

**Caerphilly County Borough
Council**

**RACE EQUALITY
SCHEME**

May 2008 – May 2011

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1. Statement of Commitment

Welcome to Caerphilly County Borough Council's third Race Equality Scheme. The scheme further emphasises our commitment to achieving equality both within our service delivery and our employment. Our statement of commitment is highlighted below;

“This council recognises that people have different needs, situations and goals and will work actively against all forms of discrimination by promoting good relations and mutual respect within and between all its communities. It will also work to create equal access to its services for all, irrespective of colour, ethnic origin, gender, age, marital status, sexual orientation, disability, religion, language or nationality”

Caerphilly County Borough Council is committed to equality of opportunity for all within the borough of Caerphilly. We want all people to be treated equally and fairly and with respect. Respect for diversity is the key issue as diversity as a whole is increasing within our communities. Services must be targeted to reflect these diverse needs. As a local authority we are fully committed to meet our statutory responsibilities under the Race Relations Amendment Act 2000, which includes our service delivery, and our responsibility as an employer.

This Scheme will run for three-years and during that time it will be monitored in order to review the impact of the scheme and the progress we make.

Lindsay Whittle
Leader
Caerphilly County Borough
Council

Stuart Rosser
Chief Executive
Caerphilly County Borough
Council

2. Outline of the Race Relations Amendment Act 2000

2.1 Introduction

The Race Relations Act 1976 as amended by the Race Relations (Amendment) Act 2000 gives public authorities a general duty to promote race equality. This is set out in section 71(1) of the Race Relations Act 1976. The Amendment Act came into effect in April 2001 and in doing so fulfilled recommendation 11 of the Stephen Lawrence Inquiry Report, and went further by prohibiting race discrimination in all public functions. The Amendment Act 2000 focuses on institutional change. For the first time it is illegal for local authorities to discriminate accidentally or unintentionally on the grounds of race. It also imposes a duty to promote racial equality. The first set of duties requires public authorities to publish a Race Equality Scheme, which sets out the arrangements the authority has in place for meeting the general duty.

2.2 The General Duty of Public Authorities:

The general duty (as given in section 71(1) of Race Relation Act) requires public authorities, when carrying out their functions to aim to:

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

The duty's aim is to make race equality a central part of the way public authorities work, by putting it at the centre of policy making, service delivery, regulation and enforcement and employment practice. The term 'functions' means the full range of the authority's activities, duties and powers. It includes both existing and future policies.

2.3 Specific Duty of the Council:

The Council fully intends to meet its legal duties under the Race Relations Act 1976 and Race Relations (Amendment) Act 2000. Under the specific duty public authorities must prepare and publish a Race Equality Scheme, which outlines how the authority will meet its obligations over the next three years. The council's first Scheme was published in June 2002 and the second updated Scheme in May 2005. This Scheme is now the council's third and covers the period from May 2008 to May 2011. The latest Scheme further emphasises the Council's continued commitment to achieving equality in terms of employment, service delivery and access to its decision-making processes.

The scheme should set out the authority's arrangements for:

- Assessing and consulting on the likely impact of its proposed policies on the promotion of race equality
- Monitoring its policies for any adverse impact on the promotion of race equality

- Publishing the results of such assessments and consultation
- Ensuring public access to information and services that it provides
- Training staff in connection with the general and specific duties, and
- Reviewing the scheme every three years.

2.4 What is a Race Equality Scheme?

In June 2002, the council published its first Race Equality Scheme, which set out how it would ensure that race equality is mainstreamed into all its policies, functions and procedures. Race Equality Schemes should list the functions and policies that are relevant to the general duty. A Race Equality Scheme allows the council to promote race equality in relation to employment practices and service delivery. It acts as a summary of our approach to race equality. It is a public document, which will be published, and the council will be answerable to the public. The scheme should be reviewed regularly by the authority, and certainly every three years.

2.5 The Role of the Equality and Human Rights Commission (EHRC)

From 1st October 2007, the Commission for Equality and Human Rights (Equality and Human Rights Commission) takes on the role and functions of the Commission for Racial Equality (CRE), the Disability Rights Commission (DRC) and the Equal Opportunities Commission (EOC), with new responsibilities for sexual orientation, age, religion and belief, and human rights.

