



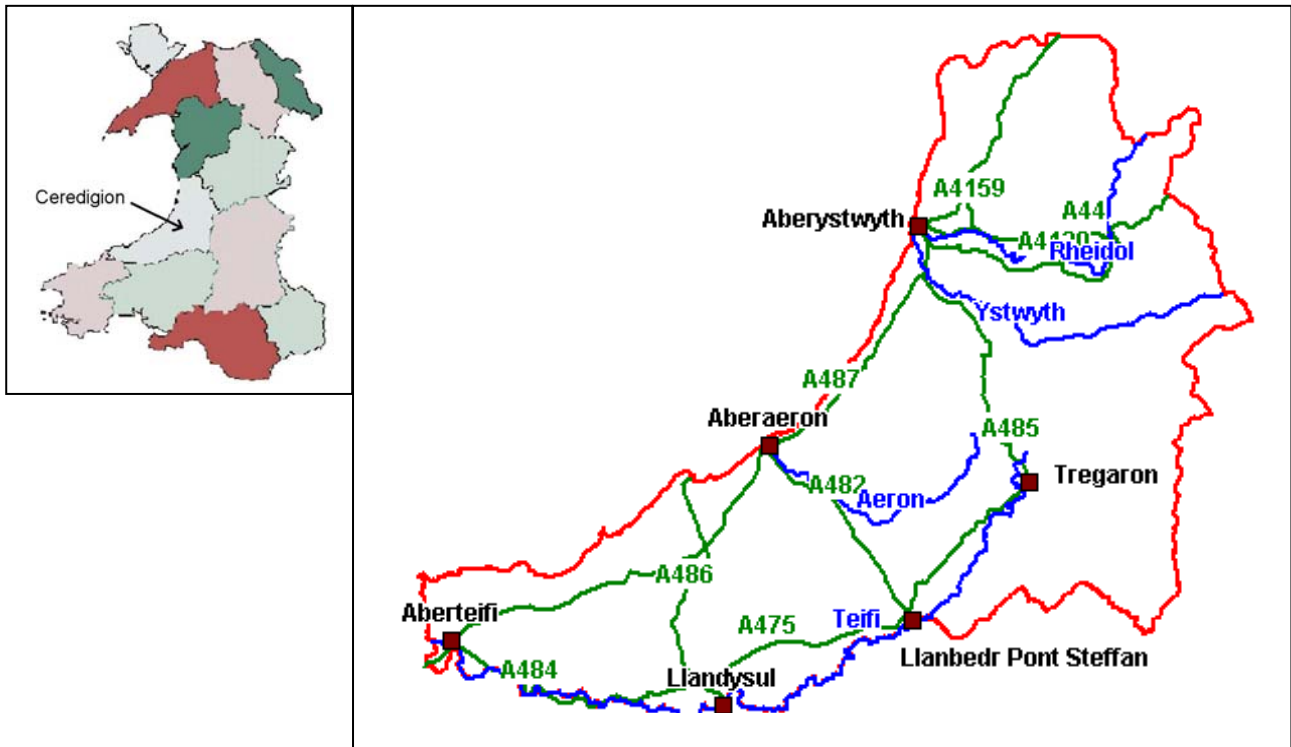
**Cyngor Sir
Ceredigion
County Council**

