

# **BOLSOVER DISTRICT COUNCIL**

## **Race Equality Scheme**

2008 - 2011

**This Policy addresses the following Corporate Aim**



SOCIAL INCLUSION



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**01246 242407 or 01246 242323.**

Other Equalities information is available on our web site.

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## **Bolsover District Council Equalities Statement**

Bolsover District Council is committed to equalities as an employer and in all the services provided to all sections of the community.

The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with the Corporate Equality Plan and in line with current legal requirements.

The Council also has due regard to eliminate discrimination and to proactively promote equality of opportunity and social harmony between all groups in society when performing its functions.

This document is available in large print and other formats from any of the Council Offices or by contacting the Chief Executives Directorate on 01246 242323. Please bear in mind we will need a few days to arrange this facility.

If you need help to read this document please do not hesitate to contact us.

Our Equality Improvement Officer can be contacted via **Email** at [enquiries@bolsover.gov.uk](mailto:enquiries@bolsover.gov.uk) or by telephoning 01246 242407.

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## Summary

Welcome to Bolsover District Council's second review of the Race Equality Scheme. This document sets out the steps the Council will take over the next three years to improve our services and make a real difference to the lives of people.

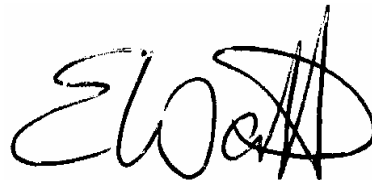
The Council is committed to ensuring race equality in its service provision and in its responsibility as an employer. This Race Equality Scheme is one of the tools the Council will use to achieve this in conjunction with the Equality Standard for Local Government and the Corporate Equality Plan.

The scheme has been produced by consulting with employees, the community and other interest groups. The Council is committed to continuously involving and consulting relevant parties in regularly reviewing and updating the scheme.

The Council welcomes comments from all sections of the community.



Wes Lumley  
Chief Executive



Councillor Eion Watts  
Leader of the Council

# **1. Introduction and Background**

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

Bolsover District Council, like all other public authorities, has a duty to promote race equality. To do this our Race Equality Scheme provides information on how we intend to ensure race equality through our services and employment. The following document is a review of the Race Equality Scheme published in 2005.

A race equality scheme is a policy which sets out the arrangements for assessments for adverse impact, consultation, publication and training as well as a timetabled action plan summarising the Council's approach to promote equality of opportunity and good relations between different groups in the community and is designed to eliminate discrimination. The main aims are to:

- Remove any unintended barriers to the services
- Increase satisfaction with the way we deliver our services
- Increase employee satisfaction
- Identify local needs and requirements

The Race Relations (Amendment) Act 2000 places a general duty on the Council to promote race equality. The Council is required to have due regard in relation to policies, service delivery and employment of the need to:

- Eliminate unlawful racial discrimination
- Promote equality of opportunity
- Promote good race relations between people of different racial groups

The need for a pro-active and systemic approach towards anti-discrimination was underlined by the findings of the Stephen

Lawrence inquiry (Macpherson 1999), which highlighted the way that institutional discrimination can influence how organisations operate and the way services are provided. The report provides the following definition of institutional racism:

*“The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture and ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic origin people”* (Macpherson 1999, para 6.34).

## **1.2 Profile of Bolsover District**

Bolsover District Council lies in the north-east corner of Derbyshire and stretches between junction 28 and 30 of the M1 motorway. The district covers an area of 61.8 square miles (160 square kilometres). According to the 2001 Census the district has a population of 71,766 based around 7 principal villages and towns. The largest town is Bolsover with a population of 11,400. The 2001 Census also revealed the following demographic information:

### **Ethnicity**

Only 0.88% of the population of Bolsover District Council belong to a black or ethnic minority community compared to the national average of 9.08%.

### **Age Profile**

17.36% of the population were over 65 compared to 15.89% nationally.

### **Gender**

The resident population of Bolsover is 49.13% male and 50.87% female.

## **Disability**

The area as a whole has a larger than average disabled population with 25.81% of the total population declaring they have a long term limiting illness or disability, compared to the national average (England and Wales) of 17.93%. This figure compares with the percentage of the working age population (age 16-65) with a disability which stands at 22%.

### **1.3 The State of the District**

As with many of its neighbouring districts Bolsover suffers from some serious social problems. It is the 55th most deprived area in the country out of 354 local authorities when measured by the Index of Multiple Deprivation although in comparison to the Index of Multiple Deprivation for 2004, the district has made significant progress in moving from 46<sup>th</sup> to 55<sup>th</sup>. The health of the District is poor when compared with the overall figures for England and Wales particularly regarding teenage pregnancy rates, smoking rates and life expectancy. However, considerable progress has been made in terms of educational attainment although it is recognised that this trend needs to be continued to reach national levels.