Their mission statement is;

“The Equality and Human Rights Commission champions equality and human rights for all, working to eliminate discrimination, reduce inequality, protect human rights and to build good relations, ensuring that everyone has a fair chance to participate in society”.

The EHRC has the power to impose a compliance order on those public bodies that fail to carry out their legal duties under Race Relations Act 1976 and Race Relations (Amendment) Act 2000.

3. Our Structure – How the Council Operates:

Caerphilly County Borough Council is the 5th largest local authority in Wales and employs around 9,500 people making it the largest employer in the area. The council delivers a wide range of services to the 171,300 people (*Registrar General's 2006 Mid Year estimate*) living in the Caerphilly County Borough including education, environmental services, social services, finance, highways, leisure services and public protection. A corporate management team led by the chief executive and four corporate directors undertakes day-to-day operation of the council's business.

As part of the modernisation of local government in Wales, the council operates a cabinet style of local government, which provides speedy decision-making and an open and transparent form of community government.

The council comprises 73 elected members and has a Leader plus 8 other cabinet members, who are all accountable to the citizens of Caerphilly County Borough. The council has 5 directorates; Chief Executive's, corporate services, education, social services and the environment.

Nigel Barnett, the Director of Corporate Services and a member of our Corporate Management Team chairs our Executive Equalities Group, which is attended by representatives of each directorate. The council has also now established four other working groups, each chaired by a senior officer to deal with the implementation of each of the council's four equality Schemes (Welsh language, Race, Disability and Gender) The Race Equality Group deals with the implementation and monitoring of the council's Race Equality Scheme. Co-ordination of equality matters are undertaken by officers in the Council's Performance and Policy Division, who deal with equality issues on a regular basis. The Executive Equalities Group also maintains strong links with the Human Resources Strategy Group and the Performance Management Team.

4. Introduction

4.1 Our Vision

In Caerphilly County Borough Council we have developed a Community Strategy, which sets out objectives to reach our vision. Our vision for equalities is one where:

- All institutional processes, assumptions and practices that may lead to discrimination have been eliminated from all organisations within the county borough area.
- All organisations and businesses operating within the area prioritise equality thereby ensuring that all discriminatory and physical barriers, which prevent equal access to goods, service and employment, have been identified and removed.
- All residents and visitors to the area feel confident they are in an environment that is free of any prejudice and discrimination.
- There is equal opportunity in employment so that everyone is confident that all jobs within the area are equally accessible to all, regardless of colour, ethnic origin, age, gender, marital status, sexual orientation, disability, religion, language or nationality.
- All services can be accessed through the medium of Welsh or English and other languages when required.

4.2 Profile of the County Borough

Caerphilly County Borough has a population 171,300 according to the Registrar General's 2006 mid year estimate, which is an increase from the 2001 Census figure of 169,687. The largest populated towns in the county

borough are Caerphilly with 31,250 people and Blackwood with 24,002 people. The ethnicity mix of the county borough shows there to be 99.1% white population, compared to the national figure for Wales, which is 97.9%. The proportion of people who are Asian or Asian British in Caerphilly county borough is 0.3% compared to 0.9% in Wales as a whole. The proportion of black or black British people in Caerphilly county borough is 0.1% compared to 0.3% in Wales as a whole. The proportion of people with a mixed ethnicity is 0.4% compared to 0.6% in Wales and the proportion of Chinese people is 0.2%, the same percentage as Wales. In summary Caerphilly has a minority ethnic population of 1% compared to 2.1% in Wales and 7.9% in the U.K. Table 1 shows the categorisation of each ethnic group in Caerphilly, Wales, and the U.K.

Table 1: The population of the U.K, Wales, and Caerphilly County Borough by ethnicity, 2001.

Ethnic Group	Caerphilly		Wales		U.K.	
	%	Actual Figures	%	Actual Figures	%	Actual Figures
White	99.1	167,993	97.9	2,841,505	92.1	54,153,898
Mixed	0.4	678	0.6	17,661	1.2	677,117
Asian or Asian British	0.3	508	0.9	25,448	4	2,331,423
Black or Black British	0.1	169	0.3	7,069	2	1,148,738
Chinese	0.2	339	0.2	6,267	0.4	247,403
Other	0		0.2	5,135	0.4	230,615
Total	100	169,687	100	2,903,085	100	58,789,194
All minority ethnic population	1	1,694	2.1	61,580	7.9	4,635,296
% of all identifying themselves as Welsh	15.5	26,275	14.4	417,820		

Source: 2001 Census

Table 2 refers to faith groups within the U.K, Wales and Caerphilly County Borough. It is vitally important as a service provider that we acknowledge a person's faith or religious preference and try to understand and appreciate different religions as much as possible. In doing this we can ensure our services are targeted at the diverse needs of all our citizens so discriminatory practices do not occur.

