Comprehensive Equality Policy in March 2004. This built on existing policies, including our experiences from implementing the previous Race Equality Scheme, and covers all aspects of the Council's business, as a provider of services, an employer and as a partner, influencer and enabler. Under the Comprehensive Equality Policy, Oxfordshire County Council recognises that all individuals have fundamental human rights and therefore adopts a rights based approach to equality. We believe that this policy is at the leading edge of best practice amongst local authorities and makes the promotion of equality central to all our activities.

#### **3.2 Equality Standard for Local Government**

The Council has also adopted the Equality Standard for Local Government, which has led to our production of a Corporate Equality Plan. We will ensure that this work is aligned with our Race Equality Scheme and co-ordinated with our community cohesion and social inclusion initiatives and strategies. This will ensure an integrated approach and enable us to establish a joined-up performance framework for equality through the combination of our Race Equality Scheme, Corporate Equality Plan and Best Value Performance Plan.

#### **3.3 Partnerships**

Our Comprehensive Equality Policy states that as a partner, influencer and enabler, Oxfordshire County Council shall:

- Highlight the needs and requirements of people facing discrimination.
- Take a strategic lead in challenging discriminatory policies and practices.
- Enter into agreements and partnerships that actively promote equality and social inclusion.

The Oxfordshire Community Partnership brings together people from key organisations to help us develop and deliver our Community Strategy. Particular emphasis will be paid to ensuring the application of our equality and social inclusion policies to the Oxfordshire Community Strategy and also to the Oxfordshire Compact with the voluntary sector.

#### **3.4 Procurement and engaging contractors**

Oxfordshire County Council will ensure that the procurement of goods, services and facilities is undertaken in line with the commitments set out in the Council's Comprehensive Equality Policy. We will ensure that relevant guidance is provided to directorates in our Procurement Manual and establish procedures to ensure that providers from diverse communities have a fair and equal opportunity of competing for Council contracts.

Contractors will be specifically required to enter into contractual provisions that include due regard to the need to eliminate unlawful discrimination, to promote equality of opportunity and to promote good race relations in the provision and use of services. Specimen contract clauses are set out in the Council's Procurement Manual.

Contractors will be encouraged to draw up their own policies that will help them to avoid unlawful discrimination, to promote equality of opportunity and to promote good race relations. This will form part of the best practice guidance within the Procurement Manual.



## **4 Leadership and implementation**

### **4.1 Responsibilities**

The Council and the Executive of Oxfordshire County Council are ultimately responsible for setting the performance framework for equality and for ensuring good employment conditions and the delivery of services that meet the needs of our diverse population.

The Chief Executive has overall responsibility for ensuring that the Race Equality Scheme is operated effectively throughout the Council. A member of the County Council Management Team is accountable for ensuring that equality requirements are effectively actioned, implemented and fulfilled in practice and mainstreamed throughout the delivery of the Council's objectives and priorities.

Directors and Heads of Service have day-to-day responsibility for disseminating and championing the Race Equality Scheme and ensuring that it is mainstreamed within their directorates and carried out in practice. Managers must ensure that all employees are aware of their responsibilities under this scheme and must lead their teams in a manner that promotes equality.

Every employee must ensure that she/he does not practise unlawful or otherwise unjustifiable discrimination in carrying out her/his duties and in her/his dealings with customers, in accordance with the requirements of the Council's constitution. All employees are expected to be sensitive to the needs of our diverse population.

Oxfordshire County Council has identified the Corporate Strategies Manager as the Council's strategic corporate lead on equality and social inclusion and the main point of contact for the Council in respect of overall implementation of the Race Equality Scheme.

### **4.2 Equality and Social Inclusion Steering Group**

The Council has an established Officer Steering Group which draws together senior representatives from all directorates who have particular expertise and experience in equality and social inclusion issues. The steering group is chaired by a Director on behalf of the County Council Management Team and aids the effective leadership and management of the Council's equality and social inclusion activities.

The terms of reference of the steering group are:

- To operate with delegated authority from respective directorates in order to apply strategic thinking to the promotion of equality and social inclusion by the Council.
- To ensure the development and Council-wide implementation of the Equality Standard for Local Government, the Race Equality Scheme, the Council's Social Inclusion Strategy and associated action plans.
- To oversee operational implementation at service level of equality and social inclusion activities within directorates and across the Council as a whole.
- To support Business Managers in ensuring that directorates have appropriate implementation, monitoring and evaluation mechanisms to support the effective delivery of equality and social inclusion requirements.

### **4.3 Stakeholder involvement and accountability**

External scrutiny, stakeholder involvement and community engagement will also help to ensure effective implementation of this scheme. Our directorates will continue to organise service level consultation arrangements and ensure the involvement of people from ethnic minority communities in these activities.

The delivery of the Race Equality Scheme will be overseen by our Race Equality Scheme Reference Group, composed of a representative number of local ethnic minority people (including representation of Jewish and Traveller issues). The reference group is currently Chaired by the Deputy Leader of the Council.

### **4.4 Race Equality Scheme Action Plan**

The practical implementation of the scheme is detailed and timetabled in the Action Plan, which is an integral part of the scheme. The Action Plan is based on this 3-year cycle, at the end of which we will review the overall impact of the Race Equality Scheme. A copy of the Action Plan can be found at Annex 3.

Progress towards implementation of the Race Equality Scheme will be reported to the Executive, the County Council Management Team and the Race Equality Scheme Reference Group. An annual report will be made publicly available. Progress on race equality issues will also be reported as part of the Council's work on the Equality Standard for Local Government and relevant performance indicators. A comprehensive audit of the scheme will take place at the end of the three years which will include a revision of the list of the Council's functions and policies, as required. This will take account of any subsequent guidance issued by the Commission for Racial Equality.

## **5 Assessing our functions and policies for relevance to the General Duty**

### **5.1 Identifying and screening existing functions and policies**

Oxfordshire County Council has carried out an initial assessment of our functions and policies to determine which are relevant to the performance of the General Duty to promote race equality. We have followed the screening process recommended in the Commission for Racial Equality's guidance for public authorities.

We commenced by undertaking a detailed and robust audit in order to identify all of the functions and policies within each of our directorates. This has enabled us to update the list of functions and policies included in the first scheme to ensure that it is properly and fully reflective of the Council and our business, allowing for changes over the course of the last three years and the introduction and identification of new functions. The list also includes procured services and those delivered through partnership arrangements.

Using an assessment grid (Annex 1), we then considered for each of our strategic, service delivery and employment functions and policies:

- whether and how each of the three parts of the General Duty applies;
- which racial groups are or may be affected;
- how they are or could be affected.

We also considered whether there were any factors relating to sex or disability equality that should be considered, which might also impact on people from different racial groups.

A scoring system was used to identify relevance to race equality and subsequently to prioritise functions and policies for equality impact assessment reviews during the course of the Race Equality Scheme. We ascribed a high, medium or low relevance to each functions and policies, as appropriate. Those listed as highly relevant will be reviewed in year 1 (2005/06) of the revised scheme. Wherever possible, these reviews will be combined with other activities, such as Best Value reviews. As a result of screening we have also revised, where necessary, the prioritisation of some functions and policies where our experience from the first scheme has shown the original prioritisation to no longer be appropriate.