Investment in the area has increased thanks to growing efforts to regenerate the region through the development of large employment sites and town centre improvements which have been supported by the rail and road infrastructure. The area is one of the most affordable places to live in the region and the crime rate is considerably lower than the national average and has continued to decrease over recent years. (SOURCE: The State of the District Report 2006).

The table below outlines the ethnic groups in the district as reported in the 2001 census:

ETHNIC GROUP	TOTAL NUMBER	%
White British	70,516	98.26
White Irish	264	0.37
Other White	354	0.49
White & Black Caribbean	86	0.12
White & Black African	20	0.03
White & Asian	80	0.11
Other Mixed	36	0.05
Indian	154	0.22
Pakistani	41	0.06
Bangladeshi	3	<0.01
Other Asian	39	0.05
Black or Black British Caribbean	48	0.07
Black or Black British African	14	0.02
Black or Black British Other	3	<0.01
Chinese	79	0.11
Other Ethnic Group	27	0.04

Information from the electoral register, current to 30<sup>th</sup> November 2008, shows the following information about nationalities:

District Ward (and polling district)	Nationality	Numbers
<b>Barlborough Ward</b>		
Barlborough (AA1)	Germany	2
	Hungary	7
	Slovakia	1
<b>Blackwell Ward</b>		
Blackwell (AD1), (AF1), (AH1) – Hilcote, Newton and Westhouses Parish Wards	Netherlands	2
	Germany	2
	Slovakia	1
	Denmark	1
	Portugal	1

<b>District Ward (and polling district)</b>	<b>Nationality</b>	<b>Numbers</b>
Bolsover North West (BB1), (BC1), (BD1), (BE1)	Italy	10
	Czechoslovakia	1
	Germany	2
	Poland	7
	Slovakia	1
Bolsover South (BF1)	Italy	15
	Spain	1
	Germany	1
Bolsover West (BJ1)	Italy	3
	Germany	2
<b>Clowne Ward</b>		
Clowne North (CB1)	Italy	7
	Germany	1
	Netherlands	3
	Slovakia	2
	Spain	1
Clowne South (CC1)	France	2
	Germany	2
	Italy	3
	Netherlands	1
	Poland	2
	Spain	1
<b>Elmton with Creswell Ward</b>		
Elmton with Creswell (DA1) and Hodthorpe (DC1)	Denmark	1
	France	1
	Germany	4
	Italy	4
	Lithuania	2
	Hungary	2
	Poland	27
	Romania	1
<b>Pinxton Ward</b>		
Pinxton (EA1)	Czechoslovakia	7
	Germany	1
	Poland	3
	Sweden	1

<b>District Ward (and polling district)</b>	<b>Nationality</b>	<b>Numbers</b>
<b>Pinxton Ward (Cont)</b>		
Pleasley (EC1), (EC2) and Glapwell (ED1)	France	2
	Poland	7
	Spain	3
	Denmark	1
<b>Scarcliffe Ward</b>		
Scarcliffe - Palterton (FD1); Langwith (FJ1), Whaley Thorns (FL1) and Langwith Junction (FM1)	Netherlands	1
	Poland	5
	France	1
	Germany	1
<b>Shirebrook Wards</b>		
Shirebrook East (GB1) Shirebrook North West(GD1)	Poland	20
	Belgium	1
	Czechoslovakia	1
	France	1
Shirebrook South East (GF1) Shirebrook South West (GJ1)	Poland	4
	Poland	26
	Germany	1
	Poland	33
<b>South Normanton Wards</b>		
South Normanton East (HA1)	Germany	1
	Czechoslovakia	1
	Denmark	1
	Hungary	3
	Netherlands	2
	Poland	13
	Romania	1
	Slovenia	1
	Slovakia	2
	South Normanton West (HC1) and Pinxton Broadmeadows (HF1)	France
Italy		2
Latvia		2
Netherlands		4
Portugal		1
Poland		10
Germany		1
Hungary		3

<b>District Ward (and polling district)</b>	<b>Nationality</b>	<b>Numbers</b>
<b>South Normanton Wards (cont)</b>		
Tibshelf (KA1), (KB1), Ault Hucknall (Bramley Vale)(KD1), and Hardstoft (KF1)	Greece	1
	Netherlands	2
	Belgium	1
	Germany	1
	Portugal	1
	Latvia	1
	Denmark	1
<b>Whitwell Ward</b>		
Whitwell (LA1) and Bakestone Moor (LB1)	Austria	2
	Estonia	1
	France	1
	Germany	1
	Netherlands	1
	Italy	1
	Spain	1

N.B: Cyprus, Maltese and Irish Republic citizens are not included as EU citizens as they have full voting rights in the UK.

