



ROCHDALE  
METROPOLITAN BOROUGH  
COUNCIL

# Rochdale Metropolitan Borough Council

## Single Equality Scheme

April 2007- April 2010









8. Currently we are working towards achieving level 4 of the Equality Standard by 31 March 2008. Our corporate objectives in relation to equality and diversity are:
- Promoting equality and diversity good practice amongst our external partners. This includes working with LSP partners to set equality and diversity targets for inclusion in the Community Plan.
  - Ensuring the Council is recognised by other authorities and agencies as demonstrating good/exceptional practice. As a Community Cohesion Pathfinder Area we have been undertaking activities, which help to mainstream equality and diversity objectives into the Council and partner organisations. These include developing a Community Cohesion Framework and Action Plans.
  - Raising awareness and promoting ownership of the equality and diversity agenda amongst elected members. This is being achieved through holding training events and the inclusion of appropriate information as part of the induction process.
  - Ensuring corporate and service procedures meet the Equality Standard.
  - Ensuring the Council meets statutory requirements and prepares for impending legislation.
  - Promoting equality and diversity objectives through the Council's Procurement Strategy.
  - Ensuring that the Council's workforce reflects the profile of the community.
  - Ensuring that staff have the knowledge and confidence to tackle equality and diversity issues.
9. Some examples of our achievements to date in relation to promoting equality for all and cohesive communities includes:
- Achieving level 3 of the Equality Standard for Local Government
  - Being awarded Beacon and Pathfinder status for our work on community cohesion in 2003-2004
  - Being awarded Beacon status for our work with carers
  - Being a two ticks employer – the two ticks symbol shows that employers are positive about employing disabled people. Employers who use the symbol have made the following 5 commitments:
    - 1) To interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities.

- 2) To ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees, what both parties can do to make sure disabled employees can develop and use their abilities.
- 3) To make every effort when employees become disabled to make sure they stay in employment.
- 4) To take action to ensure that all employees develop the appropriate level of disability awareness needed to make sure these commitments work.
- 5) Each year to review the five commitments and what has been achieved, plan ways to improve on them and let employees and jobcentre plus know about progress and future plans.

10. In relation to service delivery we:

- Work on an ongoing basis with customers to identify barriers to accessing services and to set objectives and targets to remove these
- Set objectives and targets to improve access to services and to information about our services

11. Some good practice examples of work undertaken by services in relation to race, gender and disability include:

- Developing capacity to meet the emerging needs of service users from the Eastern European Community
- Targeting Black and Minority Ethnic (BME) Communities to increase the number of people from BME communities who adopt children
- Reviewing and producing publicity in appropriate languages to increase the take up of recycling
- Encouraging businesses to adopt equality and diversity policies
- Expanding library services to minority communities and involving library users in stock selection
- Developing a dedicated support and networking group for childminders
- Implementing innovative initiatives to engage with and support carers
- Setting up and running the JIP Project. This works with a wide range of partners to assist disabled people to get a job, move towards the world of work, and retain employment. The JIP involves disabled people in its planning and delivery.
- Supporting disabled people to deliver support services. The Adult Care Service Social Inclusion Unit has supported a group of disabled people to set up and deliver support services on a voluntary basis through an independently constituted group, Disabled People For Learning in Rochdale (DP4LR).

12. In relation to employment and training we have:

- Implemented a Pay and Rewards Policy, which provides the guiding principles of rewarding employees properly and fairly for their contribution. This Policy describes what the organisation values, what it recognises and how it will ensure a consistent and equitable approach, whilst recognising the need for flexibility. It outlines the key components of the Pay and Grading Policy and is designed to enable the Council to recruit and retain the right calibre of staff to achieve the organisation's strategic and operational aims and objectives.

- Implemented a Dignity at Work Policy aimed at creating a workplace that is free from all forms of harassment and bullying, whether based on race, religion or belief, gender, sexual orientation, age, disability or trade union membership.
- Revised our Code of Practice in relation to Recruitment and Selection and are constantly seeking innovative ways of recruiting and retaining staff.
- Implemented a system of flexible working hours to ensure work/life balance.
- Implemented effective systems to analyse and monitor workforce data to ensure equality of opportunity in recruitment, selection and the uptake of training.
- Implemented an employee survey.
- Implemented an online training diversity package which can be accessed by all employees through a PC
- Provide a range of training courses to staff addressing Equality and Diversity issues such as good customer care, good practice relating to recruitment and selection, awareness raising training on disability and cultural awareness training.

13. The Council has made a commitment in accordance with the 2004 NJC Pay Agreement to undertake a local Pay and Grading Review in relation to all posts employed on NJC terms and conditions of service.

The Pay and Grading Review commenced on 1<sup>st</sup> April 2005 (following a twelve month pilot) and includes the following;

- Job Evaluation Exercise
- Modernisation of allowances and benefits
- Development of a grading structure
- Arrangements for progression
- Implementation arrangements
- An Equal Pay audit
- Revising bonus payments

The main aim of the Review is to identify and deal with any pay inequalities and inconsistencies.

14. The Nationally set timetable for the Review establishes an implementation date of 1<sup>st</sup> April 2007, however the Council has extended this timescale by a further twelve months to enable it to have a properly managed outcome. The decision of the Council to extend this timescale reflects the position of the majority of top tier local authorities in relation to local Pay Reviews.

15. The arrangements for eliminating any pay gap which is identified through job evaluation and the equal pay audit will be subject to consultation with the Trade Unions.

16. The Council, as part of the requirements under the Equality Standard, is currently undertaking Equality Impact Assessments in relation to the Council's Human Resources policies, procedures and their application. Whilst addressing Equal Pay issues is a priority at this stage for the Council, the intention following the implementation of the Pay & Grading Review will be to consider issues arising from Occupational Segregation and to develop an agenda to address issues of occupied segregation.

## **Employing People**

17. The Council employs over 10,000 people, including teachers and other school staff. Its Chief Executive and four Executive Directors form its Executive Leadership Team.

18. One of the Best Value Performance Indicators that the authority is required to measure is the percentage of top 5% of women earners. This indicator measures a percentage of the top-paid 5% of local authority staff who are women which was 52.88% as at 31<sup>st</sup> March 2006. This maintains our position in the top quartile of all authorities in England.

19. The Council wants the ethnic composition of its workforce to reflect that of the local population, so that it represents and serves the population better. The Council also recognises that people from ethnic minorities face particular disadvantage in employment. For both of these reasons, in 2000 the Council decided, that in the first instance it would increase the number of staff from ethnic minorities, through an inclusive workforce strategy. It has since taken, a similar approach to increase the number of disabled people amongst its staff. The percentage of local authority employees with disabilities was 3.44% for 2005/06.

20. The inclusive workforce strategy aims to increase the number of ethnic minority staff from 2.5% in 1999 to 9 % by 2010, to reflect the proportion in the working age population. Our Best Value Performance Indicators show that our current rate for 2005/06 was 6.8%.

## **Scheme Outline**

### **Purpose and Content**

21. The purpose of this scheme is to:

- a) Show how the Council will meet its duties, under the Race Relations Amendment Act (2000), the Disability Discrimination Act 2005, and the new gender duty contained in the Equalities Act 2006. This is in relation to our work representing, employing and serving people, and as a partner with other organisations

- b) Guide action in pursuit of the Council's commitment to increasing equality and to provide a strategic approach, which will ensure that the Council is focussing its resources on those aspects of its work that will do most to increase race equality, disability equality and gender equality. Our aim is to promote equality of opportunity and reduce discrimination faced by disadvantaged groups.
- c) Outline the main actions the Council intends to take and who is responsible for them
- d) Enable monitoring of progress
- e) Enable the public and other agencies to hold it to account for progress.

22. The scheme:

- a) Describes how disadvantaged groups were involved in the development of the scheme and action plan
- b) Outlines the Council's approach to collecting information on the effects of its policies and practices on disadvantaged groups and how this information will be used to promote race equality, disability equality, and gender equality.
- c) Delineates the Council's process for impact assessing its policies and practices
- d) Provides action plans showing what the Council will do to fulfil its duties under the Race Relations Amendment Act 2000, Disability Discrimination Act 2005 and the new Gender Equality Duty contained within the Equality Act 2006.
- e) Explains the Council's arrangements for reviewing the effectiveness of the scheme and the action plans.
- f) Provides data relating to the Council's current position in relation to race equality, disability equality, and gender equality including the strategic context in which it operates.