**RACE EQUALITIES
SCHEME
2005 – 2008**

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Ceredigion - The Council

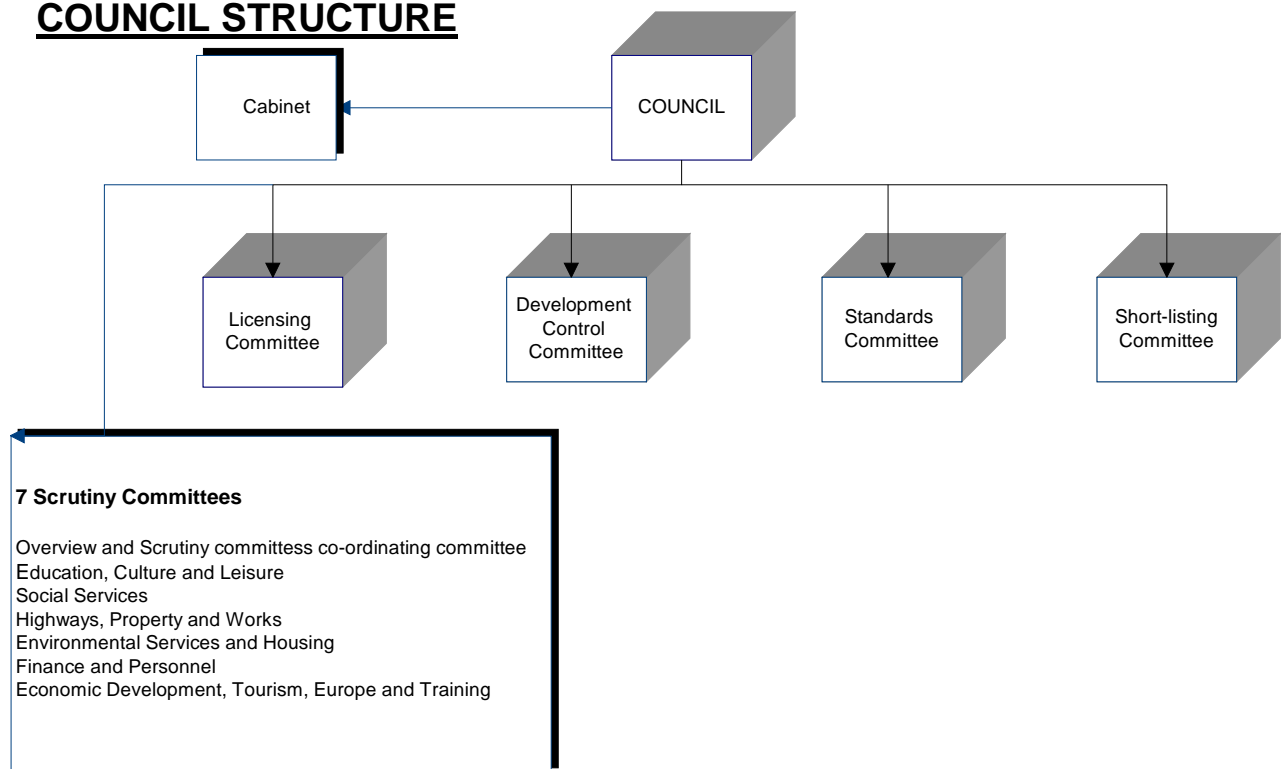


1 The Council's Functions

1.1 Ceredigion is seen to be one of the fastest growing Counties in Wales with an increase in population of 15% since 1981 compared with the average growth in Wales of 4%. On the evidence of the 2001 Census, Ceredigion had a very low proportion of non-white ethnic population – 1.4% compared to the City and County of Cardiff with a 8.4% non-white ethnic population. In addition, within the County of Ceredigion the percentage of non-white ethnic population resident within the County amounts to 0.52%. However, in any event this does not lead to a conclusion that lesser weight should be given to the question of race equality in such an area as Ceredigion, indeed the Council needs to give consideration to the needs of all minority groups and to ensure that they can easily voice their opinions or concerns.

1.2 The population figure of 77,000 is scattered around the County with the main towns being Aberystwyth, Cardigan, Lampeter, Llandysul, Aberaeron and Tregaron. The area of the County is approximately 179,500ha with a panoramic coastline of 97km that is strategically located between both Pembrokeshire's and Snowdonia National Parks.

COUNCIL STRUCTURE



2 Leadership

2.1 Cyngor Sir Ceredigion County Council is currently made up of 42 Councillors who are elected every 4 years. It employs 3,700 members of staff, in seven Departments who provide the services on a day-to-day basis.