Table 2: Religious affiliations in the U.K, Wales and Caerphilly County Borough.

Religion	Caerphilly		Wales		U.K.	
	%	Actual Figures	%	Actual Figures	%	Actual Figures
Buddhist	0.09	147	0.19	5,407	0.3	151,816
Christian	65.8	111,616	71.9	2,087,242	71.6	42,079,417
Hindu	0.09	147	0.19	5,439	1.0	558,810
Jewish	0.03	59	0.08	2,256	0.5	266,740

Muslim	0.13	212	0.75	21,739	2.7	1,591,126
Sikh	0.05	82	0.07	2,015	0.6	336,149
Other Religions	0.2	343	0.24	6,909	0.3	178,837
Total all religions	66.4	112,606	73.4	2,131,007	76.8	45,162,895
No religions	24.2	40,948	18.53	537,935	15.5	
Not stated	9.42	15,965	8.07	234,143	7.3	
All no religions & not stated	33.6	56,913	26.6	772,078	23.2	13,626,299

Source: 2001 Census

As with the whole of Wales and the U.K, Caerphilly has more members of the Christian faith than any other (highlighted above). But there are however, a significant proportion of the community who have other faiths and this has to be taken into account in our decision-making and when developing policies, to ensure equality for all.

5. Policies and Initiatives

5.1 Community Strategy

The Community Strategy, which is a visionary document, set out in 2006 where our community wants to be in 10 - 15 years time. It has been devised after exhaustive consultation with all sectors of our community. As such a number of different organisations will share responsibility for fulfilling this vision, foremost amongst them is Caerphilly County Borough, with its dual role as a provider and enabler of local services. It is the main focus for the delivery and future development of all council services

The **Community Strategy** for Caerphilly county borough has been developed through partnership working by public, private and voluntary organisations and local communities.

It sets out how these partner-organisations will work together over the next 10-15 years by outlining four themes or visions, namely the *Living Environment* theme, the *Regeneration* theme, the *Education for Life* theme and the *Health, Social Care and Well-Being* theme.

There are also cross-cutting visions, namely Community Safety, Children & Young People's Framework, Sustainability and Equalities and as part of the latter vision, the **Community Strategy** states that "All services can be accessed through the medium of Welsh or English and other languages on request", clearly linking the Strategy to the Welsh Language Scheme and the Linguistic Skills Strategy.

The full **Community Strategy**, together with all its appendices can be found on the Council's website, or obtained as a hard copy on request from GAVO, Unit 1A, First Floor, Withey Dyffryn Court, Dyffryn Business Park, Ystrad Mynach, Hengoed, CF82 7RJ

5.2 Linguistic Skills Strategy

Caerphilly County Borough Council is committed to providing equality in service delivery to every visitor, resident and community within its geographical boundaries. One way of achieving this is by providing those services in a range of languages other than English. This commitment is backed by UK legislation in the form of various acts of Parliament, e.g. Welsh Language Act 1993, Race Relations Act 1976 (Amended 2000), Disability Discrimination Act 1995 (Amended 2005).

As an extension to the process of developing the Race Equality Scheme and the Welsh Language Scheme the Council has produced a Linguistic Skills Strategy for all languages. It brings together the various aspects of equality in language choice in service provision, customer care, staff development and recruitment and selection in one strategy. This is aimed at moving the Council forwards in a positive and realistic way, which is sensitive to the linguistic background of the County Borough.

While the 2001 Census showed 16.4% of people in the County Borough area have some knowledge of Welsh there was no census data available on other community languages spoken locally. However to try and address this lack of information the council is planning to carry out a community language survey towards the end of 2008 to establish the range of languages spoken locally. The results of the language survey will be used to lead into actions / projects for linguistic minorities, as mentioned in the council's Linguistic Skills Strategy (section 5). In addition to this the Council does work closely with the Valleys Race Equality Council and is part of the local Multi Agency Forum for Equality against Harassment, which helps determine the needs of people who speak other languages.