## **The Scheme's Links with the Strategic Priorities of the Council**

23. This scheme links with the Council's Transformational Change Programme which aims to transform the Council over the next 3 years to make it an organisation which:

- Delivers only impressive and improving services in line with Borough priorities
- Creates a positive sense of place for all our communities
- Provides value for money for all its citizens
- Secures high levels of local citizen satisfaction
- Makes a great contribution to the success of the Manchester City Region
- Values and develops its members, employees and partners
- Is widely respected for our achievements

24. This scheme also links with:

- Rochdale Council's Corporate Plan entitled "Aiming High" which sets out how the Council will improve the quality of life of people of the Borough.
- The Community Strategy entitled "Pride of Place". This strategy has been developed with our partner organisations within the Borough and outlines the vision for the Borough. We and our partners are working towards the aim that by 2021 the Borough will be a place where:  
"We celebrate our ethnic and cultural diversity, and have good race relations and positive links with other parts of the world. We respect and maintain our heritage."

The 5 key strategic priorities set out in "Pride of Place" are:

- Increasing jobs and prosperity
- Making sure every child matters
- Creating a cleaner greener environment
- Improving community safety and
- Ensuring better health for all

## **Legislative Context**

25.As mentioned above this Single Equality Scheme brings together our Race, Disability and Gender Equality Schemes and states how we propose to meet the general and specific requirements under the gender equality duty. The appendices attached to this Scheme provide details of the general and specific duties required under the race, disability and gender equality duties by the following legislation:

- Race Relations (Amendment) Act 2000
- Disability Discrimination Act 2005
- The Equality Act 2006

Appendix 2 covers gender, Appendix 3 covers disability, and Appendix 4 covers race.

26.In addition to the race, disability and gender equality duties, legislation offers protection on the grounds of sexual orientation and religion and belief.

### **Sexual Orientation**

27. The Employment Equality (Sexual Orientation) Regulations 2003 currently offer protection on the grounds of sexual orientation in the workplace. With the addition of the powers introduced by the Equality Act 2006, it will become

unlawful (with exemptions) to discriminate on the grounds of sexual orientation in the following areas:

- The provision of goods, facilities and services
- The disposal and management of premises
- Education
- The exercise of public functions

## **Religion or Belief**

28. The Employment Equality Regulations 2003 currently offers protection against discrimination religion or belief in the workplace. With the addition of the new powers granted by the Equality Act 2006 it will become unlawful (with exemptions) to discriminate on the grounds of religion or belief in the areas mentioned above (under sexual orientation).

## **Approach to Disability**

### **Social Model of Disability**

29. Rochdale Council follows the Social Model of Disability, which advocates that discrimination occurs because barriers hinder disabled people from taking a full part in the community. Discrimination also occurs because stereotypes, assumptions, exclusion, segregation and physical barriers deny disabled people equality of access in the above areas. Rochdale Council will:

- Challenge discriminatory assumptions about disabled people;
- Consult with disabled people to ensure that services provided by us and other providers meet their specific needs;
- Encourage people to recognise and celebrate the achievements made by disabled people;
- Meet the requirements of the Disability Discrimination Act 2005 and actively promote disability equality.

## **The Involvement of Staff and Disadvantaged Groups in the Development of the Scheme**

### **Staff**

30. Ongoing dialogue with all services across the Council on the development of the Single Equality Scheme has been maintained through the Service Equality Contact (SEC) Group Meetings. Each service has an equality contact/champion who co-ordinates work on equality within their service. Monthly meetings are

held with the Council's Policy lead on equality and diversity and all the service equality contacts across the Council. The service equality contacts then cascade the information within their services.

31. Existing mechanisms and structures are utilised to ensure that all staff are made aware of the race, disability and gender equality duties. These include using the intranet, the online diversity training package, team briefings, and various forums. They have been given the opportunity to influence the Single Equality scheme and Action Plan.

### **Disadvantaged and Vulnerable Groups**

32. As mentioned in the introduction, this Scheme brings together the Race Equality and Disability Equality Schemes. Extensive consultation with all stakeholders was undertaken in the development of these schemes and in the development of the Gender Equality Strategy and Plan. Further details are provided in the appendices (Appendix 2, 3, and 4).

## **Collecting Information About Issues**

### **Identifying Issues Relevant to Disadvantaged and Vulnerable Groups**

33. The Council has a Consultation Strategy which is based on good practice and which sets out the Council's approach to consultation. We consult local communities extensively and monitor the ethnic origin of people who use our services. This helps us to understand barriers and what we need to do to reduce them. During the year, the Council undertakes various activities to collect information about issues relevant to disadvantaged and vulnerable groups. These include:

- Undertaking surveys,
- Holding Annual Equalities Listening Event
- Conducting Focus groups
- Organising The Big Listen which is an annual conference for young children
- Holding an annual conference to consult and report on our Asian Housing Strategy
- Supporting a Youth Forum/Parliament
- Holding an Asian School Governors Forum
- Working with Rochdale Centre of Diversity and Rochdale District and Disability Action Group on all areas of our work

The Council is working with its partners locally and at a sub regional level to share data and to collaborate in consultation activities in order to reach more

people and to extend the information, which is collected. The information collected is used to make improvements to the delivery of services. The information informs equality impact assessments and the development of service equality objectives and targets which are fed into service plans.

34. Rochdale Council launched its first Annual Equalities Event in January 2006. This is an ongoing event, which has been set up as part of the equality impact assessment process, to co-ordinate consultation on equalities and diversity. This event is supported by elected members, senior managers and officers from all the Council services. The objectives of this event are to:
- Obtain stakeholder views on general equality issues and give stakeholders the opportunity to shape services by suggesting actions and targets for inclusion in service plans
  - Identify any actions which can be taken to make services (including access to employment) more accessible
  - Present the findings of equality impact assessments and obtain feedback on draft equality objectives, targets and actions
  - Publicise good practice, which has already been implemented by officers to make their services more accessible and to improve service delivery.

### **Collecting Monitoring Information**

35. The Council collects a range of information on race, gender and disability. This information is collated to monitor the impact of its policies and practices on the recruitment, development and retention of its employees. For example the information collected by the People Management Service includes:

- A review of applicant numbers, short listed and appointed profiles
- Types of jobs being undertaken by disabled people, people from diverse background and women who are moving through to the 5% of top earners grades and /salary levels
- Appraisals
- Disciplinary action
- Reports of disability harassment and how they are resolved
- Duration of employment
- Numbers in full or part-time work
- Numbers leaving giving reasons, including redundancy, dismissal, ill-health and retirement
- Training

## **Approach to Impact Assessments on Policies and Practices**

36. As part of its work on the Equality Standard for Local Government we have developed a framework for assessing our policies and practices and their impact upon disabled people, those from BME communities and on men and women of all ages and young people.
37. Guidance on undertaking Equality Impact Assessments has been issued to all Heads of Service. This guidance asks services to examine their policies and procedures with the aim of preventing discriminatory outcomes or unmet needs and to fulfil the Council's statutory duty under the Disability Discrimination Act 2005, the Race Relations Amendment Act 2000 and the Gender Duty set out in the Equality Act 2006. When developing new policies, procedures and practices, services consider the potential implications they may have on equality.
38. The guidance issued gives services a framework to follow in order to screen policies and procedures for their relevancy to race, disability and gender, and to conduct these assessments. Service heads are responsible for identifying the order in which policies, procedures and practices are assessed and who will be responsible for undertaking the impact assessments. Services are responsible for engaging in the Council's annual Equalities Listening Event and utilising other service based consultation mechanisms to consult the relevant stakeholders on the findings and recommended actions arising from their Equality Impact Assessments. Barriers to accessing services are also identified through the annual Equalities Listening Event and through other consultation and involvement mechanisms.
39. Equality objectives and targets arising from these assessments will be set and submitted to the Equality Programme Board for assessment. Once these targets have been assessed, services include them in their service plans.

## **Monitoring Progress Against Equality Objectives and Targets**

### **Corporate Monitoring**

40. The Equalities Programme Board oversees all corporate plans, schemes and strategies, which relate to equality and diversity and keep them under review. It will take action to ensure that the Single Equalities Scheme is effective. The Board is chaired by an Executive Director, and the Cabinet member with responsibility for Equality and Diversity is a member of this Board. The Executive Director also sits on the Council's Executive Leadership Team and Performance Board and ensures that equality, including race, disability and

gender equality, is embedded in the Council's performance management and service planning processes.