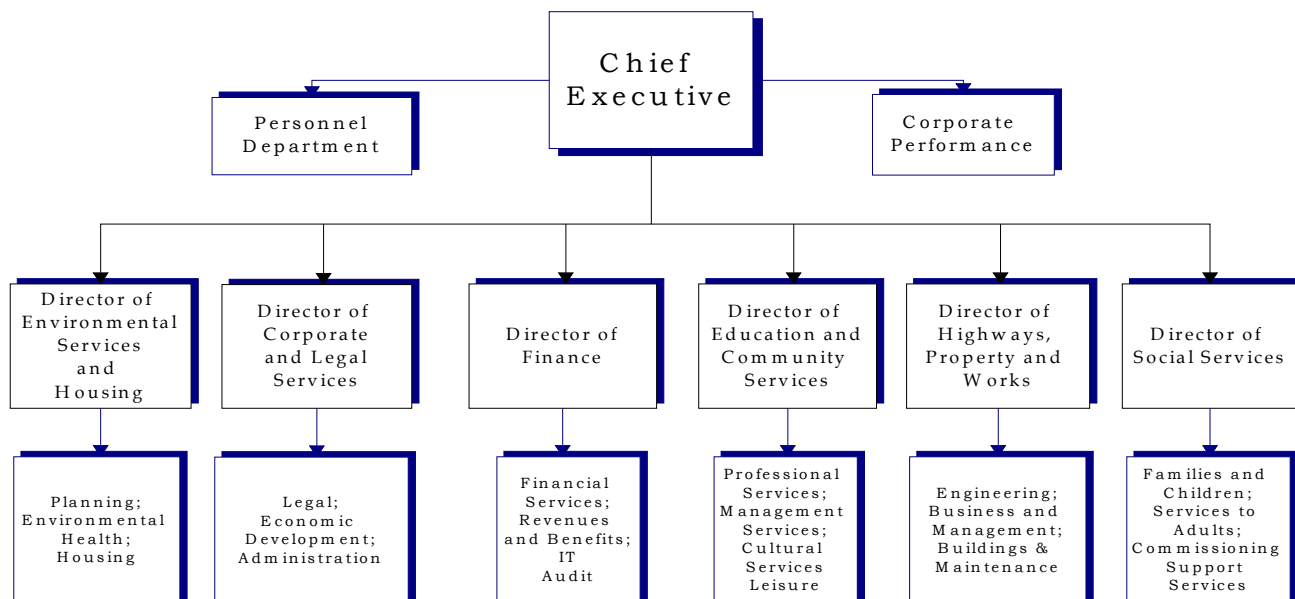
2.2 The Council has adopted the “Cabinet” style of governance comprising the Council Leader plus 7 portfolio members, each portfolio covers the services provided by each of the Council’s Departments with the exception of the Chief Executive and Finance Departments that are combined under one portfolio. It is also recognised that there are important cross-cutting matters to which all or some will contribute, which include:

- ◆ Community Safety and Crime Reduction
- ◆ Objective 1 and European Structural Funds
- ◆ Sustainability
- ◆ Youth Offending Strategies
- ◆ Health Improvements
- ◆ Social Inclusion
- ◆ Welsh Language Policy Development and Implementation

2.3 The work of the Cabinet is scrutinised by a series of Scrutiny Committees, one for each portfolio, they generally meet 6 times per annum.

3 Organisational Structure – Departments

Cyngor Sir CEREDIGION County Council
Departments of the Council



3.1 Departmental Functions:

3.1.1 Chief Executive

The Performance Unit has been established within the Chief Executive's Department to help take forward the Council's corporate aims and objectives. The Unit takes the lead on performance management and the development of corporate policies across the organisation with our partners. The unit develops operational processes that enable the Council to deliver and monitor its corporate priorities together with business and performance plans. The Personnel Section is a central resource that provides professional advice in matters relating to human resources.

3.1.2 Environmental Services and Housing

The Environmental Services and Housing Department is the main regulatory Department of Cyngor Sir Ceredigion. The Council's Licensing function sits within the Department's function. The Department itself is structured into three divisions:-

Town and Country Planning

Environmental Health, Trading Standards and Licensing

Housing (Private and Public Sector)

3.1.3 Corporate and Legal Services

The Department of Corporate and Legal Services has wide ranging responsibilities including responsibility for Business Support Services which includes indigenous and inward investment businesses, Tourism promotion and information, Objective 1 and community regeneration advice on European and community grants and Agri-food technology support. The Department also provides full Legal Services and Democratic support to the Council, translation, reprographics and receptionist services. The Department also has responsibility for Local Land Charges, Electoral and Civil Registration as well as Hyfforddiant Ceredigion Training.