The inclusion of language as part of the wider equalities agenda recognises that to discriminate because of language is as unacceptable as discrimination due to a person's gender or colour of skin. Various UN Human Rights Conventions cover language choice, as does the Human Rights Act 1998. If a call in another language is received contact with an external interpreting service can be made via the Customer First.

The Aims and Objectives of the Linguistic Skills Strategy are to:

- *Ensure that residents of the County Borough are given the services they need in their chosen language*
- *Ensure that the Council's customers are treated equally whatever their language needs and however they interface with the Council*
- *Ensure that the Council staff have the proper training so that they are able to deal effectively with customers whatever their language needs*
- *Ensure that Recruitment and Selection practices within the Council reflect the need to provide the above*
- *Ensure that a team of staff is developed to enhance the work outlined above to demonstrate the Council's ongoing commitment*

- *Ensure that monitoring is undertaken to provide meaningful information to highlight areas of good practice within the Council and to note areas where further development is needed*

The full **Linguistic Skills Strategy**, together with all its appendices and timetable for implementation can be found on the Council's website, or obtained as a hard copy on request from the Performance and Policy Unit, Penallta House, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7PG.

5.3 Improvement Plan

The Improvement Plan forms a vital part of the Wales Programme for Improvement (WPI). Its main purpose is to set out actions taken and planned for the future to improve the performance of the Council and to communicate the council's performance to its stakeholders and residents"

. Managing our performance has been identified by Members and staff as an important issue.

Our performance management framework links individual and service objectives to our goals. This provides a clear hierarchical relationship between the community strategy, the Council's priorities through the Annual Improvement Plan and each Service Improvement Plan.

Annually, every service area is required to produce a Service Improvement Plan which shows the extent of progress made with regard to the following:-

- Pls – both nationally agreed and local
- Benchmarking data
- Consultation, both internal and external to the Authority
- C-Driver Areas for Improvement to be included in the Action Plans
- Progress against the priorities of the Authority

Guidelines are provided detailing the information that must be included in each Service Improvement Plan, part of which is a requirement for each service to show equality targets that it is working towards in the coming year, which reflects one of the important priorities of the Council.

The C-Driver programme was a series of perception-based self-assessments. It included the successful completion of over one hundred actual self-assessment sessions by the staff. Significantly one of the top 10 prioritised areas for improvement identified was 'to ensure that equality policies are implemented in each service area', which has led to equality targets being required in Service Improvement Plans. Equality targets in the Service Improvement Plans should deal with issues such as training, consultation and monitoring. The Council's performance management team will monitor progress against these targets.

5.4 Black and Minority Ethnic (BME) Housing Strategy

The council is a member of the South East Wales Black & Minority Ethnic (BME) Housing Partnership. The partnership consists of 4 local authorities

and 6 housing associations. In 2006, the partnership, assisted by Salford University, produced a BME housing strategy in accordance with guidance issued by the Welsh Assembly Government. The strategy was formally adopted by the partners and is available for download from the council's website.

The aims of the BME housing strategy are to:

- ensure that unlawful racial discrimination does not occur;
- promote equal opportunities for all ethnic groups;
- deliver a high standard of service to people from Black and Minority Ethnic communities within a framework of empowerment, Best Value and the Wales Programme for Improvement;
- provide services that are sensitive to differences in need, language and cultural practices;
- recognise the diversity of local communities and to foster good relations between the communities;
- take positive action to address existing disadvantage and encourage a more inclusive society.

Following plan rationalisation, key elements of the BME housing strategy have been incorporated into a revised local housing strategy. Therefore, the action plan to accompany the strategy has now been incorporated into the revised local housing strategy.

6. Implementation of the Race Equality Scheme

The council has outlined a number of aims that are in accordance with the statutory guidelines and are designed to ensure the successful implementation of its Race Equality Scheme (RES). These are set out under the following headings:

- Aim 1: Putting the RES into practice**
- Aim 2: Identifying the relevant Functions and Policies**
- Aim 3: Assessing and consulting on the likely impact of proposed policies**
- Aim 4: Publishing the results of assessment, consultation and monitoring**
- Aim 5: Making sure the public have access to information and services**
- Aim 6: Employment Duties – monitoring workforce**
- Aim 7: Training Staff**

6.1 Aim 1: Putting the RES into practice

The responsibility for overseeing the council's work on equalities has been delegated to the executive equalities group. Four other equality groups support this group. These groups each deal with the implementation of one of

our four equality schemes, i.e. our race equality scheme, disability equality scheme, gender equality scheme and Welsh language scheme. the director of corporate services, who is one of 5 corporate directors who make up our corporate management team, chairs the executive group.