41. The Equalities Programme Board monitors progress against equality objectives and targets corporately. Progress reports are issued to the Performance Board, the Executive Leadership Team (ELT) and the Corporate Overview and Scrutiny Committee. Progress made against targets are reported annually in our Best Value Performance Plan.
42. The Council monitors the impact of the policies and services it delivers. Services review their performance and issues that arise out of their annual service planning reviews. Service managers receive feedback from customers and staff through a variety of ways e.g. customer feedback through consultation exercises such as conducting surveys, public consultations, user groups, contact with local councillors, complaints procedures, talking to staff and discussing issues through staff focus groups.
43. We will inform the public and staff about progress against equality objectives and targets through the:
  - Best Value Performance Plan
  - Update (staff newsletter)
  - Rochdale UK website
  - Intranet and Intranet
  - Use of the media for advertising and press releases
  - Display of public notices
  - Information and advice services to the public and organisations

## **Procurement**

44. The Council purchases many services and products from external providers and contractors. We have revised our procurement policy and continually update guidelines on equality and diversity, to ensure that we meet legislative requirements.

## **Service Monitoring**

45. The Senior Management Team (SMT) of each service is responsible for monitoring their progress against equality objectives and targets and for scrutinising their services performance. They are responsible for undertaking a self-assessment of their performance against the Equality Standard.

## **Independent Assessment of the Work Undertaken by Services**

46. The Moderation Board scrutinises the evidence supplied by Rochdale Council's services for achieving the Equality Standard requirements. The Moderation Board is responsible for conducting an independent assessment of the work undertaken by services on equality and diversity. This Board has representation from other partner organisations such as colleagues from neighbouring Councils, Rochdale Centre of Diversity and Rochdale & District Disability Action Group.

## **Publication of Results from Assessments, Consultation and Monitoring**

47. Publishing the results of assessments, consultations and monitoring maintains Rochdale Council's accountability to the public and other stakeholders. Rochdale Council publishes consultation, assessments and monitoring reports in various formats for general information and to feed back to consultees. It places the results of Citizens Panel surveys on the internet and intranet. Rochdale Council reports findings and proposed action back to the groups consulted.

48. The Council will publish the results of consultations, assessments and monitoring in an annual equalities report. This will report on the action achieved to date and will be a basis for staff, customers and partners to monitor the effectiveness of the scheme. This will be available in printed form, and in minority languages and alternative formats on request. This information will also be available on the website.

## **Communicating with People**

49. Rochdale Council has a toolkit for communicating with the community it serves and represents which is used by staff to provide an effective service to disadvantaged groups. The Council provides information in alternative formats, such as minority languages electronic format Braille, disc, audiocassette and British Sign Language signed video. We are reviewing the use of other formats, for example pictograms, simple language and a mixture of oral and written cues in signage. All these alternative and accessible formats help us to communicate with a wide range of customers such as those with learning difficulties, those with visual and hearing impairments and those for whom English is not a first language.

50. Rochdale Council also provides information on request in ethnic minority languages for those for whom English is not a first language. Our Community Language Service interprets and translates for all Services. We employ staff that speak ethnic minority languages such as Punjabi and Urdu, and pay for interpreters to attend interviews with refugees and asylum seekers in National Asylum Seekers Support Service accommodation.

51. Rochdale and District Disability Action Group advises us on disability and equality issues, and we seek good practice from national organisations and colleagues in

other authorities. Rochdale Centre of Diversity advises us on race equality issues. In the course of writing this scheme we have consulted both internal and external partners and seek good practice from other colleagues in other authorities.

### **Making sure the public have access to information and services**

52. Rochdale Council's customer services strategy aims to improve dialogue between the Council and customers to help it to provide customer focussed information and services so that they have easy access:

- In ways that suit them;
- At times that suit them;
- In a convenient location;
- And receive a coherent, polite and efficient response to their requests.

53. Customers will be able to choose how they contact the Council by phone, in person, by post or through the Council's website. We have produced guidance to help managers and staff to improve customer services.

54. Our research shows that most customers prefer to contact us by telephone. As a result, we have developed a call centre for all services, in order to improve our accessibility to all customers. Our e-government strategy will give staff in the call centre the IT systems and skills to deal with a range of service enquiries to meet the needs of the Borough's diverse population. We will deliver electronically all services capable of electronic delivery. We are also examining the opening hours of Customer Service Centres and the call centre to strike a balance between customer preferences and the costs of extending opening hours.

55. We are equipping front-line staff with skills in customer service, information technology and languages to deal with a wide customer base and people from different groups and with differing needs.

### **Arrangements for Reviewing the Effectiveness of the Scheme and the Action Plan**

56. The Council will monitor the scheme regularly to check progress against actions and targets and report these findings annually as part of our annual equality report and will highlight achievements and limitations of the scheme.

57. The Council will formally review the scheme within 3 years, assessing progress against targets and how well we are performing on all areas of equality.

58. The review will look at all areas and services to see how equality (including gender, disability and race equality) has been improved with regard to serving, representing and employing people from vulnerable and disadvantaged backgrounds.

59. The Council will consult with a wide range of individuals, partners and agencies before the review is complete so that promoting all aspects of equality is at the forefront of the Council's duties.

## **Complaints**

60. We are fully committed to meeting our general and specific duties and do our best to meet these. We do recognise that, from time to time, we may not get things right or that people may be dissatisfied with what we do. We make sure that people know that they have a right to complain and that we give them information about how to do this.

61. Our complaints procedure enables residents and service users to make complaints, compliments and suggestions about any aspect of our services or policies. In addition, there are some separate complaints procedures relating to aspects of social services and education to comply with specific legal duties.

62. The simplest way to resolve a problem is to discuss it directly with the staff concerned, either face-to-face or by phone. We can deal with many problems in this way. If service users are not happy with this response then our formal complaints procedure will help us deal efficiently and effectively with the complaint. It is possible to register a formal complaint about any Council service by phone, letter, and e-mail or in person. Complaint forms are also available at all Council offices.

63. Our target response times for responding to complaints are as follows:

- We make contact within 10 working days of receiving a complaint and will aim to resolve the problem within this time;
- If we need more time to investigate, we let complainants know and keep them informed of our progress.

64. People who are not satisfied with our initial reply can ask the Service Head responsible for that particular service to investigate the complaint. Those who are still not satisfied with the response can contact the Council's Chief Executive.

Anyone who needs more help can:

- Discuss the problem with their local Councillor or Member of Parliament at any stage.
- Write to the local government ombudsman, an independent person who investigates complaints about most council matters, including planning, education, housing, social services and council tax. The ombudsman covering Rochdale MBC is based at Beverley House, Shipton Road, York, YO3 5FZ. Tel: (01904) 663200. Website [www.lgo.org.uk](http://www.lgo.org.uk). A free booklet on how to make a complaint to the ombudsman is available from the Borough Solicitor's office: P.O. Box 15, Town Hall, Rochdale OL16 1AB. Tel. (01706) 864 702.

## The Strategic Context - Demographic Data Relating to Rochdale Borough

65. The total population in the Borough in 2003 was 206,600 (estimated mid-year figure). Recent population projections suggest that the total will reach 217,250 by 2021.

66. The White British group make up the majority of the Borough's population and will continue to do so making up 4 out of 5 of the overall population. Most people of all ethnic groups are, and will be, locally born and bred, with a continued fall in the proportion born overseas.

**Table 1: percentage of population in ethnic groups by Township 2001**

	White		Mixed		Asian or Asian British						Black Chinese or Other		Total People
	No	%	No	%	Pakistani		Bangladeshi		Other		No	%	
					No	%	No	%	No	%			
Heywood	27,770	97	247	0.86	259	0.91	17	0.06	81	0.28	160	0.56	28,533
Middleton	44,339	97	444	0.97	256	0.56	39	0.09	113	0.25	476	1.04	45,667
Pennines	38,045	95	334	0.83	1,120	2.80	123	0.31	160	0.40	216	0.54	39,998
Rochdale	71,731	79	880	0.96	14,217	15.58	2,423	2.66	1,385	1.52	615	0.67	91,250
Borough total	181,891	89	1,906	0.93	15,829	7.71	2,594	1.26	1,699	0.83	1,438	0.70	205,357

Source: 2001 Census Crown Copyright 2003

67. The White British population is likely to fall slightly as a proportion of the total. Ethnic minority populations are likely to increase from their current 11% to around 20% of the total by 2021.

68. Rochdale Borough, like all other areas of England, saw change in its population in the 20th century and will continue to see change in the 21st century. By 2021 older people will make up a larger part of our communities. At the same time, the Borough's ethnic diversity will increase. Four out of five people will be white in 2021, and nearly one in five people will be of Pakistani or Bangladeshi family origin. We welcome the continued growth of the Borough's population, and the important role played in that by our relatively young minority ethnic communities.