The identification of functions and policies, initial assessments and the results of screening were considered by the Council's Race Equality Scheme Reference Group prior to the schedule of equality impact assessment reviews being drawn up. The schedule of reviews to be undertaken over the three years of the scheme is set out in Annex 2.

### **5.2 Assessing new functions and policies for relevance**

We will undertake an equivalent screening process for all new functions and policies prior to their adoption using the assessment grid in Annex 1.

## **6 Monitoring, reviewing and assessing our functions and policies for their impact on race equality**

### **6.1 Assessing impact**

We have introduced a thorough Equality Impact Assessment (EQIA) review process. Over the lifetime of this scheme, Oxfordshire County Council will continue to carry out partial and full equality impact assessment reviews on the functions and policies that we have assessed as being relevant to the General Duty, in order to ensure that none of them has a detrimental or adverse impact on people of any particular racial or ethnic groups, or if they do to reduce and then eliminate this adverse impact.

To inform this process, we will utilise existing data, advice from interested parties, ethnic minority communities, stakeholders and our local Racial Equality Councils. We shall also collect fresh data using methods appropriate to the function or policy being assessed, including service level consultation arrangements. Through analysis of such data it will be possible to determine whether a policy or function creates adverse impact.

We have already carried out an initial impact assessment of our existing functions and policies through the screening process in order to identify which of these are relevant to the duty to promote race equality. As the second part of our equality impact assessment process we will undertake a partial equality impact assessment of all our relevant functions and policies on an agreed timetable, as scheduled in Annex 2. Officers will build on the information gained through screening, undertaking the following five stages:

1. Review of function/policy and impact ~ establish a clear understanding of the function/policy and consider and develop understanding of adverse impact issues identified during screening.
2. Consult ~ examine existing data and undertake any further investigations, research and consultation necessary to enable adequate assessment of the impact of the policy on people of different ethnic groups.
3. Changes to function/policy ~ develop, propose, and implement changes (if any) to be made to the function/policy in order to eliminate unlawful discrimination and any adverse impact.
4. Make monitoring arrangements ~ consider and review existing monitoring arrangements and revise as necessary in order that the impact of the function/policy can be accurately gauged and further adjustments made as required.
5. Publish results ~ meet arrangements for publishing the equality impact assessment results in appropriate formats.

If, by following this partial impact assessment process it becomes apparent that there is substantial evidence of adverse impact and/or considerable public concern, we will undertake a full equality impact assessment. This will follow the systematic eight-step approach detailed in the Commission for Racial Equality's guidance.

Our Equality Impact Assessment process and guidance has been developed in accordance with the Commission for Racial Equality's non-statutory guide for public authorities and step-by-step guide to impact assessments. Our written guidance for officers on carrying out equality impact assessments has been revised in accordance with this new scheme and feedback received during the first scheme. This sets out clearly our process and includes, for example, questions to enable the completing officer to consider

the research and evidence relevant to the function or policy in question, how to deal with any adverse impact and arrangements for the monitoring of policies post implementation.

## **6.2 Impact assessing new functions and policies**

Since publishing the first scheme we have worked towards ensuring that all new functions and policies are screened for relevance and, where relevant, an equality impact assessment undertaken, prior to being adopted. This will be adopted as standard practice, integral to the development of new functions and policies, on agreement of this Race Equality Scheme. We will use the results of equality impact assessment reviews to determine how we can best implement the new functions and policies in order to actively promote race equality. This will enable changes to be made prior to implementation based on the impact on race equality. This will also require consideration of impact monitoring during an initial implementation period, such as trialling the policy in order that the true impact can be assessed and any concerns taken into account.

## **6.3 Monitoring the impact of policies**

We are working to improve our monitoring arrangements, with reference to the Commission for Racial Equality's guide to ethnic monitoring for public authorities. Some impact assessments undertaken during the first Race Equality Scheme identified a lack of detailed monitoring data. As an outcome of the impact assessment process, officers were tasked with putting systems in place to rectify this. As a result, the quality and quantity of data and monitoring activity undertaken during this second scheme should improve significantly. In undertaking equality impact assessments for proposed functions and policies additional monitoring arrangements will be identified and implemented.

The methods by which we monitor functions and policies for adverse impact are determined by the nature of the individual function or policy. Monitoring may focus on service applicants, services users, levels of use, satisfaction rates, complaints or a combination of these. It may involve measures such as keeping records by racial group of when services or powers are used, satisfaction/perception surveys, data on complaints and consultations. The frequency of data collection will depend on the type of monitoring undertaken, for example it could be ongoing or episodic depending on the requirements of the function or policy. Each directorate is responsible for collecting monitoring data relevant to their functions and policies and for ensuring that they collect all the information necessary to analyse the way a function or policy is likely to affect different racial groups.

Data collected through monitoring will be analysed and evaluated to identify differences between ethnic groups, monitor trends, tackle any unfair barriers and ensure that we use our resources effectively. We shall use this information to determine whether we are providing equal treatment to all ethnic groups and to ensure that our functions and policies cater for different religious customs or language needs. This shall enable us to establish whether there is undue under or over-representation of different racial groups, satisfaction with a function or policy and how effectively a function or policy is delivered to different communities. Where it is identified through such monitoring that a function or policy is causing adverse impact for some ethnic groups we will investigate these issues with a view to reducing or eliminating the adverse impact. For example, we shall consider ways of reaching under-represented groups, making sure that the function or policy is relevant to their needs. This may result in changes to the function or policy, alternative means of achieving its aims being found or justification of the function or policy even though it could affect some groups adversely. Service level consultation on the proposed changes will be undertaken prior to any amendments to the function or policy being made.

## **7 Consultation**

### **7.1 Commitment to consultation**

Oxfordshire County Council has made a commitment to make consultation an important part of the way we plan, manage and deliver our services to the people and communities of Oxfordshire. Our Comprehensive Equality Policy recognises that some groups of people are under-represented within decision-making bodies and in senior management positions, including within the Council, and that their views and concerns may not be fairly or adequately represented unless appropriate action is taken. We shall follow the Commission for Racial Equality's guidance for public authorities on consulting people that are likely to be affected by our functions and/or policies. In designing appropriate consultation exercises we shall ensure that the approach taken to consulting on race equality implications is both proportionate to the relevance of the function or policy and appropriate to the groups affected.

The Council recognises that effective consultation is key to promoting equality and social inclusion in the provision of our services. We have adopted a Corporate Consultation Strategy and developed five key principles of consultation. This will form the basis of advice to staff on how consultation should be undertaken. We have also established a Tracker Database in order to better manage and maintain an electronic record of consultation activity across the Council. This will also enable the Council to monitor and assess consultation methods used. The Council has produced advice to officers on the use and merit of a different consultation methods (e.g., surveys, Oxfordshire Citizen's Panel, focus groups, exhibitions, interviews, documents) to ensure the use of an approach that is consistent with the aims set out for the consultation exercise and the timetable for its undertaking. The Council's guidelines on effective consultation with ethnic minority communities will further assist officers to tailor any consultation they undertake.

### **7.2 Consulting with ethnic minorities**

The main route for consultation by the Council on race relations issues is through our two local Racial Equality Councils, of which the County Council is the primary local funder. We shall also seek their advice on the best ways to consult different ethnic minority communities. In some instances it may be advisable to consult groups which represent particular ethnic minority communities or groupings. There are many such organisations in Oxfordshire, including groups based on race, nationality and religious belief, ethnic minority women's groups and groups for refugees and asylum seekers. When seeking views from the business community we shall include the Ethnic Minority Business Service.