The chairs of each of our four equalities sub groups sit on the executive equalities group and there are also positions for two cabinet members. Officers in the performance and policy division who deal with equality issues for all services on a regular basis also attend the meetings and support the group along with representatives from our communications unit and people management and development divisions. All minutes of executive equalities group meetings are passed to the corporate management team.

Our deputy leader, who is our cabinet equalities champion, our cabinet member for performance management and

The race equality group deals with the implementation and monitoring of the race equality scheme on a regular basis. A head of services chairs this group and it comprises representatives from each council directorate, performance and policy, communications, corporate personnel and also a representative from the Valleys Race Equality Council (which is due to change its name in July 2008 to the Valleys Regional Equality Council and is known as VALREC).

The council has stated a commitment to mainstream equalities and members of the executive equality group who are on their directorate management teams act as equality champions for their directorate and are therefore in a position to ensure that race equality issues are considered in all their directorate initiatives.

To further ensure that equality issues are embedded as a fundamental part of all service delivery, the requirement for all service improvement plans to include information about what the service is doing to improve the equality of its service has now been established. The monitoring of achievement against equality priorities is therefore included in the council's corporate performance management framework.

6.2 Aim 2: Identifying the relevant Functions and Policies

The council has identified its main functions, based on its statutory duties and key policies. Functions are shown in Appendix 1. The list of key policies is shown in Appendix 2, these form the basis of the Council's programme of Equality Impact Assessments. This will form an essential element of the Council's implementation of its equality policies. Equality Impact Assessments began in 2004 and will continue to take place across all functions, services, and policies for the Council. The outcomes of these assessments will be reported annually and published on the Council's website. Information from Equality Impact Assessments will be used to assist in setting equality targets in Service Improvement Plans and therefore bring about an improvement in services to the public.

6.3 Aim 3: Assessing and consulting on the likely impact of proposed policies

As part of the process of implementing its equality policies the Council examined its process for assessing and consulting on the likely impact of proposed policies on Equality groups. This revealed that consultation and assessment had taken place to varying degrees and that the reporting on equality issues varied widely in reports that were presented for decision making. The conclusion was that a standard approach was recommended for all new policy reports.

The guidance for compiling reports to Council now states that all reports, regarding proposed or revised policies for the Council, must make reference to the consultation and actions that have been taken. The guidance stipulates that, for reports to Cabinet, Corporate Management Team and other delegated decision-making bodies, officers preparing these reports must demonstrate compliance with all the Council's equalities policies. It is intended that this process will be monitored as part of the Council's Scrutiny process and guidelines for this are to be developed in the near future.

The guidance mentioned above requires that evidence from the consultation process forms the basis of recommendations. In order to support officers undertaking consultation the Council has developed consultation good practice guidelines. These guidelines will stress the need to consult properly with all equality groups before coming to any conclusions, this should help ensure race equality, and all other equality strands are considered in all changes to policies and delivery of services. In the past consultation with members of our BME community has not been easy. This is largely due to the disparate nature of the BME population and the lack of any cohesive groups of BME people within the Caerphilly county borough area. However this situation has improved since the development of the council's first Race Equality Scheme and with the help of VALREC the council has become more involved with members of our BME community. In recent years a number of events have taken place in conjunction with VALREC to promote race equality amongst local people and in January 2008 a consultation event was held in which 36 BME and other interested people attended to discuss the content of the council's next Race Equality Scheme.

Service planning guidelines are also being revised and a common format has been developed to outline the elements that all services must include in their Service Improvement plan. These guidelines will emphasise the need to consider all equality dimensions affecting provision of the service. The guidelines will also require each service to include equality targets in their plan.

Mandatory training for managers on equalities was introduced in 2004. This training includes a module on undertaking equality impact assessments. An Equality Impact Assessment checklist form (Appendix 3) has been produced and following the training managers are required to undertake impact

assessments on all policies in their area and return a completed Checklist form as soon as possible so that the information can be published.