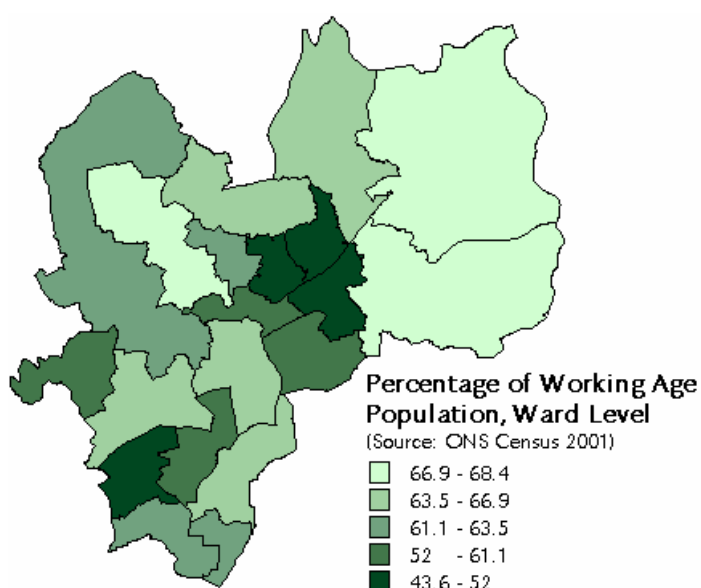
69. People of South Asian ethnic origin, mainly of Pakistani or Bangladeshi background, form the largest ethnic minority group, numbering 19,650 (9.7% of

total). Their relatively younger age profile means that the number of people of South Asian origin may increase to about 36,550 by 2021 (17% of total).

70. The age structure of a population is important for planning of services to meet the needs of the community. Rochdale Borough's population is younger than that of Greater Manchester and England & Wales (Figure 1). The greatest difference is in the 0-15 year olds age group (23% compared with 20%). The population in Neighbourhood Renewal Strategy (NRS) areas is younger than Non-NRS. 46% of people under 30 years old live in NRS areas (only 29.8% of the total population live in these areas). Non-NRS areas have a considerably older population than NRS areas within Rochdale Borough (Figure 3). This difference is concentrated in the 45-59 year old age group, making up 21% of Non-NRS areas compared with 15% of NRS areas.

### Trends of Employment Rates

71. Since 2002, the level of employment in the Borough has risen but remains below the national employment rate.



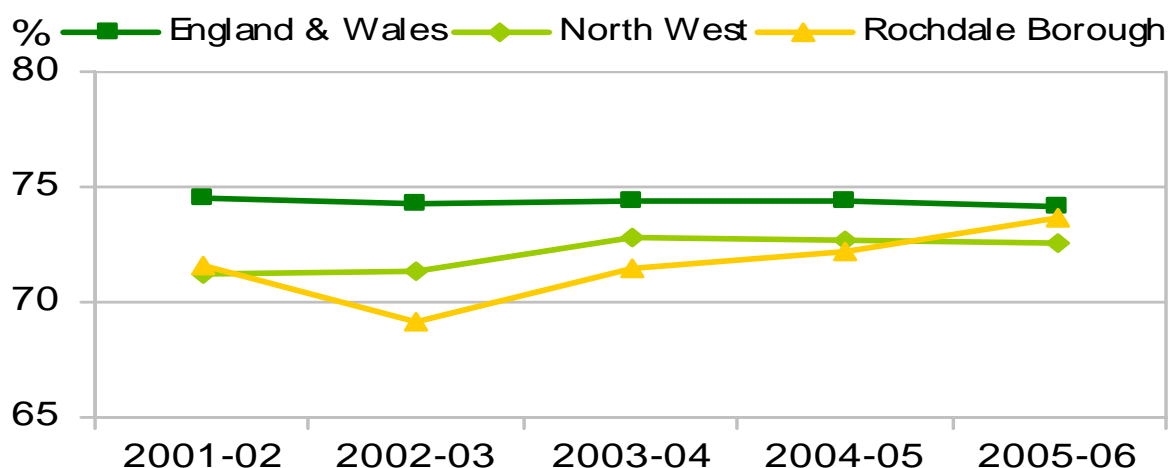
72. The trend for the employment rate of Rochdale Borough has seen year on year increases since 2002-03. The most recent rate is 2005-2006, which is 73.6%. This trend has seen Rochdale Borough narrow the gap on the national and regional rates over this period. The North West rate increased from 2001-02 to 2003-04 but has seen little significant change since then, with only a very slight decline recorded. The England & Wales rate has remained relatively unchanged with no noteworthy variation, although it did decline slightly between 2004-05 and 2005-06. The map displays the employment rate from the 2001 Census for the wards in the Borough. The darker shaded areas are the wards with the lowest

employment rates. The lowest employment rates are evident in the more deprived urban wards. The more rural wards tend to have higher rates of people in employment.

## Jobs and Prosperity Employment

73. The Labour Force Survey (LFS) and Annual Population Survey (APS) are based on a sample of the working age population (16-59 for women and 16-64 for men). This means that we cannot be sure of the true rates as the data is subject to sampling variability. The map data is based on the 2001 Census; this is for all adults aged 16-74, which includes some retired people. The employment rates from this data are therefore lower than those in the LFS/APS.

**Figure 1: Employment Rate**



**Source: Labour Force Survey/Annual Population Survey**

74. The employment rate for Black and Minority Ethnic groups has improved in Rochdale Borough in recent years. However, it has been continually lower than the national rate. The employment rate for BME residents in Rochdale Borough has remained consistently lower than the national and regional percentages (Figure 1). However, the trend for the Borough has been one of steady increases between 2000-01 and 2003-2004 from 45.2% to 52.3%. The trends for the North West and England have also seen continual rises during this period. The Borough's BME population is mainly people of Pakistani and Bangladeshi origin. These groups have lower employment rates than other BME groups included in the regional and national rates.

75. The data displaying the proportion of disabled people in employment has demonstrated a fairly erratic trend. The Rochdale Borough rate remains below

the national rate The Rochdale Borough employment rate for disabled people has fluctuated between 2001 and 2004, remaining below the regional and national rates at 25.9% in 2004 (Figure 2). The North West rate saw little change over this four-year period although an increase in 2003-04 is evident. The England & Wales rate has remained fairly constant with a trend of only slight increases within this period.

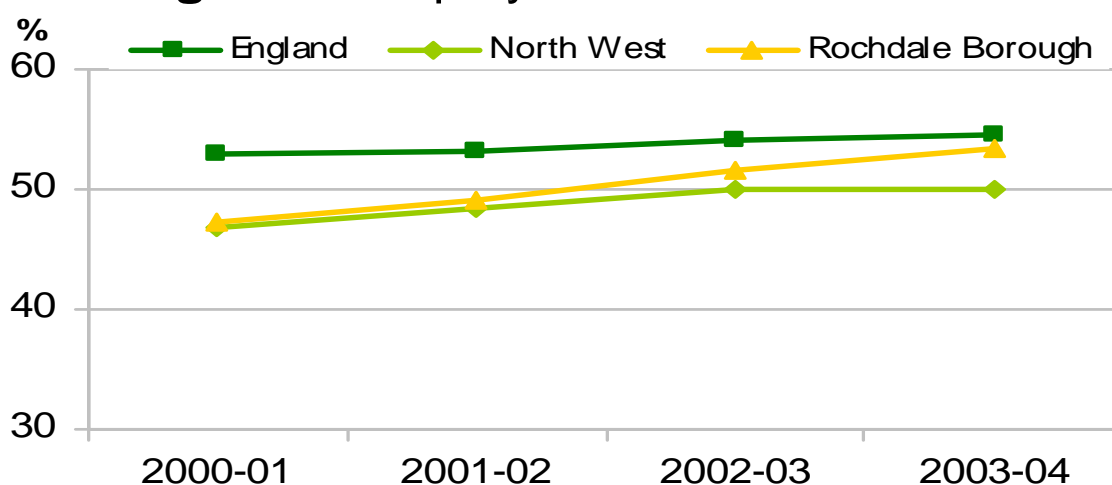
76. The lone parent employment rate in Rochdale Borough has shown an erratic trend between 2001 and 2004. It has generally been lower than the regional and national rates. The trend employment rate for lone parents in Rochdale Borough has fluctuated, erratically between 2001-2002 and 2003-2004 (Figure 1). This fluctuation is most likely due to the small sample size of the data. The North West trend has shown a slight increase over this period. The England rate has risen slightly during this time. The Borough rate was below the regional and national rates in 2003-2004, 45.5% compared with 49.3% for the North West and 50.2% for England.