We aim to be responsive to the needs and concerns of our diverse population and will employ a variety of consultation methods to ensure that the needs and requirements of service users who may be disadvantaged due to discrimination or social exclusion are properly represented. Where samples of people are selected for a survey or focus group, we shall ensure that the source that is used to provide the sample does not exclude or under-represent ethnic minorities and that the diversity of the ethnic minority population is considered. We will ensure that alternative formats of written consultations are available on request. This will include other languages, large print, Braille, audiocassette, computer disk or email, as appropriate. The Council's alternative formats statements will continue to be prominently displayed in English and six community languages on all publications.

For public meetings, focus groups and other meetings which are held to seek the views of the public or service users, we shall ensure that these are accessible. We shall ensure that we have identified any particular needs that the participants may have and will consider whether it would be beneficial to organise separate events for members of particular ethnic minority communities. Due regard shall be given to the venue and layout of rooms for such events to ensure that members of ethnic minorities communities are likely to feel comfortable. Where invitations are issued to a public meeting, the documentation will ask whether the participants have any special language requirements, or any requirements arising from a disability.

Where public consultation is carried out by a third party on the Council's behalf the Council's Guidelines on Effective Consultation with Ethnic Minority Communities will form part of the consultation specification for the exercise.

### **7.3 Outcomes of consultations**

The results of consultation exercises undertaken will be analysed and used to determine appropriate action to ensure that the Council meets the general duty to promote race equality. This may involve changes to existing or proposed functions or policies and would feed into the Council's equality impact assessment process.

Arrangements for the publication of the results of these consultations are detailed in Section 9 of this Race Equality Scheme.

## **8 Meeting the Employment Specific Duties**

### **8.1 Human Resources Service**

In July 2004, we published our Human Resources Strategy. This should help us to bring about a culture change to make Oxfordshire County Council a great place to work. The human resources function is largely devolved to directorates with a central corporate HR service based in the Resources directorate. This is responsible for ensuring that we have fair and clear HR policies and procedures that comply with statutory requirements and Codes of Practice on employment issued by the statutory commissions and that we adhere to corporate policies on employee relations, pay and conditions and health and safety. It has a central role in ensuring that we have in place the appropriate strategy, policies and practices so that directorates can recruit and retain staff of the right calibre and has a responsibility, together with directorates, to ensure that the overall workforce fully reflects the diversity of the communities we serve.

### **8.2 Specific Duties on Employment**

The Race Relations (Amendment) Act 2000 places specific requirements on the Council to monitor by reference to racial groups:

- Staff in post.
- Applicants for employment, training and promotion.
- Staff who receive training.
- Staff who benefit or suffer detriment as a result of its performance assessment procedures.
- Staff that are involved in the grievance procedure.
- Staff that are subject of disciplinary procedures.
- People that cease employment with the Council.

The Council is also required to publish annually the results of this monitoring. This will be done using the mechanisms described in section 9 of this scheme and in consultation with our Race Equality Scheme Reference Group.

### **8.3 How we meet the Specific Duties**

To meet our aim to recruit and retain a diverse workforce, we will ensure that employment monitoring systems meet and implement the Specific Duties and also identify and implement any further best practices to achieve this aim. Following a final assessment in December 2004, the Council was recognised as meeting the full requirements of the Investors in People standard across all of our directorates and awarded corporate Investors in People accreditation. This included due consideration of our approach to meeting the employment Specific Duties.

Ethnic monitoring data, using the 2001 Census categories, is routinely collected for all existing employees and for applicants for employment. This is the responsibility of Corporate Human Resources, supported by HR teams and managers across the Council. This information is stored securely and confidentially using the Council's SAP Management Information System and in accordance with data protection requirements. The information is gathered during the recruitment process and we subsequently utilise a data survey to allow individual staff members to confirm the personal data held on them for accuracy and to help fill any gaps in the information stored.



An annual report on the employment Specific Duties, including ethnic monitoring data, is consulted on with our Race Equality Scheme Reference Group during the first quarter of each financial year. Information from these monitoring reports is used routinely to inform policy and decision making and to assist the Council in meeting the need to positively promote race equality.

Oxfordshire County Council will undertake appropriate action, including any necessary 'positive action' measures, to remedy any problems where significant or persistent racial inequalities are identified and cannot be fully explained by justifiable factors. For example in recruitment, we will take appropriate steps to ensure that under-represented groups are aware that the Council is an employer that values diversity; to bring job advertisements to the attention of under-represented groups; ensure that job advertisements make clear that the Council is an equal opportunities employer committed to promoting equality and social inclusion; and ensure that job applications can be submitted and processed in alternative format. We shall also consult with our own employees and members of our diverse community to establish how the Council is judged externally as an employer and with the unions throughout equality work.

Our HR Strategy recognises that our HR policies and procedures form the basis of how we interact with our managers and staff as well as our prospective employees and business partners. Through this strategy we are committed to undertaking a comprehensive review of our employment policies. Through the equality impact assessment process we will examine, monitor and evaluate employment policies, practices, procedures and decision-making criteria to assess their impact and to ensure that they do not discriminate unlawfully or otherwise unjustifiable, either in principle or in their operation. For example, we will review how our disciplinary procedure is applied and to ensure that disciplinary actions take due account of an employee's cultural background and make provision for any communication needs they may have.

Further details on the arrangements that Oxfordshire County Council has made to ensure that our employment Specific Duties are fulfilled are specified within the action plan attached at Annex 3.

## **9 Public access to information, services and the Race Equality Scheme the publication of results**

### **9.1 Access to the Race Equality Scheme, information and our services**

We shall ensure full access to the Race Equality Scheme, information and our services. The Council's services, including the functions they carry out, are included in the schedule attached at Annex 2.

Accessible communications are important in promoting equality in the provision of our services. We will ensure that alternative formats of written documents, including the Race equality Scheme, are available. This will include other languages, large print, Braille, audiocassette, computer disk or email, as appropriate.

The Oxfordshire Language Service is our in-house translation and interpretation service, providing access to information in a broad range of community languages. The main ethnic minority languages in use in Oxfordshire are Urdu, Punjabi, Bengali, Hindi, Chinese, and Albanian. These languages are routinely used whenever material is offered in translation. We also offer other languages as necessary, for example in communications targeted at particular groups, including refugees and asylum seekers. Interpreters are used when there is a need for face-to-face communications with individual service users.

We will ensure that public meetings and events are accessible. This will include providing hearing enhancement systems and level access (including toilets) with adequate emergency exits and departure procedures. Interpreters and sign language interpreters will be provided where we have received prior notification that these are required. Invitations and publicity for all such events should clearly state the facilities available and provide details of appropriate booking systems to request any facilities or services required.

### **9.2 Publishing results of the scheme**

Progress reports on the scheme will be produced annually. The Council will also publish employment monitoring data and summary results of any assessments, consultation and monitoring done to identify any adverse impact on race equality on an annual basis. This shall include the results of equality impact assessments and consultations carried out.

Where individuals or groups have been consulted on a particular function, policy or service as part of an equality impact assessment, they will be sent the outcomes of the consultation and the final decision. We shall also publish employment monitoring data on an annual basis (see also section 8).