3.1.4 Highways Property and Works

This is the Department that looks after the everyday services that the population tends to take for granted, from emptying bins to clearing the roads or repairing Council Houses or ensuring that new buildings are built to the appropriate standards.

3.1.5 Education and Community Services

The Department of Education and Community Services, which includes Education, Cultural and Leisure Services employs in the region of 2,000 people and is the largest of the County's Departments. The administrative headquarters for the education service in Ceredigion is based in Aberystwyth and provides a focal point of contact for parents, pupils, and students, elected members, staff and the general public. In addition to advice on the service, a number of support agencies such as advisers, educational psychologists and welfare officers are also located at the County offices.

3.1.6 Finance

The Finance Department supports the Director of Finance primarily in providing a comprehensive range of financial services necessary for the proper administration of the financial affairs of the Council in compliance with the requirements of the Local Government Act 1972. The Department is also responsible for the provision of Information and Communications Technology to the whole Authority; and for the collection of Council Tax, Rates, Rents and other debts, and the administration of Housing and Council Tax benefits.

3.1.7 Social Services

Social Services are responsible for the provision of personal social services for adults and for children and families. In terms of adult services, they aim to support elderly people and people with disabilities or who are sick. They assist them to live in the community whenever possible and appropriate, or help them to find suitable residential or nursing home accommodation if this is their wish and meets their needs. In working with children and families, Social Services aim to support families to bring up their children themselves and work in partnership with parents and other carers. Where the child's

interest require Social Services to look after them, Social Services will assist the family to keep in contact.

3.1.8 The County Council also represents the interests of the people of Ceredigion on many occasions and it works in partnerships with many individuals, organisations and businesses within the County and throughout Mid Wales.

4 Community Strategy - Ceredigion 2020

4.1 The Community Strategy which was published in April 2004 sets out its Strategy for the County of Ceredigion, developed in Partnership with key organisations in the County. This Strategy sets out the Vision of how the quality of life of the population of Ceredigion will be improved over the next 10 to 15 years. In addition to the overall Community Strategy there is a series of action plans that highlights how the Council will achieve their targets set out in the overarching strategy. The Action plans are reviewed on an annual basis and are considered as working documents.

4.2 "Ceredigion in 2020 will be a self confident, healthy, caring, bilingual community, supported by a strong local economy using the skills of its people, making wise use of the resources of its high quality environment, providing opportunities for all to reach their full potential."

4.3 This is the overarching Strategy for the County, encompassing all the other Strategies in order to achieve improved quality of life. 5 Themes have been identified to support and deliver the Vision:

- Active Wellbeing
- Economically Successful
- High Quality Environment
- Learning for Life
- Stronger Communities

4.4 These are underpinned by Cross-Cutting Themes

- *Welsh Language*
- *Information and Communications Technologies (ICT)*
- *Mobility*
- *Social Inclusion Sustainability*



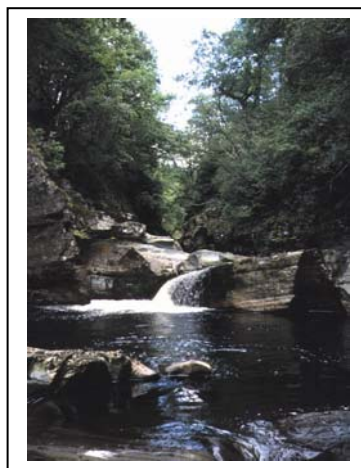
5 Corporate Strategy 2004-2008

5.1 The strategy is based on the principle of improving the quality of life of Ceredigion's residents, underpinned by a commitment to deliver better education and training, increased employment opportunities, access to affordable and better housing, better and safer roads, extending the provision of care for the elderly and vulnerable within the County and providing a cleaner and safer environment for our communities.

6 Improvement Plan – 2004-2005

6.1 The Improvement Plan is produced annually, and provides information on how Council services are performing and steps to be taken to improve the quality, efficiency and effectiveness of the way these services are delivered in the forthcoming years.

6.2 The improvement plan will be used as a vehicle for reporting statistical data with respect to the Race Relations scheme.