Note. This data was acquired from a sub-group of a small sample, so any change seen at Borough level is most likely due to sampling variability rather than actual change.

77. The percentage of Rochdale Borough's residents aged over 50 in employment has risen since 2001. It is slightly above the regional rate but below the national. Rochdale Borough has seen a continuous improvement in the employment rate for residents aged over 50 (Figure 2). The North West trend saw an increase between 2000 and 2003 but remained fairly static in 2003-2004. The national rate has seen gradual rises but no particularly significant variation. The Borough rate in 2003-2004 was 53.4%, above the regional (50%) but slightly below the national rate (54.6%).

Note. This data was acquired from a sub-group of a small sample, so any change seen at Borough level is most likely due to sampling variability rather than actual change.

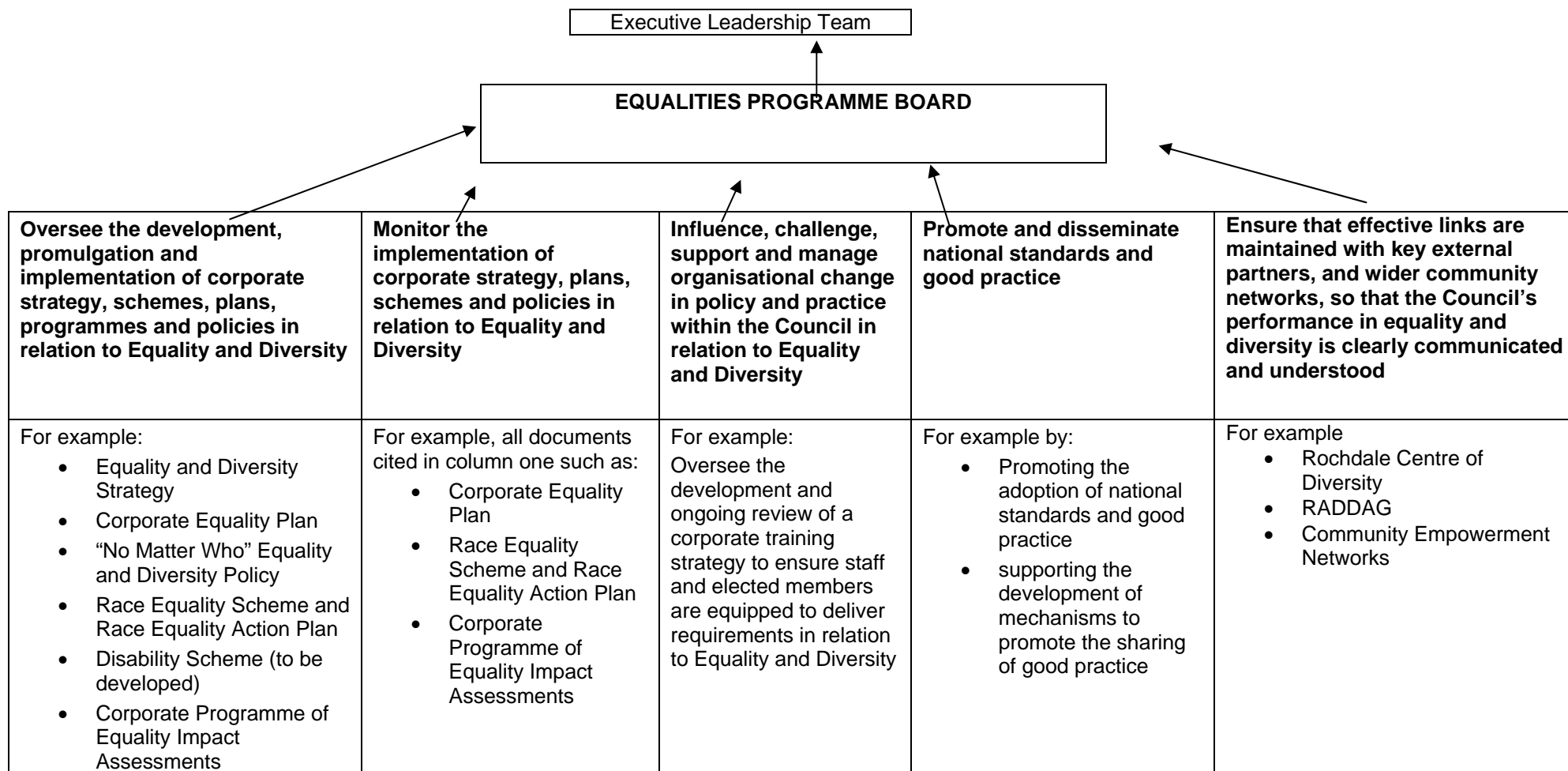
**Figure 2: Employment Rate for Over 50s**



Source: Labour Force Survey/Annual Population Survey

# Appendices

## Appendix 1 Rochdale Council Equality Programme Board –structure, membership and role



## Appendix 2 Gender Equality

### Equality Act 2006-Gender Equality Duty

#### General Duties

78. The Equality Act 2006 amends the Sex Discrimination Act 1975 and the Equal Pay Act 1970 the Employment Equality (Sex Discrimination Regulations 2005), and places a statutory duty on all public authorities, when carrying out their functions, to have due regard to the need:

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

79. The new gender equality duty means that the Council has to be proactive in gender equality to bring about real improvements for women and men in the way services are delivered and in the way people are employed in the public sector. It is a duty to continually improve, as organisations take short and medium term actions to improve their functions. It is also envisaged that Councils who introduce gender equality objectives and targets and successfully implement them will benefit from improved recruitment and retention and will have motivated staff as diverse teams provide services to meet the needs of men, women and the trans gender community.

80. This duty comes in to effect from 6<sup>th</sup> April 2007.

### Specific duties

81.

- To prepare and publish a gender equality scheme, showing how it will meet its general and specific duties and setting out its, gender equality objectives.
- Considering the need to include objectives to address the causes of any pay gaps.
- To gather and use information about how the Council's policies affect gender equality in the workforce and in the delivery of services.
- To consult stakeholders and take account of relevant information and to determine further objectives.
- To assess the impact of its current and proposed policies and practices on gender equality.
- To implementing the actions set out in the scheme within three years unless it is unreasonable or impractical to do so
- To report against the delivery of the scheme every year and review the scheme at least every three years.

82. Unlawful sex discrimination includes the following areas:

- Harassment, sexual harassment and discrimination on the grounds of pregnancy and maternity leave
- Discrimination on the grounds of gender reassignment in employment and vocational training
- Direct and indirect discrimination in the employment field on the grounds that a person is married or a civil partner
- Victimisation

### **Consultation and Engagement To Inform the Development of the Gender Equality Action Plan**

83. Consultation was undertaken in two phases:

#### Phase 1

Consultation was undertaken with employees, trade unions, members of the public, the voluntary and community sector and elected members using a range of consultation methods including a gender equality survey, attendance at meetings, the use of the Council's website, the intranet, email and focus groups. Views have been obtained from a wide range of people including

male carers, pensioners, disabled people, women, parents and race equality groups. The consultation findings have been used to identify issues, priorities for action, draft objectives and actions.

## Phase 2

A draft copy of the Single Equalities Scheme and Action Plan was available for consultative purposes on Monday 19 March. The draft outline scheme and action plan was available on the intranet and website and a hard copy in various formats was available on request.

A report outlining the consultation process and stating how members of the public, officers and elected members could participate in this process was presented at the Township Committees during the week beginning 12 March 2007. Staff were informed about the consultation through their service equality contact and through the intranet.