The Council will use a range of media to communicate our performance on different aspects of the scheme to different audiences. Our experiences of the effectiveness of publishing information within our first Race Equality Scheme will be used to guide this process. We will ensure that the publication of this information is accessible, freely available, transparent and appropriate and match the medium to the topic and audience.

## **10 Informing and training staff in connection with the General and Specific Duties**

### **10.1 Information, guidance and training on Race Equality Scheme**

It is essential that all Council employees have a good understanding of the principles and implementation of the Race Equality Scheme and its implications for service delivery. The revised scheme and further information and guidance are published on the Council's intranet. We recognise that there will be different training requirements dependant on the roles our staff fulfil and our response will be appropriate and proportionate.

This includes the important role of managers in leading their teams in a manner that promotes racial and their role in cascading good practice throughout the Council. We will provide training and guidance for managers to ensure they fully understand their responsibilities under the law, including involvement in selection and promotion decisions. We will also provide appropriate training to front-line staff who are the public face of the Council and have direct contact with our customers.

The Council has an organisation-wide development programme that supports our values and helps us to achieve our priorities. Equality issues are included in this training and development programme. All new employees, as part of their induction, are made aware of our Comprehensive Equality Policy. An electronic manager's handbook has been developed for the Council to provide a single point of reference for issues likely to be encountered in the day-to-day work of managers for the Council. This includes detailed information on promoting equality. The development needs of all staff are assessed twice a year during appraisals. This enables us to ensure that individual training needs surrounding equality issues are met.

### **10.2 Promoting good race relations workbook**

We have developed a workbook for staff on promoting good race relations, which has been supported through interactive theatre presentations and delivered with the support of staff who have volunteered to be trained to fulfil the role of group facilitators in their directorates.

The workbook was specifically produced in response to our Race Equality Scheme in order to provide practical advice and strategies for staff to respond positively to the duty to promote race equality and the recommendations of the Stephen Lawrence Inquiry Report.

On completion of this workbook staff are able to demonstrate:

- Their understanding of key definitions and the component parts of racism.
- Familiarity with the Macpherson definition of institutional racism and how this concept applies in the workplace.
- Workplace practice that serve to disadvantage employees and/or service users.
- Further development needs and a timescale for completion.

We are also developing a broader Diversity Toolkit for all staff.

### **10.3 Guide to Culture and Faiths**

We also produced a Guide to Culture and Faiths in Oxfordshire in March 2005, which was developed through extensive community involvement. The guide is intended to better

inform our staff on the main aspects of major cultures and faiths in the County and will contribute significantly to the promotion of good race relations in Oxfordshire.

#### **10.4 Officers undertaking equality impact assessments**

Staff responsible for managing and delivering the Council's Race Equality Scheme will be provided with comprehensive guidance which will include awareness of the statutory requirements and their implications, the contents of the scheme itself and how the equality impact assessment reviews are to be undertaken.

#### **10.5 Development opportunities for County Councillors**

Development opportunities on the requirements of the Race Relations (Amendment) Act 2000 and the duty to promote race equality have been provided to Councillors and will continue to be included in the training and development programme for our elected members.

## **11 Comments and Complaints**

We positively encourage customer comments, suggestions and complaints regarding our services and maintain clear, transparent, fair and sensitive procedures for dealing with complaints.

The Council's complaints procedure may be used by members of the public who are dissatisfied with the behaviour or actions of Council staff, the extent or non-provision of a service, or the manner in which it is provided. This may also be used for complaints about how Oxfordshire County Council is meeting our duties under the Race Relations (Amendment) Act 2000 and the requirements of this scheme.

We will undertake comprehensive equality monitoring of comments and complaints received and ensure equal access to the Council's complaints procedure.

## Annex 1

### Pro-forma 1 for initial assessment / screening

1. Identify main aims of the function/policy			2. Collect information and assess impact			3. Determine relevance of the function/policy
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
Function/Policy	What are the main aims of the function/policy?	Which of the aspects does it relate to:  1 = Eliminating race discrimination 2 = Promoting equality of opportunity 3 = Promoting good race relations 4 = Gender equality, as above 5 = Disability equality, as above	Is there evidence or reason to believe that some groups could be adversely affected?  Which racial groups are affected and how?  Any equivalent issues on grounds of gender?  Any equivalent issues on grounds of disability?	Is there any evidence of adverse outcomes for different groups?      0 = none 1 = little 2 = some 3 = substantial	Is there any public concern that the function/policy is being operated in a discriminatory manner?      0 = none 1 = little 2 = some 3 = substantial	Prioritisation Col 5 + Col 6  If total score is:  0 = n/a - not relevant  1 or 2 = yr 3 3 or 4 = yr 2 5 or 6 = yr 1 - relevance/year for review

## **Annex 2**

### **Schedule of Equality Impact Assessment (EQIA) Reviews**

#### **Year 1 Reviews (2005/06)**

##### **Chief Executive's Office**

- |   |   |
|---|---|
| Democratic Services   | <ul style="list-style-type: none"><li>• Corporate complaints system</li><li>• Appellate processes (e.g. education appeals)</li><li>• Support, advice and guidance to scrutiny process and research for scrutiny reviews</li><li>• Health scrutiny programme</li></ul>   |
| Customers/<br>Communities/ Equality<br>and Social Inclusion | <ul style="list-style-type: none"><li>• Customer Service Strategy</li><li>• Managing implementation of the statutory Race Equality Scheme and Corporate Equality Plan</li><li>• Managing implementation of the Social Inclusion Action Plan</li><li>• Local Area Working</li><li>• Voluntary Sector Compact</li></ul> |
| Communications &<br>Marketing                               | <ul style="list-style-type: none"><li>• Photographs</li><li>• Corporate Publications</li><li>• Ensure consistency in appearance of information across the authority</li><li>• Corporate messages</li><li>• Team brief systems</li></ul>   |

##### **Community Safety**

- |                                  |   |
|----------------------------------|---|
| Fire & Rescue Service<br>Support | <ul style="list-style-type: none"><li>• Fire risk support group</li><li>• Procurement &amp; Fleet Management</li><li>• Training &amp; Development</li></ul>   |
| Fire & Rescue Service            | <ul style="list-style-type: none"><li>• Integrated risk management planning</li><li>• Emergency response to incidents</li><li>• Promotion Boards/Assessment Centres and Disciplinary/Grievance Procedure</li></ul>  |
| Community Safety                 | <ul style="list-style-type: none"><li>• Bail supervision</li><li>• Custodial episodes</li><li>• Education</li><li>• Intensive Supervision and Surveillance</li><li>• Mental health</li><li>• Prevention</li><li>• Restorative practice</li><li>• Crime and Disorder Reduction Partnerships</li><li>• Core emergency plans</li><li>• Unauthorised encampments</li><li>• Traveller site provision</li><li>• Manage permanent traveller sites</li><li>• Traveller Services unit policies</li></ul> |

## **Environment and Economy**

- |                         |   |
|-------------------------|---|
| Sustainable Development | <ul style="list-style-type: none"><li>• Oxfordshire Community Partnership</li><li>• Affordable Housing</li><li>• Economic Development</li></ul> |
| Transport Service       | <ul style="list-style-type: none"><li>• Sustainable transport (Better ways to School)</li></ul>   |