Review of the Equalities Scheme – 2002-2005

7 Background

7.1 The Race Relations (Amendment) Act 2000 (RRAAct) has placed a duty on local authorities to promote race equality when carrying out its functions. This requirement, known as the General Duty, exists in 3 parts, all of which have to be satisfied. Authorities are required to pay due regard to the need to:

- ◆ Eliminate unlawful race discrimination;
- ◆ Promote equal opportunities; and
- ◆ Promote good relations between people from different racial groups.

7.2 Under the Specific Duties covering policy, service delivery, and employment the Council must publish a race equality scheme. The scheme must set out the council's arrangements for meeting the general duty and include:

- ◆ A list the functions and policies (including proposed policies) that you have been assessed as being relevant to the general duty to promote race equality.
- ◆ The arrangements to:
 - Monitor our policies for any adverse impact on promoting race equality
 - Assess, and consult on, the impact that policies the authority you are proposing to introduce are likely to have on promoting race equality;
 - Publish the results of the assessments, consultation, and monitoring;
 - Make sure that the public have access to information and services; and
 - Train the staff on the general duty and the specific duties.

7.3 The RRAAct required the Council to develop and publish a Race Equality Scheme (RES) and action plan detailing how the authority will strive to meet the General Duty and other Specific Duties outlined in the Act. The Council's original scheme covered a 3-year timeframe from 2002 to 2005. The Council is required to review the RES and to publish a revised Scheme at least every three years.

7.4 In view of this the Council decided to:

1. Review the RES using the existing Equalities Scheme to see if the action points within that scheme had been carried out.
2. Update the review that was carried out in 2002, in identifying policies, procedures and service areas that are relevant to the duty to promote

race equality. This revised race equality scheme will apply from June 2005 to May 2008.

3. Update the assessment of relevance and report on the monitoring systems that are in place and the additional steps to be taken over the course of the next RES
4. Prepare and publish the revised RES and action plan for 2005-2008 to ensure that the Council's progress towards implementing the General and Specific Duties can be monitored effectively.

8 Review of the Equalities Scheme – 2002-2005

8.1 In 2002 Cyngor Sir Ceredigion County Council produced an Equalities Scheme that was aimed at ensuring that the Council not only met with its statutory duties in respect of the RRA Act, but also ensured that it played a leading role in promoting equality of opportunity amongst its staff and more generally within the community.

8.2 A thorough work schedule was undertaken and every department were asked to examine their policies to ensure compliance with the Act. In addition to the examination of the policies, every department was asked to undertake an impact assessment on their policies to identify the risk of not complying with the RRAA. Unfortunately, this was carried out on an adhoc basis, which has led to inconsistency.

The following actions will be carried forward to new RES: Identification of functions and policies, screen for relevance to the General Duty, timetable for establishing monitoring systems depending on high medium or low relevance, impact assessment process to be established.

8.3 Review of the Monitoring Process

8.3.1 It was found that there were some monitoring processes in place e.g. monitoring of disciplinary cases grievance cases, employment tribunals, re-grading applications etc. It was found that the Corporate Personnel Section, Education Department and the staffing section of the Social Services Department were recording job applications with respect of ethnicity, welsh speaking and disabled, however, although this data was logged, no formal reporting mechanism was undertaken as a result of the collation of the data. However, it was found that other departments were not recording this information at any level; therefore, it came apparent that there was a lack of consistency within the departments in the monitoring and recording of data.

8.4 Training

Training sessions had been arranged covering only a small percentage of staff. More training was needed to ensure that every member of staff was aware of their responsibilities.

8.5 Educational Establishments

8.5.1 Within the county of Ceredigion, there are 7 Secondary Schools and 76 primary schools. The Education Department plays a significant role in promoting equalities within schools. As part of their continuous monitoring several aspects relating to equality of opportunity are analysed and the data collated is reported on an annual basis to the Wales Assembly Government. In addition to this, pupils from ethnic backgrounds who are non-conversant in neither English nor Welsh are given assistance in all key stages relating to their development and to their learning environment.

8.5.2 On an annual basis a pupil census is carried out within each school, and pupils/parents are given the opportunity of declaring their ethnicity.