<b>Country</b>	<b>No. of citizens</b>
Austria	2
Belgium	2
Czechoslovakia	10
Denmark	5
Estonia	1
France	9
Germany	23
Greece	1
Hungary	15
Italy	45
Latvia	3
Lithuania	2
Netherlands	16
Poland	157
Portugal	3
Romania	2
Slovakia	7
Slovenia	1
Spain	7
Sweden	1

## **1.4 Profile of Bolsover District Council**

Derbyshire has a two-tier system of local government (excluding Derby City Council). This means that service provision is shared between two councils. Derbyshire County Council is responsible for county wide services such as Education, Social Services and Transport. As a district council, the services Bolsover District Council is responsible for include:

- Council tax and housing benefits
- Council tax and business rates collection
- Community planning

Community safety  
Conservation  
Electoral registration and elections  
Environmental health  
Housing provision, policy and strategy  
Leisure and tourism  
Licensing  
Planning applications, policy and strategy  
Public open space  
Refuse collection and recycling  
Regeneration  
Street cleansing

Bolsover District Council is one of 8 district councils in the County of Derbyshire. The Authority has 37 elected members, representing 14 parishes and 20 wards, with a current distribution of 28 Labour, 6 Independent, 2 Residents' Association and 1 Respect-People-not-Profit. Since May 2000 the political management has been based on a Leader and Cabinet (Executive) structure, with all 9 elected Executive members drawn from the controlling group. None of the elected Members is from an ethnic minority and interest group.

As at April 2008 the Council had 618 employees, located at 12 service points, of whom five were from ethnic minority and interest groups.

## **2. The Scope of the Race Equality Scheme**

### **2.1 Who does it apply to**

The principle of racial equality underpins all the actions that the Council takes, both in how it treats its employees, and how it engages with partners and the community it serves. The Policy applies to all employees, and elected Members.

### **2.2 The Equality Agenda at Bolsover District Council**

This Race Equality Scheme along with the Gender Equality Scheme (2007 - 2010) and the Disability Equality Scheme (2006 – 2009) are part of the Council’s policies covering Equality and Diversity. The Council has a comprehensive Corporate Equality Policy (2008 – 2011) and is working towards achieving level 3 of the Equality Standard for Local Government.

The Council is fully committed to implementing the Race Equality Scheme in line with good practice and current legislation, this being:

- Race Relations Act 1976
- Race Relation (Amendment) Act 2000
- Race Relation Act (Statutory Duties) Order 2001

The Council will strive to ensure the equalities agenda continues to be developed and embedded through regular revision of existing policies, action plans and the adoption of future legislation.

The Council in conjunction with the Bolsover Local Strategic Partnership will work to promote the equality agenda. The Sustainable Community Strategy 2006 - 2020 identifies “Access for all to the benefits and services of the District” as a priority with the underlying principal being “equality of access and opportunity – to services and jobs”.

### **3. The Principles of the Race Equality Scheme**

#### **3.1 Our Vision**

Our Vision for the District is:

**To enhance and improve the wealth profile, well being and quality of life for the communities of Bolsover District.**

This scheme deals with race issues only but the principles apply to the Council's wider agenda for equalities stated in the Corporate Equality Plan and Equality Policy. Bolsover District Council is committed to implementing the duty detailed above and believes we can achieve this by:

- Working through the Equality Standard for Local Government.
- Embedding equalities into the service planning procedure, performance management, Scrutiny & Review process.
- Monitoring and regularly updating the Corporate Equality Plan.
- Making our services and information as accessible as possible to all sections of the community.
- Working to the Corporate Aims of the Council.

#### **3.2 Our Corporate Aims**

Working with partners our Corporate Aims to support this vision are:

- **Community Safety – Ensuring that communities are safe and secure.**
- **Customer Focused Services – Providing excellent customer focused services.**
- **Environment – Promoting and enhancing a clean and sustainable environment.**

- **Regeneration – Developing healthy, prosperous and sustainable communities.**
- **Social Inclusion – Promoting fairness, equality and lifelong learning.**
- **Strategic Organisational Development – Continually improving our organisation.**

Although equalities primarily links with the aim of Social Inclusion the equality agenda cuts across the other aims and is essential in helping to achieve all the Councils' objectives.