## **Learning & Culture**

- |                                  |   |
|----------------------------------|---|
| Children's Services              | <ul style="list-style-type: none"><li>• Statutory assessment services</li><li>• Educational Psychology Service</li><li>• Parent Partnership Service</li><li>• Early Years Special Educational Needs (SEN) Service</li><li>• Communication, Language, Autism and Sensory Service (CLASS)</li><li>• Service for Children with Physical Disabilities</li><li>• Ethnic Minority Achievement Service (EMAS)</li><li>• Advisory Service for the Education of Travellers (ASET)</li><li>• Elective Home Education</li><li>• Provision for pupils medically unfit to attend school</li></ul>  |
| Cultural Services                | <ul style="list-style-type: none"><li>• Oxfordshire museums service</li><li>• Archives</li><li>• Centre for Oxfordshire Studies</li><li>• Victoria County History</li><li>• Culture bus</li><li>• Heritage learning centres</li></ul>   |
| Resources                        | <ul style="list-style-type: none"><li>• Premises development advice to schools</li><li>• Planning school places</li></ul>   |
| School Development Service       | <ul style="list-style-type: none"><li>• Training and support for the Workforce Remodelling initiative to enable its successful implementation in schools.</li><li>• Training and support for schools to raise the achievement of those pupils with special and/or additional educational needs (or those groups likely to underachieve) and to enhance inclusive practice.</li><li>• Support and disseminate the work of the Standing Advisory Committee for Religious Education (SACRE).</li><li>• Training and support for a broad and balanced Values based curriculum as an entitlement for all pupils and which includes Personal, Social and Health Education (PSHE) and Citizenship.</li></ul> |
| Systems & Performance Management | <ul style="list-style-type: none"><li>• Data collection, provision, research and analysis</li><li>• Pupil Information Programme</li><li>• EMS Support and Development</li><li>• Communication strategy</li><li>• Develop further policies and practice in relation to equalities and civil rights</li></ul>   |

## **Resources**

- |         |  |
|---------|--|
| Finance | <ul style="list-style-type: none"><li>• Procurement</li><li>• Audit Services</li></ul> |
|---------|--|

Human Resources	<ul style="list-style-type: none"> <li>• Occupational Health and Health and Safety</li> <li>• Review corporate social responsibilities and identify opportunities for the Council to provide leadership on employment issues</li> <li>• Facilitation and delivery of development activities</li> <li>• Development needs and performance issues</li> </ul>
ICT	<ul style="list-style-type: none"> <li>• Purchasing &amp; contract support</li> <li>• Service Continuity</li> </ul>
Property	<ul style="list-style-type: none"> <li>• Management, maintenance and servicing of the Council's property assets</li> <li>• Accessibility Audits</li> </ul>
<b>Social &amp; Health Care</b>	
Social Care Planning & Partnerships	<ul style="list-style-type: none"> <li>• Commissioning Strategy</li> <li>• Complaints procedure</li> <li>• Manage contracts held with the independent, voluntary and not-for-profit sectors</li> <li>• Housing-related support through contracts covering a range of services</li> </ul>

## **Year 2 Reviews (2006/07)**

### **Chief Executive's Office**

Democratic Services	<ul style="list-style-type: none"> <li>• Councillors' IT and training and development needs</li> <li>• Executive, council and committee business</li> </ul>
Customers/ Communities/ Equality and Social Inclusion	<ul style="list-style-type: none"> <li>• Customer service standards</li> <li>• Managing implementation of access/disability requirements</li> </ul>
Communications & Marketing	<ul style="list-style-type: none"> <li>• Press releases &amp; Service development</li> <li>• Media handling</li> <li>• Crisis Management</li> <li>• Media training</li> <li>• Exhibitions</li> <li>• Advertising</li> <li>• Key corporate consultations</li> <li>• Consultancy support to directorates</li> <li>• Consultation training</li> <li>• Editing website</li> </ul>

### **Community Safety**

Fire & Rescue Service Support	<ul style="list-style-type: none"> <li>• Communications</li> </ul>
Fire & Rescue Service	<ul style="list-style-type: none"> <li>• Collaboration and partnerships</li> <li>• Integrated personal development system</li> <li>• Recruitment of part-time firefighters</li> <li>• Advising/supporting employers and managers on their statutory responsibilities</li> </ul>
Community Safety	<ul style="list-style-type: none"> <li>• Promotion of community safety</li> <li>• Community Safety Strategies</li> </ul>



- Co-ordinate local authority and other service responses in an emergency
- Actions as a result of the Civil Contingencies Act

## **Environment and Economy**

### **Sustainable Development**

- Research and Intelligence
- Spatial and Mineral and Waste Planning
- County Council infrastructure needs arising from development proposals
- Developments proposed by County Council directorates
- Public rights of way
- Public access to open country and common land
- Walks, rides and countryside enjoyment
- Safeguarding, maintaining and preserving the character of the county
- Safeguarding the county's biodiversity resource
- Provide forestry advice
- Partnership work

### **Transport Service**

- Public transport development
- Provision of subsidised bus services
- Public transport information
- Protection of highway rights

### **Business Support**

- Planning, performance management and communication
- Office Services/Reception – Speedwell House

## **Learning and Culture**

### **Children's Services**

- Education Social Work Service:
  - Attendance
  - Child Employment
- Child Protection
- Behaviour Support Service
- Children in Public Care
- Pupil Referral Unit and Integration Service (PRUIS)
- Home to school transport

### **Adult and Community Learning**

- Planning and development of accessible early years education
- Disburse public funds for nursery education
- Promote and support development of quality childcare
- Provide information to the public on education and childcare for children and young people.
- Development of integrated centres for children and families
- Workforce development for early years and childcare sector
- Provide family and parenting support for vulnerable families.
- Produce information for students
- Advice to students and parents
- Access funds for sixth formers
- Make assessments for student loans and fees
- Disabled students' allowance

Cultural Services	<ul style="list-style-type: none"> <li>• Grants for HE students with dependants/students with parents on a low income</li> <li>• Mobile Libraries</li> <li>• School Visits</li> <li>• Develop libraries as informal learning centres</li> <li>• Online catalogue</li> <li>• Business Information Point</li> <li>• Support art initiatives</li> </ul>
Resources	<ul style="list-style-type: none"> <li>• Learning and Culture Capital Programme</li> </ul>
School Development Service	<ul style="list-style-type: none"> <li>• Monitoring, challenge, intervention and support for school improvement in the County's schools and educational settings (including intervention and support for schools of concern).</li> <li>• Monitoring and supporting the quality of foundation stage education and inclusion in maintained and non-maintained settings.</li> <li>• Support the appointment processes for headteachers and deputies together with the development of leadership and management expertise.</li> <li>• Training and support to increase opportunities for the development of extended schools and learning communities.</li> </ul>
Systems & Performance Management	<ul style="list-style-type: none"> <li>• Strategic, statutory and service planning</li> <li>• Performance monitoring and review</li> <li>• L&amp;C ICT Strategy</li> <li>• Coordinate and support bids to external funding sources</li> </ul>
<b>Resources</b>	
Business & Support Services	<ul style="list-style-type: none"> <li>• Accommodation and telephony issues</li> <li>• Planning, performance management and communication</li> <li>• Development of new information for Intranet and public website</li> <li>• Translation of documents</li> <li>• Artwork and printing</li> <li>• Printing in large print</li> <li>• Translation of legal documents</li> </ul>
Finance	<ul style="list-style-type: none"> <li>• Administrate pension scheme</li> <li>• MIS System</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>• HR strategy</li> <li>• Best practice on HR policies and processes and management guidance</li> <li>• Design and implement constructive and consultative measures to encourage positive and productive working relations</li> <li>• Modern workstyle approach</li> <li>• Coordinate induction, recruitment, deployment, development and retention measures</li> <li>• Act as partner with other directorates and teams to support service delivery</li> <li>• Annual Best Value Review programme Corporate disciplines for appraisals, performance, project and risk</li> </ul>