8.5.3 The role of the Educations Advisory/Inspectorial Services advise and inspects schools to ensure compliance in every matter concerning pupils welfare and education within the educational establishments of Ceredigion. On an annual basis, the link adviser will issue a questionnaire to each school in order to collate data on equality and other matters within the school.

8.6 The Way Forward

8.6.1 Following this review, it was decided to reassess the scheme taking into account the findings of the review. In order to take forward the points made in the review, it was decided to re-write the scheme incorporating action plans and performance indicators for each department to work towards. This we believe will ensure that each department fully understands the statutory requirements of the Act and in addition we would ensure compliance across the Council.

9 Race Relations Scheme 2005-2008

9.1 Aims

The development of a Race Relations Scheme is consistent with the Council's Corporate Strategy. The aim of the Council as outlined in the Corporate Strategy is: -

To ensure the delivery of first class services provided on the basis of equality with the rights of members of the public to deal with the Council in Welsh or English being respected at all times.

9.2 Objectives

1. To maintain and improve the high educational standards already achieved in Ceredigion
2. Provide better and safer roads to access services, employment and tourism
3. Ensure that people live in or have access to good quality and affordable housing and live a healthy life style in a high quality environment.
4. Promote economic development and regeneration for the benefit of the local community.
5. Promote the well being of people with Social Care needs.
6. Ensure that services and initiatives that are cross cutting are effectively managed and delivered to ensure performance management is effective across the Authority.
7. Careful and responsible use of available financial resources
8. To ensure that systems are in place to support the delivery of high quality services by the Council.

9.3 Leadership

9.3.1 An essential requirement in ensuring that the aims and objectives of the new scheme are adhered to is the Leadership within the Council. It has been endorsed by the Cabinet that an Equalities panel is to be developed consisting of the Cabinet member in charge of Cross-cutting issues. The panel consists of the following members of staff:

Chair: Cllr Carl Williams
Dept. Highways Property and Works
Dept. Social Services
Dept. Finance
Dept. Chief Executive
Dept Corporate & Legal Services

Dept. Education & Community services

Dept. Environmental Services & Housing

Portfolio member – Cross-cutting
Keith Morgan Assistant Director
Ann Davies Operations Manager
Iain Marshalsey Assistant Director
Rhian H Evans Assistant Personnel officer
Mike Shaw – Business Services & European Manager
Christine Henshaw – Senior Educational Adviser
Bryan Thomas – Director of Environmental Services & Housing

9.3.2 The role of the panel will be to monitor and promote equalities within their respective departments. It is also envisaged that the panel will eventually inspect impact assessment. It will be necessary for the panel to receive training in order to clearly identify their role within the panel.

9.4 Step 1 – Identification of relevant functions, services and policies

9.4.1 In 2002 the Council undertook an assessment of its functions and policies in relation to Race Relations. In February 2005 it was decided to undertake this assessment again in order to ensure that each policy, function and service was complying with the Act and any other new legislation that has come into force since 2002.

9.4.2 A complete list of the functions, policies and services is seen in Appendix 1. This list also illustrates the relevance and priority rating in order for the Council to build up a monitoring process to ensure compliance in accordance with the Act.

9.4.3 The functions, policies and services with a high risk factor will be impact assessed during 2005-2006, with the medium risk factor to be impact assessed during 2006-2007 and the low risk factors will be impact assessed during 2007-2008. In addition to this, all new policies, functions or services should integrate equalities as part of their structure. It is recommended that new policies are impact assessed in relation to equalities in general before publishing in order to ensure mainstreaming equalities within the Council.

9.4.4 It is evident that there are a number of strategies already in existence within the Council such as the Health and Well Being Strategy, the BME Housing Strategy and the Child and Youth partnership etc, which are assessed in accordance with Race Relations. However, there is a strong need to ensure that when developing policies, each department, section or individual within the Council give consideration to all aspects within the Race Relations Act and any other Act relating to Equalities.

9.5 Step 2 – Impact Assessments

9.5.1 In order to fully integrate and mainstream equalities into all of Ceredigion's services and functions, it has been decided that in order to fulfil this it is necessary for all departments, sections or individual to carry out an assessment when looking at new procedures. Over the next 6 months a detailed assessment process will be produced in order to assess the impact of proposed policies on all equalities issues. Each Departmental Head of Service has the responsibility of ensuring that this procedure is carried out prior to publishing.