The Audit Commission is the Councils' watchdog organisation and has assessed the Councils current performance as 'Excellent'.

Bolsover District Council is committed to remaining an 'Excellent' Council by improving the quality of life for all residents, employees and visitors and this scheme will play an instrumental part of this aim. The Council believes that striving to achieve race equality will benefit the whole of the District's population through making Bolsover a more inclusive place to live, work and visit.

### **3.3 The Aim of the Race Equality Scheme**

At the heart of the Race Equality Scheme is the aim of bringing about changes in the way the Council delivers its services which lead to real outcomes in relation to community and employee satisfaction.

The Council commits itself to providing:

- Services that are accessible according to need
- Equal and appropriate opportunities in employment and recruitment
- Effective partnerships with all sectors of the community

It will achieve these aims by adhering to the following principles:

- Placing good equalities practice at the core of all Council activities

- Challenging past and continuing discrimination
- Listening and responding to individuals, communities and staff
- Fairly allocating appropriate resources and being openly accountable to the community
- Ensuring that its commitment is an ongoing process.

## **4. What the Council has achieved so far**

In order to publish a scheme the Authority has to examine what current practice already exists in order to establish a base line from which to improve.

### **4.1 What is Bolsover District Council doing currently to address Race Equality in the community?**

This scheme builds on the solid work the Council has already done to promote equality of opportunity in relation to race. Some examples of how the Council currently works to eliminate unlawful racial discrimination and to promote equal opportunities and good race relations are as follows:

#### **4.1.1 Leadership and Corporate Commitment**

- Set targets for Departments to review whether their policies, functions, strategies and proposed policies may have an adverse impact on different racial groups and how the policies will promote racial equality. The results of this are in Appendix 1.
- Changed our internal processes to allow senior managers and elected members to monitor and review all equality improvement more closely.
- Elected Members have final approval on policies and endorse action plans.

#### **4.1.2 Community Engagement and Accountability**

- Used the feedback from consultation and involvement, such as our annual “Fairness for All” events, to shape our plans and improvement targets.
- Provide translations, on request, of any of our published policies.
- Monitor customers who make a written complaint to compare the usage of the complaints system with the District’s profile as a whole and whether there are any implications for awareness and take-up activities, or other actions.

- Record within the Customer Relationship Management (CRM) system if a customer needs to be communicated with in a certain way e.g. translation.
- Established Bolsover District Community Forums to strengthen the role of community leadership and engagement to help ensure the community is at the centre of service delivery. The forums are part of a Derbyshire wide initiative which are led by Bolsover District Council with support from the County Council and key partners - those organisations and agencies involved in Bolsover Local Strategic Partnership.

#### **4.1.3 Service Delivery and Customer Care**

- Ensured all Service Plans have a section where the Department/Service outlines how they are addressing all Equality issues. Measurable objectives are set showing any improvements that will be made to their service as a result of equality impact assessments.
- Arranged for all Departments/Service areas to have a designated member of staff who is the equality representative. Their responsibility is to facilitate equality work within the Department/Service and to keep staff informed via team meetings.
- Established an equality impact assessment scrutiny group that has officers from all Departments.

#### **4.1.4 Employment and Training**

- The Council has comprehensive Bullying and Harassment guidance in place for employees.
- Mandatory training on equalities has been in place for some time for all Council employees.
- The Council has produced a hate crime reporting system, incorporating race related harassment. This will be promoted in the coming months.
- Verifies the ethnic origin of employees on an annual basis to help identify barriers and subsequent actions.

- The Council's performance on equalities issues with regard to employment practices is reported to the Equality Working Group on a quarterly basis. The report gives equality statistical data, including race, in relation to the following:

Job Applicants

Shortlisted Candidates

Successful Candidates

Workforce Monitoring

Training and Development

Discipline

Grievances (including Bullying and Harassment)

Labour Turnover

Voluntary Leavers

Dismissals

Redundancy

Ill Health Retirements

Efficiency of Service.

## **5. What the Council is planning to do in the future**

**5.1** This section illustrates the Council's continuing commitment to Race equality; further details are in the action plan in section 7.

### **5.1.1 Leadership and Corporate Commitment**

- Continue the annual reporting on the progress of the scheme which will be published annually and reported to elected Members.
- Promote positive image of ethnic origin people through literature and website.

### **5.1.2 Community Engagement and Accountability**

- Publish the Hate Crime Reporting system more widely.
- Increase public awareness of race equality scheme.
- Continue to develop links with organisations representing harder to reach ethnic origin groups.