## GENDER EQUALITY STRATEGY WITH ACTIONS for 2007-2010 (FIRST DRAFT)

<b>VISION</b>	All citizens have equal access to life opportunities, including representation, services and employment.		
<b>OVERARCHING AIM</b>	Promote equality of opportunity for men and women		
<b>OBJECTIVES</b>	Eliminate unlawful discrimination	Eliminate harassment	Promote equality of opportunity
<b>ACTIONS</b>	Address inequalities in earnings through pay and grading actions.	Produce guidance for services on transgender issues and on gender related harassment.	Tackle issues relating to imbalances in employment in services around non-traditional roles for men and women.
	Ensure that jobs are open to job share and flexible working arrangements.	Actively promote the Council's harassment policy.	Continue to improve the number of women in the top 5% of earners. Analyse staff and customer datasets by gender.
	Ensure fair promotion and development opportunities.	Create positive attitudes towards the transgender workforce and community.	Embed good practice to encourage women to return to work after maternity leave.
	Ensure gender equality is included in all equality and diversity training.	Implement mentoring opportunities for both men and women.	Roll out work life balance across services. Promote childcare voucher system.
	Ensure our services do not discriminate against service users or people who come into contact with the Council because of their gender.	Review literature for gender-neutral language and positive images of men and women.	
	Ensure involvement of people in	Raise awareness of support for	

<b>VISION</b>	All citizens have equal access to life opportunities, including representation, services and employment.		
<b>OVERARCHING AIM</b>	Promote equality of opportunity for men and women		
<b>OBJECTIVES</b>	Eliminate unlawful discrimination	Eliminate harassment	Promote equality of opportunity
	the Council's decision-making systems and procedures regardless of their gender.	those facing domestic violence.	
	Use consultation and ensure appropriate data collection systems are in place to examine gender inequalities for staff plus potential and existing service users. Use such means to monitor the affects of equality initiatives.		

## Appendix 3

### Disability Equality

#### Disability Discrimination Act 2005

84. The Disability Equality Duty came into force on 4 December 2006. This legal duty requires all public bodies to actively look at ways of ensuring that disabled people are treated equally. All of those covered by the specific duties must also have produced a Disability Equality Scheme, which they must now implement. The Disability Equality Duty focuses on organisational change and requires public authorities to adopt a proactive approach to mainstreaming disability equality into all decision and activities. It also requires authorities to take action to tackle the consequences of decisions in the past which have failed to give due regard to disability equality.
85. The legal definition of a disability:
- “Anyone with a physical or mental impairment which has a substantial and long term adverse effect upon his or her ability to carry out normal day to day activities”
- The definition also covers anyone who has had a past disability and includes:
- “Anyone who has had a disability as they apply in relation to a person who has that disability.
86. The duty to promote disability equality covers everyone who is protected by the Disability Discrimination Act 1995 including people who have:
- learning difficulties, mental health conditions, mobility impairments,
- visual impairments, hidden impairments, long term debilitating illness as defined within the Act and those who are deaf or hard of hearing.

### General Duty

87. The Council's Disability Equality Action Plan provides a wide range of actions to promote disability equality and to address the 5 strands of the Disability Duty which include:

- Eliminating unlawful discrimination;
- Promoting equal opportunities;
- Eliminating disability related harassment;
- Promoting positive attitudes towards disabled people;
- Encouraging participation by disabled people in public life.

### Specific Duties

88. The specific duties include:

- To publish a Disability Equality Scheme demonstrating how it intends to fulfil its general and specific duties
- A public authority should involve disabled people in the development of the Scheme
- The scheme should include a statement of:
  - The way in which disabled people have been involved in the development of the scheme
  - The authority's methods for impact assessment
  - Steps which the authority will take towards fulfilling its general duty- the action plan
  - The authority's arrangements for gathering information in relation to employment and where appropriate its delivery of education and its functions
  - The authority's arrangements for putting the information gathered to use, in particular reviewing the effectiveness of its action plan
- A public authority must within three years of the scheme being published take the steps set out in its action plan (unless it is unreasonable or impractical to do so) and put into effect the arrangements for gathering and making use of information
- A public authority must publish a report containing a summary of the steps taken under the action plan, the results of its

information gathering and the use to which it has put the information.

## DISABILITY EQUALITY VISION AND STRATEGY

<b>Vision</b>	All citizens to have equal access to life opportunities, including representation, services and employment				
<b>Overarching Aim</b>	<b>Promote equality of opportunity for disabled people</b>				
<b>Objectives</b>	<b>Eliminate unlawful discrimination</b>	<b>Promote equal opportunity</b>	<b>Eliminate disability related harassment</b>	<b>Promote positive attitudes towards disabled people</b>	<b>Encourage participation by disabled people in public life</b>
<b>Actions</b>	<ul style="list-style-type: none"> <li>We will implement policies, strategies and practices regarding employment and occupation, education, housing, the provision of goods, facilities and services, and the use of certain transport vehicles that do not discriminate against disabled people. These will aim to identify and remove barriers encountered by disabled people.</li> </ul>	<ul style="list-style-type: none"> <li>Our service delivery policies and strategies will remove the physical barriers encountered by disabled people.</li> <li>We will further encourage schools and settings to promote equal opportunities.</li> <li>When granting licences, planning permission, etc. we will to impose on or encourage providers to apply or consider equal opportunities in the services they deliver.</li> <li>We will continue to ensure equal opportunities are a major consideration in the procurement of goods and services.</li> <li>We will continue to ensure our employment policies and practices provide equal opportunities to the public and existing</li> </ul>	<ul style="list-style-type: none"> <li>Our service delivery policies and strategies will continue to include actions to eliminate disability related harassment.</li> <li>Our employment policies and practices will continue to include actions to eliminate disability related harassment.</li> </ul>	<ul style="list-style-type: none"> <li>Our training policies and strategies will continue to be used to promote positive attitudes towards disabled people.</li> <li>We will further encourage schools and settings to promote positive attitudes towards disabled people.</li> </ul>	<ul style="list-style-type: none"> <li>We will encourage disabled people to participate in public life</li> <li>We will continue to encourage and support disabled people to become members of representative groups such as residents' associations, neighbourhood forums, citizens' panels, public bodies, and school councils, the LSP.</li> <li>We will continue to encourage and support disabled people so that they can become more involved in decisions that the Council is involved with.</li> </ul>

<b>Vision</b>	All citizens to have equal access to life opportunities, including representation, services and employment				
<b>Overarching Aim</b>	<b>Promote equality of opportunity for disabled people</b>				
<b>Objectives</b>	<b>Eliminate unlawful discrimination</b>	<b>Promote equal opportunity</b>	<b>Eliminate disability related harassment</b>	<b>Promote positive attitudes towards disabled people</b>	<b>Encourage participation by disabled people in public life</b>
		employees and work towards a workforce that is representative of the people of the Borough.			

A copy of the full Disability Equality Action Plan is available on the Council's website and a hard copy is available on request from the Development Team within the Performance and Development Service.

### **How Disabled People were Involved in the Development of the Disability Equality Scheme and Action Plan**

#### Working With Disability Organisations

89. Rochdale Council has worked closely with Rochdale and District Disability Action Group (RADDAG) and other disability organisations controlled by disabled people in the development of this scheme. Furthermore mechanisms have been put in place to maintain the ongoing involvement of disabled people as the scheme and action plan evolves.

90. Rochdale Council supported RADDAG to become fully constituted company run by disabled people for disabled people. Its work includes:

- Empowering local disabled communities on their rights;

- Informing communities and organisations in the public, private and voluntary sectors of their responsibility to disabled people;
- Scrutinising services on disability issues.

91. Rochdale Council has awarded RADDAG an annual grant and in return RADDAG provides the Council with a range of services including: advice on disability issues, the scrutiny of planning applications, assistance in the development of a robust Disability Equality Scheme and Action Plan, and the provision of training to elected members and staff on disability issues.

92. The Rochdale Borough Disability Network was launched by RADDAG on 27 September. Rochdale Council's elected members, officers and staff, and its partners supported this event and engaged the network members in the development of their Disability Equality Scheme and Action Plan. Rochdale Council will work with this network to actively promote disability equality.

93. The Disability Equality Scheme Project Board set up to develop the scheme and action plan included the Chair Person of RADDAG, and key officers who represent:

- Providers of services to disabled people;
- Disabled people who are using or are potential users of services.

The Board membership included disabled people.

### **Reaching More Disabled People Through Collaborative Activities with Partners**

94. When developing the scheme Rochdale Council collaborated with partner agencies such as Pennine Acute NHS Trust, Pennine Care NHS Trust and Rochdale PCT Trust on engaging with disabled people. This ensured that a wide range of disabled people including those with learning disabilities and mental health issues were reached.

95. In addition the Council's Adult Care Service has been utilising its links with various forums and networks to reach more people with learning disabilities and mental health issues and to enable their participation in the development of the Disability Equality Scheme and Action Plan. For example:  
The Council has been working with comple@t a disability organization to engage people with mental health needs and members of DP4LR (Disabled People 4 Learning in Rochdale).
96. Rochdale Council will continue to work with their partners on an ongoing basis to engage with disabled people.