9.5.2 During 2005 new guidelines will be developed stipulating that assessments of the likely impact of proposed policies on equality matters must be undertaken and presented in all reports regarding proposed or

revised policies for the Council. This assessment is to be reported to the Management Team and Council for approval. In addition training will be provided to Managers on Impact Assessing. A panel of Senior officers and managers has been set up in order to address policies and to inspect the impact assessments. (see Action Plan). The Portfolio member in charge of Cross cutting issues will chair this panel. The panel will also received training on how to carry out impact assessments. It is suggested that the panel will meet on a monthly basis in order to ensure that the impact assessments are addressed and evaluated.

9.6 Step 3 – Monitoring Arrangements

9.6.1 Monitoring arrangements plays a crucial part for the Council in order to fully understand our duty in accordance to the Race Relations Act. New Performance Indicators will be introduced and reported on a quarterly basis to the Cabinet. The new performance indicators will include:

- ◆ Employment details – current workforce
 - Number of people who are welsh speaking as a percentage of the workforce
 - Number of people with a disability as a percentage of the workforce
 - Number of people from an ethnic minority background as a percentage of the workforce
- ◆ Complaints
 - Number of formal complaints of a racial nature
 - Number of complaints in respect of the Welsh Language

9.7 Step 4 – Consultation and Publication

9.7.1 After Council approval, a consultation exercise will commence. The review will be published on the Council’s Website.

9.8 Step 5 – Employment Duties

9.8.1 Under the specific duties of the RRAAct for employers, there are specific duties for employment. As the Council employ more than 150 full-time staff, the Council must monitor, by racial group, the number of staff who:

- ◆ Receive training
- ◆ Benefit or suffer from performance appraisal
- ◆ Are involved in grievances
- ◆ Are subjected to disciplinary action;
- ◆ End their service with the authority (for whatever reason)
- ◆ Publish the Council ethnic monitoring results on an annual basis

9.8.2 As part of the ongoing development of the Personnel function, the personnel section will publish data in respect of ethnic origin on relevant aspects of its employment practices. This will ensure compliance with respect to the Race Relations Act. At present, data is collated on ethnicity,

disability, and the Welsh Language. The Personnel system has recently incorporated this function into the Personnel/Payroll IT system. At present, this data is not reported, however, as part of the Action Plan, data relating to employment will be reported on a quarterly basis to the Cabinet (See Action Plan)

9.8.3 A questionnaire will be issued to all staff encompassing questions such as ethnicity, disability, nationality, gender etc. The results will be fed into the Personnel IT system. This exercise was undertaken four years ago, however, disappointingly only a small percentage returned the forms. We have since revised the questionnaire and the final version will be circulated in the summer months of 2005.

9.9 Step 6 – Educational Establishments

9.9.1 With regards to educational establishments and in particular schools the Race Relations Act 1976 says that the governing body of a school must:

1. Before 31st May 2002
 - a. Prepare a written statement of its policy for promoting race equality and
 - b. Have in place arrangements for fulfilling, as soon as is reasonably practicable, its duties under paragraph (3)
2. Such a body shall,
 - a. Maintain a copy of the statement, and
 - b. Fulfil those duties in accordance with such arrangements.
3. It shall be the duty of [such] a body to
 - a. Assess the impact of its policies, including its race equality policy, on pupils, staff and parents of different racial groups including, in particular, the impact on attainment levels of such pupils; and
 - b. Monitor, by reference to their impact on such pupils, staff and parents, the operation of such policies including, in particular, their impact on the attainment levels of such pupils.
4. Such a body shall take steps as are reasonably practicable to publish annually the results of its monitoring under this article.

9.9.2 Educational Establishments have a huge impact on Equalities in general. Children are taught from an early age on the importance of a multi-cultural society. Children from all backgrounds regardless of their colour, gender, religion, nationality etc are integrated together from the reception class age. Children are taught how to respect different religions and this again is communicated to children in the primary school where children are informed of the different religions and beliefs which this forms part of the curriculum.