### **5.1.3 Service delivery and customer care**

- Continue the undertaking of equality impact assessments for any new services or proposed changes to existing services.
- Collate demographic data to help determine the future needs of Bolsover District's population including migrant population in respect of service provision and impact.
- Continue to develop corporate equality monitoring.
- Gather statistical data.
- Target ethnic minority and interest groups community to reduce crime and harassment.

### **5.1.4 Employment and Training**

- Incorporate the requirements of the scheme into the current training programmes.
- Adopt a People Strategy.
- Continue to promote the representation of ethnic minority and interest groups and people in the workforce.

- Engage the community in the development of approaches to increase the representation of ethnic origin people in the workforce.

## **6. Who will be responsible**

Equalities is a key priority for the Council and as a result resources have been allocated to support the process of embedding equalities in to the organisation including the appointment of a dedicated officer responsible for Equality and Diversity.

All employees and elected members will be expected to adhere to this plan.

The Head of Customer Service and Performance will oversee the implementation of the Race Equality Scheme in conjunction with the Equality Improvement Officer on behalf of the Chief Executive.

The Head of Customer Service and Performance will establish systems and procedures that will support the implementation of this plan and as detailed in the next section.

Monitoring Systems will be introduced to establish the effectiveness of any amendments which have been implemented to take account of race issues.

We will endeavour to establish systems to ensure the information is available to the services to help develop service provision and service plans.

Information will be shared with the Equalities Service Development Group and Equalities Working Group through regular meetings. Further details of both these groups are given below:

## **6.1 Equalities Service Development Group (ESDG)**

This Group's purpose is to drive the equality agenda and to lead on the delivery of equalities throughout the Council. The Group comprises of at least one representative from each Department and facilitates all equality work and information to staff via team meetings. From within the Equalities Services Development Group has emerged a sub group to focus on the self assessment and audit element of the Local Government Equality Standard and ensure that the impact assessments are robust and meaningful. The Equalities Services Development Group covers the following areas of responsibility:

- Facilitating the implementation of all the Council's Equality Policies including the Equality Standard for Local Government
- Identifying any equality training needs within the services
- Self assessing impact assessments to ensure they are robust
- Self audit to ensure equalities stays embedded into the services
- Seek expert advice from other organisations when required.

This group reports to the Equalities Working Group (see below) and Senior Management Team.

## **6.2 Equalities Working Group**

This Group consists of Councillors, Trade Union members, the Equality Improvement Officer, Human Resource Officers and a representative from Voluntary Action Bolsover who represents the community. The Group is currently chaired by the Cabinet Member for Customer Services but this role alternates between elected members and Union representatives on a yearly basis. The terms of reference of this group include:

- To promote and monitor compliance with the Council's Equality Policy covering both service delivery and employment related issues
- To monitor the progress towards achieving the next level of the Equality Standard
- To promote equal opportunities training throughout the Council
- To promote pro-active or re-active initiatives to Executive or Union/Employee Consultation Committee to improve performance in equality matters

The Equalities Working Group makes recommendations to the Executive or Union/Employee Consultation Committee as appropriate.

### **6.3 Executive Member**

The Council has a Member on the Executive whose designated portfolio is social inclusion.

### **6.4 Local Strategic Partnership**

The Council will work with the members of the Local Strategic Partnership to ensure the scheme is upheld. One of the guiding principles of the local Strategic Partnerships Sustainable Community Strategy 2006 – 2020 is Active Citizenship by Social Inclusion which encompasses the objectives of this scheme.

### **6.5 Contractors and Suppliers**

We will ensure that any goods or services provided under contract agreement or via suppliers will comply with the general duty within the Race Equality Scheme and the Equality Policy. This responsibility cannot be passed to the contractor; it remains with the Authority to ensure that whoever delivers the service on behalf of the Council

understands the relevance of the duty. In particular the Council asks for an Equality Policy from all Companies expressing an interest in becoming a supplier, the Council then examines the policy of those that are successful in becoming a supplier. If a Company did not have a policy then they sign to say that they accept the Council's policy.

## **6.6 Partnerships**

We aim to inform all partnerships of our duty to promote equality and will ensure that race equality duties are included in all service level agreements.

We will seek agreement from other partners to make arrangements for planning, funding and managing joint working that will allow it to meet the statutory duty to promote race equality.

## 7. Action Plan

One of the key areas of the Race Equality Scheme is the Action plan. The table in this section sets out the steps the Authority will take over the next three years to ensure race equality.