### **The Council's Current Position in Relation to Disability Equality**

97. Latest available figures show that out of a total UK population of 58 million, there are approximately 7 million disabled people (3.7 million men and 3.4 million women). Some 3.4 million disabled people are in employment, an employment rate of 48%, compared with an employment rate of 81% for those not, and approximately half the disabled population in the UK are economically inactive.
98. This is a major issue and challenge for us all. As the Borough's largest employer, the Council is committed to increasing the number of disabled people it employs and for the workforce to be representative of the diversity of the people it serves.
99. Whilst considerable progress has been made to increase the percentage of disabled people in the workforce from less than 1% in 2000 to 3.44% by March 2006, much remains to be done.
100. Awareness and ownership of equality and diversity issues across all Services is being encouraged through a programme of training, setting of equality targets and through the Council's Equality Scheme Action Plans, brought together as part of one Inclusive Workforce Strategy.

## **Some Examples of Service Initiatives Promoting Disability Equality**

### The JIP Project

101. The Joint Investment Plan (JIP) is a project that works with a wide range of partners to assist disabled people to get a job, move towards the world of work, and retain employment. The JIP runs a pilot project to assist disabled people into employment in two of the most deprived neighbourhoods, supports a range of projects to ensure they are accessible to, and inclusive of, disabled people; supports the Council to employ and retain disabled employees; organizes and hosts disability information events, forums and seminars and publishes information guides. The JIP involves disabled people in its planning and delivery.

### **Supporting Disabled People to Deliver Support Services**

102. The Adult Care Service Social Inclusion Unit has supported a group of disabled people to set up and deliver support services on a voluntary basis through an independently constituted group, Disabled People For Learning in Rochdale (DP4LR). The group has supported Adult Care services through the provision of learning mentors, advice and guidance volunteers, and through the delivery of convivial learning groups. The group also supports local adult learning providers such as Hopwood Hall College with disability issues, including the college's Disability Equality Scheme. This model of involvement was recognised by SKILL, the national bureau for students with Disabilities, and DP4LR delivered a workshop at SKILL's national annual conference entitled, "A DES (Disability Equality Scheme) for life, not just for Christmas." The workshop was delivered to providers from across the country and received great feedback on its usefulness.

### **An Initiative to Encourage Participation of Disabled People in Public Life**

103. Comple@t café and internet service has set up a new café in Middleton, enabling people with mental health needs to develop their skills and experience through voluntary and paid work opportunities. The Council provided the initial capital funding to carry out the conversion work without which the project would not have started. By facilitating engagement with the general public in a modern commercially competitive environment providing a high quality product the project will promote a positive

attitude towards people with mental health issues. By this regular engagement the project participants will gain the self-confidence and interpersonal skills, which will enable them to participate more widely in public life, employment and training.

### **The Adoption of Innovative Approaches to Empower and Involve Disabled People**

104. Approaches towards the empowerment and involvement of disabled people have been recognised as part of a Europe-wide project funded through EQUAL (ESF). The approach to the delivery of services in Adult Care's Social Inclusion Unit and the impact it has had on many disabled people, enabling them to overcome barriers and achieve challenging aspirations will be recognised in a trans-national good practice toolkit.

### **Examples of a Range of Initiatives Implemented by a Council Service**

105. Some examples of workforce initiatives implemented by Finance Services include:

- The adoption of a more flexible Work/Life Balance Scheme that is now offered to existing staff and all newly advertised posts.
- Adjustments to office accommodation, heating and office equipment to accommodate disabled people who are employed by the Council, and adjustments to office lighting are currently in progress.
- Personal evacuation plans are in place for staff requiring assistance in evacuating the building in the event of an emergency.
- A new Performance and Development Scheme was introduced in October focussing on competencies required for effective communication and career progression.
- All jobs are advertised with a positive message regarding built-in flexibility for working arrangements.
- The removal of barriers to employing disabled people is demonstrated. To date, during 2006/07 4.32% of the Finance Service's workforce have a disability. This exceeds the target of 2.40% for this current year.

## Appendix 4 Race Equality

### Race Relations (Amendment) Act 2000

106. The Race Relations (Amendment) Act 2000 sets out a general duty for all public authorities to:
- Eliminate unlawful discrimination;
  - Promote equality of opportunity;
  - Promote good relations between people of different racial groups.

In addition, it imposes specific duties to:

107. Publish a race equality scheme setting out:
- a) Authorities' assessments of the relevance of their functions to race equality; and,
  - b) Arrangements for:
    - Monitoring their policies for any adverse impact on race equality;
    - Assessing and consulting on the likely impact of proposed policies;
    - Publishing the results of their assessments, consultation and monitoring;
    - Making sure that the public have access to information and services;
    - Training their staff on the general duty; and,
  - c) Employment arrangements for monitoring by ethnic group:
    - Staff and job applicants;
    - Promotion and training
    - Grievances, disciplinary action,
    - Performance appraisals, if linked to benefits
    - Leavers

## RACE EQUALITY STRATEGY 2005-2010

<b>Vision</b>	By 2010 a high proportion of the public will feel that the Council treats everybody fairly, no matter what their ethnic origin.			
<b>Aims</b>	<b>Improved race equality</b>			<b>Public understanding of how and why the Council has improved race equality</b>
	<b>The ethnic origin of people in community life reflecting the local community</b>	<b>Services responding to the needs of all ethnic groups</b>	<b>Council workforce reflecting the local community</b>	
<b>Objectives</b>	<ol style="list-style-type: none"> <li>1 Maintain a Council, which reflects the local community.</li> <li>2 Encourage more ethnic minority representation in partner organisations through the Borough Strategic Partnership.</li> <li>3 Encourage more people from all ethnic groups to take part in community life.</li> </ol>	<ol style="list-style-type: none"> <li>1 Maintain clear understanding of services' impact on all ethnic groups.</li> <li>2 Improve consultation with, and participation by people of all ethnic origins.</li> <li>3 Improve public access to services and to information about them.</li> </ol>	<ol style="list-style-type: none"> <li>1 Make Council employment more accessible for people from local communities.</li> <li>2 Develop a Council workforce, which reflects the local community at all levels.</li> <li>3 Increase recruitment and retention of staff from local communities.</li> </ol>	<ol style="list-style-type: none"> <li>1 Keep the Council's reasons for improving race equality in the forefront of the public's mind.</li> <li>2 Maintain a clear and up to date picture of public perceptions.</li> <li>3 Adopt a common approach with partner agencies.</li> </ol>
<b>Examples of actions</b>	<ul style="list-style-type: none"> <li>• Promote the role of councillors to encourage more people to seek election.</li> <li>• Learn from and share good practice with partner agencies in engaging people.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor policies' impact.</li> <li>• Assess the impact of services and functions</li> <li>• Run programme of seminars on consultation linked to service planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Apply revised policy on dignity at work.</li> <li>• Monitor the workforce according to ethnic group in relation to training, promotion, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Highlight initiatives in Council communications</li> <li>• Publish results of assessments, consultation and monitoring</li> <li>• Train staff on the Council's objectives and on its Race Relations Act duties.</li> <li>• Improve methods of monitoring public perception.</li> </ul>

**A copy of the full Race Equality Scheme is available on the Council website and a hard copy is available on request from the Development Team within the Performance and Development Service.**

### **Consultation and Engagement of Stakeholders in the Development of the Race Equality Strategy and Action Plan**

108. Corporate guidance advises service managers on assessing the impact of new policies and on undertaking relevant consultation. It uses examples of how to assess impacts through ethnic monitoring, for instance, or through the findings of local or national research on how changes affect disadvantaged groups, including ethnic minorities.

109. Our Consultation Strategy remains the basis of advice to staff on consultation. We continue to consult local communities extensively and to monitor the ethnic origin of people who use our services. This will help us to understand barriers and what we need to do to reduce them.

110. The Council consults the public and members of ethnic minorities in several ways. Our Citizens' Panel consists of a sample of over 1,000 residents whose opinions we regularly canvass. The Panel is representative of the Borough's population in relation to gender, age and racial group. We can also profile the Panel by disability, marital status, and ward and career status. Further examples of our consultation activities are:

- Holding an annual conference to consult and report on our Asian Housing Strategy;
- Supporting a Youth Forum/ Parliament;
- Holding an Asian School Governors Forum;
- Running community consultation linked to our Single Regeneration Budget 5 in Rochdale, which has involved ethnic minority communities;
- Working with Rochdale Centre of Diversity on all areas of this work.

111. We report to our key decision-making and monitoring bodies: the Cabinet, Township Committees and Overview and Scrutiny Committees, including on the results of consultation on proposals with ethnic minority consultees and their organisations. Guidance on writing committee reports refers specifically to equality including race equality. All such reports must assess

whether there is likely to be any negative impact on equality issues, including racial equality, from the proposals contained within the report and if so how those issues are to be resolved.