9.9.3 Each school within Ceredigion have a Race Relations policy and monitoring of ethnicity is carried out within each school. The results of this are forwarded to the Welsh Assembly Government on an annual basis. In

addition, the Council's Education Advisers visit the schools on a regular basis and issues regarding ethnicity are discussed in as far as the requirement for extra support. Some of the larger primary schools within the County have designated a teacher in charge of monitoring ethnicity in order to ensure that pupils are given the extra guidance and opportunity in relation to the pupils' learning and development.

9.10 Step 7 - Training

9.10.1 Training plays a major role in educating the workforce. During 2002-2005 a small percentage of training was delivered by the WLGA and other providers on Equalities. With a workforce of approximately 3700 with a limited budget, Ceredigion County Council has decided to buy into the partnership with North Wales Consortium in providing training through E-learning. There will be a series of modules based on the different aspects of the Act such as the Welsh Language, racism etc. In addition, a member of staff from the Personnel Section has been on the Train the Equality Trainer course again provided by the WLGA.

9.10.2 Since 2002, a new Induction booklet has been produced. This booklet has been sent to all existing staff and any new staff that join the Council. Within the booklet staff are able to note each policy, which includes the Code of Conduct, Equal Opportunities and Equalities.

9.11 Step 8 – Review Process

9.11.1 Constant reviewing of the Action plan will be required to ensure compliance with the RRAAct. An equalities panel will be formed in order to peer assess departmental and Council wide practices/services/policies and procedures. Reviews of compliance will be extended to the quarterly reporting of the ethnic monitoring results as they will be published on the Council's website

9.12 Step 9 – Procurement

9.12.1 Ceredigion County Council has a duty under the amended Race Relations Act to take race equality into account when procuring goods, works, or services from external providers. Ceredigion County Council has developed a Procurement Strategy that includes a section on equal opportunities and social inclusion.

9.13 Step 10 – Partnerships

9.13.1 Partnership working plays an integral part to the work of the Council. In line with the guidelines issued by the CRE we need to look at developing our ways of working in partnership giving full regard to the promotion of race equalities and equalities in general. Information and guidelines on working in partnerships needs to be developed and issued to members of staff who are representing the Council on various partnerships.

Ceredigion County Council Action Plan

Action Point	Description	By whom	By when	Outcome
1	To undertake training on impact assessments	Equalities Panel	June 2005	To aid the Equalities panel on the methods of impact assessing
2	Carry out impact assessment on all high relevance policies/procedures	Equalities Panel	April 2006	To carry out reviews as required by the RRAA
3	Carry out impact assessments on all medium relevance policies/procedures	Equalities Panel	April 2007	To review policies in line with the RRAA
4	Carry out impact assessment on all low relevance policies/procedures	Equalities Panel	April 2008	To review policies in line with the RRAA
5	Carry out impact assessments on all new procedures/policies etc	Equalities Panel Directors	April 2005 – March 2008	To ensure that all new policies/procedures are complying with the RRAA
6	To formulise a method of monitoring and reporting ethnicity with respect to Employment	Personnel Section	August 2005	To establish a corporate approach to monitoring ethnicity
7	To undertake an audit of ethnic monitoring information collected corporately & departmentally	Personnel Section	Quarterly basis	To establish a database on ethnic monitoring which is a requirement by RRAA
8	To incorporate the new Performance Indicators on employment duties	All departments	Quarterly basis	To ensure compliance with respect to reporting.

9	To buy into the North Wales Equalities Network training packages	Personnel Section	May 2005	All staff to be trained on Race Relations and Equalities in general by March 2008
10	To review the Complaints procedure with respect to recording informal complaints	Complaints officer	Sept 2005	To ensure that all complaints whether formal or informal are logged in order to gain a better understanding on Race related issues.
11	To ensure that all schools comply with the general duty and the Specific Duties as outlined in the RRAAct.	Schools	On-going	Regular inspections of schools in order to ensure that all schools have a Race Relations scheme or equalities scheme that cover Race Relations.
12	To ensure that schools are effectively monitoring racial incidents in schools.	Schools	On-going	All schools are to ensure that effective recording procedures are implemented within each school and reported to the LEA.