### **Glossary of Terms:**

CO	Communication Officer
CRMS	Customer Relationship Management System
CSPD	Customer Service and Performance Department
CSO	Community Safety Officer
EIO	Equality Improvement Officer
ESDG	Equalities Services Development Group
ETDP	Equality Training and Development Plan
EWG	Equalities Working Group
HoCSPD	Head of Customer Service and Performance Department
HOS	Head of Service
HR	Human Resources
LSP	Local Strategic Partnership
PQO	Performance & Quality Officer
RES	Race Equality Scheme
SMT	Senior Management Team
UEO	User Engagement Officer

**Bolsover District Council  
Race Equality Action Plan 2008 - 2011**

<b>Improvement</b>	<b>Lead Officer</b>	<b>Target Date</b>	<b>Expected Outcome</b>	<b>Resources</b>	<b>Progress</b>	<b>Actual Outcome</b>
<b>Implementing the Race Equality Scheme</b>						
Increase public awareness of race equality scheme	EIO CO	Dec 08	Publication of scheme on website and circulation to relevant groups	Officer Time. Internal printing costs and postage		
Incorporate the requirements of the RES into the current training programmes including the Corporate Equalities Training and	EIO HOS	June 08 Revise Equalities Training and Development Plan.  Delivery of training	Revised Equalities Training Plan  Officers and elected Members fully trained with regard to Race issues.  Achieve criteria level 3 of Equality standard.	Officer time (revisions)  Officer and elected Member time to attend relevant training		

<b>Improvement</b>	<b>Lead Officer</b>	<b>Target Date</b>	<b>Expected Outcome</b>	<b>Resources</b>	<b>Progress</b>	<b>Actual Outcome</b>
Development Plan		ongoing March 08				
Develop corporate equality monitoring in relation to race and other equality areas	EIO PQO	Sep 08	Improved performance monitoring for level 3 of Equality Standard. Establish baseline Race equality data/evidence	Officer time Input from Equalities Services Development Group  Utilise PERFORM II		
Audit current Council systems and departments to assess current equality monitoring processes	EIO	March 09 template  Dec 09 Database	Database created to identify current good practice and highlight gaps in service provision. Give better understanding of services we provide. Information to feed into Equality	Officer time to establish template and collate and return. ESDG and HoS time to consider information.		

<b>Improvement</b>	<b>Lead Officer</b>	<b>Target Date</b>	<b>Expected Outcome</b>	<b>Resources</b>	<b>Progress</b>	<b>Actual Outcome</b>
including race.			Standard.			
Communicate feedback on the impact of the Race Equality Scheme and its outcomes	EIO CO	Ongoing Apr 08 Quarterly	Increase public awareness of improved services.	Officer time		
Engage community in the development of approaches to increase the representation of ethnic origin people in the workforce.	EIO HR	Dec 2008	Investigate and implement methods of engaging ethnic origin community.	Officer time (input from UEO).  Cost implication possible i.e. workshops, room hire, refreshments.	June 2008: 0.82% BEM representation in workforce achieved, compared to 0.88% BEM	

Improvement	Lead Officer	Target Date	Expected Outcome	Resources	Progress	Actual Outcome
					population	
Increase internal awareness of the needs of ethnic customers and employees.	EIO HR	July 2008	Equality training to include Race awareness for Managers and elected Members to meet requirements of Equalities Training and Development Plan 2006/07.	Officer time (EIO, HR and officers/elected members attending training) Cost of keynote trainer and venue costs CSPD budget to fund.		
Lack of data regarding numbers of ethnic origin people using	EIO UEO	Dec 2008	Investigate and implement methods of gathering statistical ethnic origin information.	Officer time.  Cost implication of printing and		

<b>Improvement</b>	<b>Lead Officer</b>	<b>Target Date</b>	<b>Expected Outcome</b>	<b>Resources</b>	<b>Progress</b>	<b>Actual Outcome</b>
services and qualitative data regarding experiences of services.			Information to be used to highlight problem areas and shape schemes.	postage.  Need to assess resource implications for CRM.		
Strive to meet race related retained corporate BVPI targets for 2008/2009.	HR	March 2009	Increase number of ethnic origin employee in workforce to mirror external community. Support ethnic origin employees to achieve potential.	Officer Time		
Develop standardised procurement which takes into account race equality scheme	EIO	March 09	Procurement meets level 3 of Equality Standard requirement with emphasis on race. Services adhere to requirements of Race Equality	Officer time  Input from the Shared Procurement Unit.		