ICT	<ul style="list-style-type: none"> <li>management</li> <li>• Efficiency savings delivery</li> <li>• Online, web based activities for the Internet, Intranet and Extranet</li> <li>• Development and deployment of new web based functionality</li> <li>• Programme management of ICT administered projects</li> <li>• Advise on new project delivery</li> <li>• Support to directorate Business Managers</li> <li>• Liaison on ICT service delivery</li> <li>• Advice and support to Directorates on projects and developments</li> <li>• Liaison with HR</li> <li>• ICT Strategy &amp; Service Planning</li> </ul>
Property	<ul style="list-style-type: none"> <li>• Security</li> <li>• Property management</li> <li>• Solutions to property needs</li> <li>• Effective property usage</li> <li>• New buildings or accommodation, or refurbish/alter/reorganise existing property not delegated to other directorates or schools</li> <li>• Commissioning, reconciliation and contract support</li> </ul>
<b>Social &amp; Health Care</b>	
Business Support & Performance Management	<ul style="list-style-type: none"> <li>• Develop and promote performance management</li> </ul>
Social Care Planning & Partnerships	<ul style="list-style-type: none"> <li>• Development work targeted at specific groups including ethnic groups</li> </ul>
Social Care for Adults	<ul style="list-style-type: none"> <li>• Assess needs and plan and care packages</li> <li>• Provide assessments under the Mental Health Act</li> <li>• Purchase/provide services including residential rehabilitation and community services</li> </ul>
Social Care for Children	<ul style="list-style-type: none"> <li>• Initial assessment of need, child protection enquiries and short-term work in the home and in hospital</li> <li>• Supporting looked after children, their families and carers</li> <li>• Children's Residential Care</li> <li>• Family finding and family based placements</li> <li>• Mental health services delivered to children in partnership with other agencies</li> <li>• Provision of advice and support to care leavers</li> <li>• Work to rehabilitate children identified through Children's service</li> <li>• Private fostering</li> <li>• Young carers</li> <li>• Support for children with disabilities and their families</li> <li>• Family based respite care and longer term placements</li> <li>• Support to parents and children within the child's home</li> <li>• Development of new and integrated play facilities</li> <li>• Residential respite care and longer-term placements</li> </ul>

## **Year 3 Reviews (2007/08)**

### **Chief Executive's Office**

- |   |   |
|---|---|
| Chief Executive's Personal Office                     | • Support for Chief Executive, Leader and Deputy Leader |
| Democratic Services                                   | • Information on decision making processes              |
|   | • Resources for elections                               |
| Customers/ Communities/ Equality and Social Inclusion | • Race Equality Scheme                                  |
|   | • Comprehensive Equality Policy                         |
| Communications & Marketing                            | • Social Inclusion Strategy                             |
|   | • Emergency public information                          |
|   | • Corporate information                                 |
|   | • Events management                                     |
|   | • Tracker database of consultation data                 |
|   | • The Post  |
|   | • Directorate bulletins and newsletters                 |
|   | • Monitoring website content                            |
|   | • Supporting authors                                    |

### **Community Safety**

- |                               |  |
|-------------------------------|--|
| Fire & Rescue Service Support | • Command and Control / mobilisation support |
| Fire & Rescue Service         | • Health & Safety Strategy                   |
|                               | • Advice                                     |
|                               | • Fire cadets                                |
|                               | • Commercial training                        |
|                               | • Fire setter intervention scheme            |
|                               | • Enforcement of legislation                 |
| Community Safety              | • County Contact Officer System              |
|                               | • Emergency management training              |

### **Environment and Economy**

- |                         |   |
|-------------------------|---|
| Sustainable Development | • Environment   |
|                         | • Regional planning and policy                                  |
|                         | • Europe  |
|                         | • District local plans and major planning applications          |
|                         | • Advise on archaeological policy                               |
|                         | • Mineral working, waste management and disposal                |
|                         | • Waste recycling plants  |
|                         | • Hazardous waste collection                                    |
|                         | • Clinical waste disposal                                       |
|                         | • Subsidised home compost bins                                  |
| Transport Service       | • Integrated transport strategies                               |
|                         | • Highway development control advice                            |
|                         | • Road safety education, training and publicity                 |
|                         | • Local Transport Plan  |
|                         | • Deliver schemes in the Transport Capital Programme            |
|                         | • Management/implementation of maintenance and repair programme |
|                         | • Parking enforcement   |

Trading Standards & Registration	<ul style="list-style-type: none"> <li>• Food standards</li> <li>• Product safety</li> <li>• Trade descriptions</li> <li>• Consumer credit</li> <li>• Animal health and welfare</li> <li>• Weights and measures</li> <li>• Trade mark protection</li> <li>• Electronic commerce</li> <li>• Unfair trading practices</li> <li>• Register all births, deaths and marriages as required</li> <li>• Civil marriage ceremonies</li> <li>• Register church weddings as required</li> <li>• Record of births, deaths and marriages</li> <li>• Provide certified copies of Register entries</li> <li>• Celebratory ceremonies (civil funerals, baby naming ceremony, renewal of vows and commitment ceremonies)</li> <li>• Citizenship ceremonies</li> <li>• Library/Information Service</li> </ul>
Business Support	
<b>Learning &amp; Culture</b>	
Children's Services	<ul style="list-style-type: none"> <li>• School admissions</li> </ul>
Adult and Community Learning	<ul style="list-style-type: none"> <li>• Provision of personal and social education programmes to young people aged between 9-25</li> <li>• Contribute to Connexions Service</li> <li>• Support to voluntary partners</li> <li>• Management and delivery of adult learning programmes</li> <li>• Provision of information, advice and guidance to adults</li> <li>• Widening participation in adult learning</li> <li>• Provision of learning support</li> <li>• Professional Development of adult learning staff</li> </ul>
Community Learning Support Unit	<ul style="list-style-type: none"> <li>• Research the need for new learning developments.</li> <li>• Support, advise and help resource community learning institutions, organisations and partnerships in developing community-based learning initiatives, focusing on areas of high need.</li> </ul>
Cultural Services	<ul style="list-style-type: none"> <li>• Manage new learning initiatives as appropriate.</li> <li>• Curriculum support for music in schools</li> <li>• Vocal, instrumental and ensemble opportunities</li> </ul>
Resources	<ul style="list-style-type: none"> <li>• Schools Asset Management Plan &amp; Evolution Database</li> <li>• Fair funding</li> <li>• Cleaning services</li> <li>• Catering services</li> </ul>
School Development Service	<ul style="list-style-type: none"> <li>• Training and support to raise achievement through the national primary strategy.</li> <li>• Training and support to raise achievement through the national key stage 3 strategy and developments within the 14 – 19 age range.</li> <li>• Training and support for Governing Bodies to enable them to fulfil their statutory responsibilities and contribute to school improvement.</li> </ul>