112. We include the equality implications, including race equality, of policies in service reviews such as Best Value Fundamental Service Reviews.

### **Assessing functions' relevance to race equality**

113. We have reviewed our assessments of the relevance of most of our functions to race equality to ensure that they do not unintentionally discriminate against any section of the community.

114. We reviewed their relevance by considering:

- a) Does it have an impact on the public and/or employees, or have consequences for them?
- b) Is there any evidence or reason to believe that some racial groups could be differently affected?
- c) How much evidence do we have?
- d) Is there any public concern that this function or policy is operated in a discriminatory manner?
- e) Is there any evidence of initiatives that counter allegations or perceptions of racial discrimination?

We will focus first on those functions assessed as highly relevant. We will review this, share good practice and address the remaining challenges over the course of the scheme.

**Details of the Assessment of the Council's functions' relevance to Race Equality will be added here** (i.e. those functions which are highly relevant, those that are moderately relevant and those that are of low relevance)

The list is currently being updated following service restructures.

**ASSESSMENT OF FUNCTIONS' RELEVANCE TO RACE  
EQUALITY**

Highly Relevant – High Priority

Adult Care

- Joint commissioning
- Learning Disabilities
- Social Education Centres
- Learning Disability-Residential /Group Homes/Family Placement
- Commissioning Services
- Respite
- Transition Services
- Services for Adults over 65
- Homes for Older People
- Home Care
- Warden & Careline
- Reception & Screening
- Duty Assessment & Care Management
- Respite Care
- Day Care
- Adult Mental Health Services
- Mental Health
- Drugs, Alcohol & Suicides- Supported Accommodation/Residential Services

Adult Care (continued)

- Respite Care
- Day Care Services
- Services for adults with physical disabilities & sensory Impairments
- Sensory Impairments
- Respite & Rehabilitation
- Supported Accommodation
- Day & Community Services
- Disabled Facility Grants

Child Care

- Children's Homes
- Children's Agency placements
- Leaving Care service
- Fostering
- Adoption
- Independent Visiting
- Child & Adolescent Mental Health
- Child Protection Outreach Services
- Family support
- Youth offending team
- Disability Services (Children)

## Child Care (continued)

- Respite Care
- Day Care
- Children/Family Support
- Sensory Impairments

### Strategic Housing Service

- Housing Strategy
- BME Housing Strategy
- Allocation of Council Accommodation (Policy)
- Disabled Facilities Grant (DFG)
- Supporting People Strategy
- Private Sector Landlord Accreditation
- 

### Information and E-Government

**Note:** List doesn't mention Customer Services

- Home working advice and information

### Learners and Young People

- Special Education Needs
- Educational psychology Service
- Rochdale Additional Needs Service
- School Admissions
- Education Welfare
- Youth service
- Inclusion team
- Exclusions
- Children's services
- Work based and community learning

### People Management Services

- Resourcing, recruitment and retention
- Equality and diversity

### Schools

- Ethnic Minority Achievement Team
- Governor Support
- Partnership Education Service to L&YP
- Asset Management/Places Analysis
- Curriculum Support
- School Improvement
- Supply agency
- Specialist school personnel service

### Revenues and Benefits Service

- Administration and Payments of Benefits

### Performance and Development

- Strategic planning for social care

### Moderately Relevant- Medium Priority

#### Environmental Management

- Domestic Refuse Collection
- Right of Way

#### Strategic Housing Service

- Overcrowding Grants (Dormer)
- Equity Release Scheme
- Homelessness Strategy
- Handy Person Scheme
- Homelessness Advice Centre
- Special Needs Housing
- Management of Residential Site for Gypsies & Travellers

#### Learners & Young People

- Educational Programmes & Projects

#### Link4Life

- Sports Development
- Sports and Leisure Facilities

#### Performance & Development Service

- Training and development (check if still medium priority within P & D)

#### Performance and Development Service

- Communication/Marketing
- Organisational Development (should be high?)

#### Revenues and Benefits Service

- Council tax calculation and collection

#### Partnership & Regeneration

- Community Safety

#### Schools Service

- Asset management and capital investment
- Development and Buildings Team
- Music Service
- School Planning, Provision and Quality
- Health partnerships

#### Information and e government

- Graphics and geographical information systems.

#### People Management

- Personnel administration (shared services)

## Low Relevance –Low Priority

### Strategic Housing Service

- Housing Enabling, including Housing Association Development
- Supporting People Service User Involvement
- Renewal Areas
- Housing Clearance
- Housing Enveloping
- Energy Efficiency & Affordable Warmth

### Learners and Young People

- Student Finance
- Holiday Clubs
- Out of School Provision
- Play Resource Centre

### Partnership & Regeneration

- Drug Action Team
- Major Development projects(including Kingsway Business Park)
- Marketing of the Borough
- Regeneration and Partnerships
- Special Projects and Resource Procurement

### Properties and Facilities Management

- Asset Management
- Building Surveying
- Estate Management and Valuation
- Catering
- Cleaning
- Inspection and Testing
- Porterage and mail
- Security
- Utilities management
- Property construction procurement
- Property design and maintenance services

### Link4Life

- Art Gallery & Art Development
- Tourist Information
- Local Studies
- Civic Centres Management
- Museums Service
- Touchstones Rochdale
- Marland Golf Course
- Hollingworth Lake Water Activity Centre

### People Management

- Pay and benefits management and conditions of service
- Employee relations

### People Management (continued)

- Organisation development
- Occupational Health
- Safety Management
- Attendance Management
- Computerised payroll systems

### Highways and Engineering

- Bridges and structures
- Highways design and construction
- Highways maintenance and lighting
- Parking
- Traffic management and road safety
- Transport network development

### Learning, housing and culture support group

- Special projects and marketing- Finance

### Information and Libraries

- Social care customer relations

### Environmental Management

- Bereavement Services
- Management of cemeteries and crematoria
- Countryside service
- Parks and events
- Recycling

### Environmental Management (continued)

- Sustainability including Local Agenda 21
- Street services
- Transport and vehicle workshops
- Winter maintenance

### Financial Services

- Corporate finance support
- Accountancy
- Audit
- Insurance and risk management
- Payroll
- Central purchasing

### Legal and Democratic Services

- Committee services
- Electoral services
- Legal services
- Mayor's office
- Members services
- Township management
- Searches of local land charges

### Planning & Regulation Services

- Building Control

### Planning & Regulation Services (continued)

- Coroners Service Administration
- Development Control
- Environmental Health
- Licensing
- Registrars
- Trading Standards
- Strategic Planning and Research

### Revenues and Benefits Service

- Business Rates Collection
- Collection of income for Council Services
- Income Control and Management

### Performance & Development Service

- Improvement and Development
- Policy Development and Management
- Social care information

### Impact Partnership

- Payroll

### Adult Care

- Social care employee development-

115.As part of the Council's monitoring performance relevant best value indicators measure the:

- Quality of the Council's Race Equality Scheme and the improvements resulting from it;
- The percentage of council staff from ethnic minority communities;
- The top 5% of Local Authority staff who are from an ethnic minority;
- The economically active (people aged 18-65) from ethnic minority communities in the local authority area;
- Council housing tenants' satisfaction:
- Rates of ethnic minority tenants and non-ethnic minority tenants;
- Whether the Council follows the Commission for Racial Equality's Code of Practice in Rented Housing and good practice standards for tackling harassment;
- The number of racial incidents reported to the local authority, and subsequently recorded, per 100,000 population.

116.We identify any adverse impacts on race equality from our monitoring of employment statistics, using our computerised employee information system. This produces statistical reports to trigger management action to achieve improvements. Our ethnic monitoring covers:

- Staff by service and grade.
- Applicants for jobs at application, short-listing and appointment stages, by service and by grade.
- Staff subject to disciplinary procedures.
- Staff receiving training.
- Staff pursuing grievance procedures.
- Staff leaving the Council.
- Dismissals

117.We only promote staff through open competition for advertised vacancies. Our monitoring will not include the outcomes of staff appraisals because we do not link our employee development system to performance-related rewards or sanctions. The Council has consulted ethnic minority communities and staff on its employment practices and taken a number of steps as a result:

- a) Reviewing the content and format of its
  - Fair recruitment and selection training course;

- Job application forms;
  - Guidance for recruitment and selection panels.
- b) Piloting a mentoring scheme for ethnic minority staff;
  - c) Reviewing the media in which it advertises vacancies.