Improvement	Lead Officer	Target Date	Expected Outcome	Resources	Progress	Actual Outcome
requirements			Scheme.			
Target ethnic community to reduce crime and harassment. Investigate implementation of a system allowing services to share information and provide joined up services to promote safety of ethnic origin customers.	EIO CSO	Dec 2008	Reduction in the number of crimes and incidents of harassment involving ethnic origin people.  Publicise crime reduction services amongst ethnic community through attending meetings of community groups	Officer time to investigate system.  Cost implications for individual services will need to be considered.  Need to assess resource implications for CRM		

Improvement	Lead Officer	Target Date	Expected Outcome	Resources	Progress	Actual Outcome
Extend current systems to include a hate crime reporting system incorporating race related harassment and publish scheme widely.	EIO CSO CO	July 2009	Development of system. All officers made aware of new hate crime system through weekly bulletin and intranet. Public made aware of new hate crime reporting system through In Touch.	Officer time to develop system (EIO and CSO).  Officer time (EIO and CO) to promote throughout Authority.		
Council to promote positive images of ethnic origin	EIO CO	Ongoing from Apr 08	Improve attitudes towards ethnic origin people. Promote the authority's image as	Officer time		

<b>Improvement</b>	<b>Lead Officer</b>	<b>Target Date</b>	<b>Expected Outcome</b>	<b>Resources</b>	<b>Progress</b>	<b>Actual Outcome</b>
people through literature and website.			inclusive.			
Develop links with organisations representing harder to reach ethnic origin groups and target these with a view to involvement and consultation	EIO UEO	Dec 2008	Ongoing involvement in the scheme to include representation from wide range of ethnic origin people. The Council is more responsive to all its customers needs. Involving more ethnic origin people in public life. Allowing consultation to reach a larger number of ethnic origin people.	Officers time		

<b>Improvement</b>	<b>Lead Officer</b>	<b>Target Date</b>	<b>Expected Outcome</b>	<b>Resources</b>	<b>Progress</b>	<b>Actual Outcome</b>
Establish a Citizens Panel focus group of ethnic origin people and ensure ethnic origin groups are well represented in customer focus groups	EIO UEO	Dec 2008	A formal focus group of ethnic origin groups will avoid involvement or consultation fatigue of other ethnic origin groups. Will ensure ethnic minority and interest groups issues are regularly raised with the Council.	Officers time		
Involve ethnic minority and interest groups people in the ongoing monitoring and the annual reporting and review of the scheme	EIO	Ongoing	Ensure scheme remains relevant and responsive to the needs of ethnic minority and interest groups people.	Officer time		

<b>Improvement</b>	<b>Lead Officer</b>	<b>Target Date</b>	<b>Expected Outcome</b>	<b>Resources</b>	<b>Progress</b>	<b>Actual Outcome</b>
Report progress of scheme to Equalities Working Group at quarterly meetings	EIO	Ongoing	Ongoing monitoring of scheme to ensure it is effective.	Officer time EWG member time		
Publish an annual report and update action plan	EIO	Dec 2007	Compliance with requirements of the scheme. Ensure the scheme is effective and remains current.	Officer time  Internal printing and postage costs		
Revise Race Equality Scheme every 3 years	EIO	May 2011	Compliance with requirements of the scheme. Ensure the scheme is effective and remains current.	Officer time  Internal printing and postage costs		

## **8. Reporting**

### **8.1 Arrangements for Annual Reporting**

As required by the duty an annual report on the progress of the scheme will be published each year. The next report will be published in December 2008.

A summary of the annual report will be published on the Council's website and will be available in other formats upon request. Press releases will be issued as appropriate.

We will also use the Council's Best Value Performance Plan to summarise the progress.

Results will be reported to Council Members.

The annual report will inform the corporate and service planning process and feed into service plans.

The annual report will be fundamental in shaping any revisions to the Race Equality Scheme.

### **8.2 Revising the Race Equality Scheme**

The Race Equality Scheme will be revised every three years to take into account information gathered in the interim period. Such information may be in a variety of formats. The next version of the scheme will be published in May 2011.

We will also send out copies to local organisations.