Systems & Performance Management	<ul style="list-style-type: none"> <li>• SIMS Support</li> </ul>
<b>Resources</b>	
Business & Support Services	<ul style="list-style-type: none"> <li>• Knowledge/document management</li> <li>• Co-ordination and guidance on corporate governance and legislation</li> </ul>
Finance	<ul style="list-style-type: none"> <li>• Coroners Records</li> <li>• Financial accounting</li> <li>• Financial planning and standards</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>• Job evaluation</li> <li>• Shared services</li> </ul>
ICT	<ul style="list-style-type: none"> <li>• Operation of the authority-wide Service Desk</li> <li>• Delivery of the user support services</li> <li>• ICT Training delivery</li> <li>• Maintenance and support of the existing ICT Infrastructure.</li> <li>• Hardware &amp; Software Deployment Management of existing telephony</li> <li>• Regeneration strategy for authority-wide telephony requirements</li> <li>• Centralised records management facility</li> <li>• Document management strategy</li> <li>• Freedom of Information</li> <li>• Financial management</li> </ul>
Legal Services	<ul style="list-style-type: none"> <li>• Advise on Child &amp; Adult Protection, Youth Justice and Mental Health</li> <li>• Multi-disciplinary case conferences</li> <li>• Legal proceedings before the Family Court</li> <li>• Sales and purchases for the County Council</li> <li>• Compulsory purchase claims and enquiries</li> <li>• Legal property problems including property management affairs</li> <li>• Non-contentious legal issues</li> <li>• Environmental and Planning enforcement</li> <li>• Waste disposal</li> <li>• Agreements involving developers</li> <li>• Advise, negotiate and prepare contracts on behalf of the Council</li> <li>• Legal issues arising from the Council's responsibilities for highways including footpaths and bridleways</li> <li>• Education</li> <li>• Employment</li> <li>• Civil Proceedings</li> <li>• Prosecutions</li> <li>• Debt Collection</li> <li>• Probation</li> <li>• Community Care</li> </ul>
Property	<ul style="list-style-type: none"> <li>• Sustainability, good environmental performance, energy management, procurement and continuous improvement related to the Council's property</li> </ul>

## **Social & Health Care**

### **Social Care Planning & Partnerships**

### **Social Care for Adults**

- Maintain partnership framework with NHS and other relevant agencies and organisations
- Multi disciplinary assessments based on the single assessment process
- Intermediate care service
- Services and support for older people who have long-term and complex needs
- Ongoing services and support for adults with physical disabilities or an acquired brain injury
- Day Service and Prevention
- Home Support
- Services and support for people who have sensory impairments
- Assessment, advice, professional support and equipment to service users and carers
- Direct Payments
- Assess needs and arrange provision of services of people with learning disabilities
- Commission, establish and monitor contracts
- Provide support from a variety of day service buildings
- Support adults with learning disabilities to find, remain in or return to employment
- Provide home-based support
- Provide respite and long-term care for adults with learning disabilities
- Provide support to people who provide regular and substantial care to another adult.

### Annex 3

#### Race Equality Scheme Action Plan

	Action	Timescale	Responsibility	Progress
<b>1</b>	<b>Revision, leadership and implementation of the Race Equality Scheme</b>			
1.1	Identify functions/policies and carry out screening and prioritisation.	January - February 2005	Steering Group	Completed
1.2	Consult RES Reference Group.	February 2005	Deputy Leader	Completed
1.3	Draft revised Race Equality Scheme.	March 2005	Corporate Strategies Team	Completed
1.4	Approval of Draft revised Race Equality Scheme.	March 2005	The Executive	15 March 2005
1.5	Publish revised RES.	April 2005	Corporate Strategies Team	
1.6	Publish high quality printed version of Race Equality Scheme, circulate and put on website.	May 2005	Corporate Strategies Team	
1.7	Revise equality impact assessment forms/ process.	May 2005	Corporate Strategies Team / Steering Group	
1.8	Revise guidance to officers on Equality Impact Assessment (EQIA) reviews.	May 2005	Corporate Strategies Team	
1.9	Support consistent implementation and monitoring of the Race Equality Scheme.	Quarterly	Steering Group	
1.10	Report to Race Equality Scheme Reference Group chaired by Deputy Leader of Council.	Quarterly	Corporate Strategies Team	
1.11	Race Equality Scheme annual progress reports.	September 2005 September 2006 September 2007	Corporate Strategies Team / Steering Group	



	Action	Timescale	Responsibility	Progress
1.12	Ensure that the Race Equality Scheme Action Plan is properly implemented.	Quarterly	Corporate Strategies Team / Steering Group	
1.13	Ensure that actions to promote race equality are included in Directorate business planning and routine monitoring.	Quarterly	Directorates / Steering Group	
1.14	Review overall progress and service improvements at the end of 3 years of the RES.	June 2005 June 2008	Steering Group	
<b>2</b>	<b>Assessment and consultation on the likely impact of proposed new functions and policies</b>			
2.1	Directorates identify new functions and policies as they are proposed / developed.	Ongoing	Directorates / Steering Group	
2.2	Officers responsible for assessing and screening against General Duty identified.	Ongoing	Directorates / Steering Group	
2.3	Identify whether and how each part of the General Duty applies, which racial groups may be affected and how.	Ongoing	Directorates / Steering Group	
2.4	Carry out Equality Impact Assessments of relevant new functions/policies.	Ongoing	Identified Lead Officers	
2.5	Undertake consultations on impact of proposed functions/policies with ethnic minority communities using service level consultation mechanisms.	Ongoing	Identified Lead Officers	
<b>3</b>	<b>Monitoring existing functions and policies and undertake equality impact assessments</b>			
3.1	Audit existing monitoring systems and improve mechanisms for monitoring equalities in service delivery.	Quarterly	Steering Group	

	Action	Timescale	Responsibility	Progress
3.2	Carry out equality impact assessments of all functions/policies as scheduled in the RES.	December 2005 December 2006 December 2007	Directorates	
3.3	Identify and address functions/policies which need developing or changing following equality impact assessments.	March 2006 March 2006 March 2006	Directorates	
3.4	Review results of equality impact assessments at end of each year of the RES.	September 2005 September 2006 September 2007	Steering Group	
<b>4</b>	<b>Employment Specific Duties and Monitoring</b>			
4.1	Undertake regular equality monitoring of the workforce, applications, promotions and retention rates.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	
4.2	Undertake equality monitoring of career development schemes and succession planning.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	
4.3	Take appropriate steps to ensure that under-represented groups are aware that the Council is an employer that values diversity and to bring all job vacancies to the attention of such groups.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	
4.4	All job advertisements to make clear that the Council is an equal opportunities employer committed to promoting equality and social inclusion.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	
4.5	Ensure that job applications can be submitted and processed in alternative format.	Review September 2005 Review September 2006 Review September 2007	Corporate HR	
4.6	Ensure all staff are appraised and monitor quality of appraisals according to ethnic origin.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	