The development of the scheme has been co-ordinated by the Equality Improvement Officer. If you have any comments or questions or would like further information please contact the Equality Improvement Officer on 01246 242407 or by emailing [enquiries@bolsover.gov.uk](mailto:enquiries@bolsover.gov.uk)

## APPENDIX I

Completed Equality Impact Assessments

### Approved Equality Impact Assessments

Updated April 15<sup>th</sup> 2008

<b>Department</b>	<b>Approved EIA's</b>
<b>Community Services</b>	Bolsover Community Safety Strategy 2005-2008 * Untidy Land Policy/ Amenity Order Policy
<b>Customer Service and Performance</b>	District Office Review* Compliments/Comments/ Complaints Policy* Bolsover Citizen Panel PERFORM System Ask Derbyshire Corporate Plan 2007-2011 Annual Employee Survey Emergency Evacuation of Outlying Contact Centres Data Quality Management Policy Disability Equality Scheme Best Value Performance Plan 2006 Young Voice – Bolsover District Youth Council Customer Service & Access Strategy* Racist Incident Reporting* Performance Management Strategy* Consultation Strategy* Corporate Equality Plan* Equality Policy and Race Equality* Transfer of Planning Reception
<b>Democratic Services</b>	Public Rights of Way Booking and Notifying Members of Training Opportunities Temporary Road Closures Notifying Statutory Bodies of Street Naming and Numbering Corporate Advertising*

<b>Department</b>	<b>Approved EIA's</b>
	Provision of Democratic Support Activities* Publication & Maintaining Constitution* Electoral Registration- Applications To Register (Rolling Register)* Elections - Voting* Elections- Nominations* Staffing of Elections* Committee Administration* Electoral Register for Armed Forces Personnel/ Overseas Electors, EU Parliamentary Electors & Electors with a Local Connection * Publication of Register of Electors* Elections Accommodation* Elections Equipment & Forms* Orders in Privy Council to close churchyards* Corporate advertising* Review of Polling Places Annual Canvass for the Register of Electors Speaking at Planning Policy
<b>Environmental Health</b>	Animal Welfare* Pest Control Service* Area Regeneration (Private Sector Housing Strategy)* Housing Law Enforcement* Neighbourhood Wardens* Council Markets* Travellers* Environmental enforcement* Health & Safety Enforcement* Food Enforcement* Housing Grants*
<b>Finance</b>	Insurance Policy

<b>Department</b>	<b>Approved EIA's</b>
<b>Street Services</b>	Nuisance Vehicles Policy Graffiti Policy Assisted Bin Policy
<b>Housing</b>	Succession (Housing) Policy Council Owned Garages and Garage Sites Housing Allocation Anti Social Behaviour Policy Housing Repairs & Welfare* Sheltered Housing Service Homelessness and Advice Service Rent arrears Out of Hours Emergencies Mutual Exchange Policy
<b>Human Resources</b>	Recruitment and Retention Procedure Legionella Policy Control Of Hand Arm Vibration Policy Smoking Policy Redeployment/Release of Employees Policy Induction Policy Employee Protection Policy and Guidance Flexible Working Policy Management and Operations of Probationary Periods Age Retirement Policy Procedure for Appraisal System Health and Safety Policy Statement Provision of Occupational Health Service Fire Control Policy Control of Substances Hazardous to Health Email Policy* Managing Sickness Absence* Provision of Statistical Information* Framework for Consultation with Employees* Home Working Scheme* People Strategy*

Department	Approved EIA's
	Harassment & Bullying Procedure* Employee pay & Rewards* Recruitment & Selection Function* Grievance Procedure* Disciplinary & Appeals Procedure* Work Placement* Provision and Use of Work Equipment Policy Sickness Absence Policy and Procedure Manual Handling Policy Corporate Health and Safety Policy Visitors Policy Internal Secondment Policy
<b>ICT</b>	Email Archiving Policy ICT Strategy 2007-2010 IT Services* Use of Email and Internet Policy Use of Mobile Devices
<b>Legal</b>	Right to Buy Gambling Policy Monitoring Function* Land Charges Function* Contracts
<b>Leisure</b>	Kissingate Pond Access Protocol Sports Facilities Strategy 2006 -2009 Sports Development Strategy 2006 -2009 Leisure Centres (Management & Operations)* Tourism* Leisure Services Marketing Strategy Child Protection Policy Leisure Facilities Quest Action Plan
<b>CEPT</b>	Sustainable Community Strategy LSP Website* Education/Training Action Plan*

<b>Department</b>	<b>Approved EIA's</b>
<b>Planning</b>	Projects- Grant Aided Conservation Projects* Development Planning Policy Development Planning Strategic Planning Policy
<b>Regeneration</b>	Policy Outlining Procedures Regarding External contractors Working At The Council Bus Shelter Policy Site Security at Pleasley Vale Business Park Tractivity Valuation of Right to Buy Properties and Other Property Surveys Restaurant Local Enterprise Growth Initiative (LEGI) Grant Advice Disposals and Acquisition of Land and Property Assets Strategy Housing Strategy*
<b>Revenues</b>	Council Tax Billing and Recovery *

**\* Indicates original style  
Equality Impact  
Assessment**