	<b>Action</b>	<b>Timescale</b>	<b>Responsibility</b>	<b>Progress</b>
4.7	Appraisals and management of performance to make reference to the duty to promote race equality where relevant to an employee's post and proportionate to seniority.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	
4.8	Monitor all applicants for and participants on training.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	
4.9	Monitor all staff attending induction according to ethnicity and include information on equalities, including Race Relations Amendment Act 2000.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	
4.10	Monitor all cases of harassment and bullying according to ethnicity.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	
4.11	Monitor disciplinaries and grievances by outcomes and by ethnicity.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	
4.12	Ensure that disciplinary procedures take due account of an employee's cultural background and make provision for any communication needs they may have.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	
4.13	Monitor all leavers by reasons for leaving and by ethnicity.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	
4.14	Monitor staff who retire early according to ethnicity.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	
4.15	Ensure Race Relations Amendment Act 2000 is integrated into appraisal and recruitment / selection training.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR Managers	

	Action	Timescale	Responsibility	Progress
4.16	Ensure all data from monitoring is treated in confidence in accordance with the Data Protection Act 1998.	Review September 2005 Review September 2006 Review September 2007	Corporate and Directorate HR	
4.17	Publish a yearly Equal Opportunities Report, to include results of HR monitoring in line with the specific duties and report to RES Reference Group.	Review September 2005 Review September 2006 Review September 2007	Corporate HR Communications and Marketing Unit	
4.18	Analyse statistics/results of monitoring and remedy any problems through policy change and training.	Review September 2005 Review September 2006 Review September 2007	Corporate HR	
4.19	Submit progress reports to the RES Reference Group.	September 2005 September 2006 September 2007	Corporate Strategies Team	
<b>5</b>	<b>Public access to information, services and to the RES and publishing results</b>			
5.1	Ensure that all Directorates have high standards of public care in relation to ethnic minority service users and race equality issues.	Review September 2005 Review September 2006 Review September 2007	Directorates	
5.2	Ensure that the Oxfordshire Language Service is equipped to provide an efficient and effective translation and interpretation service.	Review September 2005 Review September 2006 Review September 2007	Resources Directorate / CCMT	
5.3	All contractors required to enter into contractual provisions that include the duty to promote race equality.	Review September 2005 Review September 2006 Review September 2007	Directorates/ Legal Services/ Steering Group	
5.4	Monitor and continue to develop procedures to ensure that providers from diverse communities have an equal opportunity of competing for Council contracts.	Review September 2005 Review September 2006 Review September 2007	Resources Directorate / Legal Services	

5.5	Ensure that all the Council's publicity and marketing fully reflects our commitment to promoting race equality.	Review September 2005 Review September 2006 Review September 2007	Communications and Marketing Unit, Chief Exec's Office	
5.6	Publish summary reports of equality impact assessments, monitoring and consultation.	March 2006 March 2007 March 2008	Corporate Strategies Team	
5.7	Submit progress reports to the RES Reference Group.	September 2005 September 2006 September 2007	Corporate Strategies Team	
5.8	Submit progress reports to the Executive.	October 2005 October 2006 October 2007	Deputy Leader	
<b>6</b>	<b>Informing and training staff in connection with the General and Specific Duties</b>			
6.1	Make sure all employees are aware of the Race Equality Scheme.	Ongoing	Corporate HR / Directorates	
6.2	Directorates to deliver RRA related training specific to their functions and policies.	Ongoing	Corporate HR / Directorates	
6.3	Provide proportionate training and guidance for all staff to ensure they fully understand their responsibilities under the law.	Ongoing	Corporate HR / Directorates	
6.4	Provide individual training in response to needs identified through Performance Management.	Ongoing	Corporate HR / Directorates	
6.5	Ensure training materials/courses/induction are maintained in respect of RRA duties, RES and race equality issues.	Ongoing	Corporate HR / Directorates	
6.6	Provide development opportunities for all elected members on the duty to promote race equality.	Ongoing	Democratic Services, Chief Exec's Office	

## **Annex 4**

### **Glossary**

Assessing impact	A systematic way of finding out whether an existing or proposed policy / function affects different racial groups in an adverse way.
Complementary	All three parts of the general duty support each other and may overlap. They are different and the Council should consider and deal with all three parts.
Consultation	Asking for views on policies or services from staff, colleagues, service-users, or the general public.
Full impact assessment	Will include the results of external consultation, a final recommendation, and arrangements for monitoring and evaluating the policy and its impact in practice.
Functions	The full range of the Council's duties and powers
General Duty	The duty as set out in section 71 (1) of the Act
Initial impact assessment/ screening	Based on existing data, produces estimates or signs of unequal impact. Used for developing new policies, considering changes to existing policies and reviewing the Council's existing list of functions/ policies.
Monitoring	The process of collecting, analysing and evaluating information, to measure performance, progress or change.
Obligatory	The Council is legally bound to meet the General Duty, and must make race equality a central part of its activities.
Partial impact assessment	Builds on an initial assessment, outlines risks and benefits and includes advice from experts and interested groups.
Policies	The formal and informal decisions about how the Council carries out its duties and uses its powers
Proportionate	The weight given to a function should be proportionate to its relevance to promoting race equality.
Race Equality Scheme	A timetabled and realistic plan, setting out an authority's arrangements for meeting the general and specific duties.
Relevance	How far a function or policy affects people, as members of the public, and as employees of the authority.
Specific Duties	Duties imposed by the Race relations Act 1976 (Statutory Duties) Order 2001. These will help the Council to meet the general duty to promote race equality.

“Formate alternative te ketij publikimi ofrohen me kerkese. Kjo perfshin dhe gjuhe te tjera, me shkronja te medhaja, shkronja per te verberit, kasete degjimi, disk kompjuteri ose email.”

Albanian

আপনি যদি অনুরোধ করেন তাহলে এই পুস্তিকাটি বিকল্প ছাঁদে, যেমন, অন্য কোনও ভাষায়, বড় হরফে, ব্রেইলে, অডিও-ক্যাসেটে, কমপিউটারের ডিস্কে বা ইমেলের মাধ্যমে পেতে পারেন।

Bengali

“本刊物備有其他的格式可供索取。這些包括有其他語言版，大字版，盲人用版，錄音帶版，電腦磁碟版或電子郵件版。”

Chinese

प्रार्थना करने पर यह प्रकाशन दूसरे रूपों में प्राप्त किया जा सकता है। जिस में सम्मिलित है, दूसरी भाषाओं में, बड़े छापे में, ब्रेअल, सुनने की टेप पर, कम्प्यूटर की डिस्क पर या ई-मेल द्वारा।

Hindi

“ਇਹ ਪੁਸਤਕ ਬੇਨਤੀ ਕਰਨ ਤੇ ਹੋਰ ਰੂਪਾਂ ਵਿਚ ਵੀ ਉਪਲਬਧ ਹੈ। ਜਿਵੇਂ ਕਿ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਛਾਪੇ ਤੇ, ਬ੍ਰੇਲ ਵਿਚ, ਸੁਣਨ ਵਾਲੀ ਟੇਪ ਤੇ, ਕੰਪਿਊਟਰ ਡਿਸਕ ਜਾਂ ਈ ਮੇਲ ਤੇ।”

Punjabi

“اس اشاعت کو متبادل اشکال میں درخواست کرنے پر حاصل کیا جاسکتا ہے۔ اس میں دوسری زبانیں، بڑا پرنٹ، بریل (جسے اندھے چھو کر پڑھ سکیں)، آڈیو کیسٹ، کمپیوٹر ڈسک یا ای میل شامل ہیں۔”

Urdu

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Race Equality Scheme  
Agreed by the Executive \_\_\_\_\_

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