6.4 Aim 4: Publishing the results of assessment, consultation and monitoring

The Council makes full use of appropriate media to inform customers of its performance and priorities. Information is published by a variety of methods, which include:

- The council website
- 'Newslines' the Council's monthly newspaper sent to every household in the County Borough
- Our Community Strategy and Improvement Plan
- Various other documents and reports

All of these documents are provided bilingually and arrangements can be made to provide information in other languages on request.

In January 2006 the council began publishing the outcomes of its equality impact assessments on the council website. This is an ongoing process and is still continuing. So far 60% of council policies have had the results of their equality impact assessments published on the council website.

The Council does not always publish the results of its consultation events, however in keeping with good consultation practice the findings of specific consultation events are fed back to participants. The Council does provide staff with summaries of consultation undertaken in order to inform the work they undertake. The Council Consultation Good Practice Guidelines outline the ways in which the results of consultation should be published.

The council's Race Equality Group is committed to communicate effectively the work that it does undertake in regard to race equality. The group will identify information produced corporately and within directorates that needs to be widely accessible to staff, Members and the public. The internal mechanisms using links with the Corporate Management Team and each Directorate Management Team will be used to cascade information down throughout the Council.

6.5 Aim 5: Making sure the public have access to information and services

Public authorities have a duty to make sure that everyone, whatever their ethnic background, has access to information about the authority and its services. We need to ensure there are no barriers preventing the access of this information to any communities especially the black and minority ethnic (BME) communities and gypsies and travellers. It is important to firstly identify the type of information people require about our services.

We need feedback from the local community through consultation to establish how people use this information. If we identify barriers preventing the easy flow of such information we need to remove these barriers at once to enable full access, to all members of our community of Caerphilly County Borough. We will, *“provide a reasonable alternative method if physical barriers prove difficult to overcome”*.

Making sure information is available in a range of formats, such as, different languages, large print, audiotape and Braille are alternative mediums we can provide upon request. We have identified that for some of our service users, English is not their first language. However, we do have means in which we can accommodate a member of the public if they wish to communicate (verbally and in writing) with the council through the medium of Welsh. For example, information on staff who are willing to communicate in Welsh is held in reception areas and they can be called upon if a person requests. *“ We will treat the Welsh and English language on the basis of equality.”* We can also meet other spoken language needs by using our links with Business Language Services, who provide an interpretation and translation service at our request.

We endeavour to inform the public of our activities as much as possible. We realise the importance of communicating with our public in ways that are accessible to them and this helps to ensure that our services are equally accessible to all. Major Council policies and all job vacancies are now published on the Council website. Examples of how we communicate with our public are our monthly newspaper ‘Newslines’ and the council’s Viewpoint Panel. ‘Newslines’ is delivered to every home in the County Borough and tells people about what the council is doing in their area.

In addition to this the Freedom of Information Act now gives the public new rights to make any reasonable request for information that the Council holds. We recognize our responsibilities under this legislation and we have set up procedures to provide information requested and will endeavour to satisfy these requests as soon as possible after they are made.

6.6 Aim 6: Employment Duties – Monitoring Workforce

The Council’s Equal opportunities in Employment policy was published in 2004 and takes into account the numerous equality related employment regulations and the statutory requirements contained in legislation. This includes the Sex Discrimination Act 1975 and 1986, the Race Relations Act 1976, the Race Relations (Amendment) Act 2000 and the Employment Equality (Sexual Orientation and religion and beliefs) Regulations 2003, and many more.

Employment is a relevant function for all the public authorities bound by the general duty. But as an employer we also have a specific duty to meet. Below is a list of those specific duties and the information we currently collect in regard to performance management.

The Council's Specific Duties as an employer under the Race Relations Act	Monitoring information collected by the council for its Performance Management
<ul style="list-style-type: none"> • Audit of employees by racial group 	Information on Employees by racial group is collected by census category, extended to include Welsh
<ul style="list-style-type: none"> • Applicants by racial group, at application, shortlist and appointment stages of recruitment 	Applicants by racial group is collected at application, short listing and appointment stages of the recruitment and selection process
<ul style="list-style-type: none"> • Training - employees who have received training by ethnic origin 	Training information on employees is currently being collected for corporate training events
<ul style="list-style-type: none"> • Employees who have received appraisals by ethnic origin 	Information on staff receiving appraisals is not currently being collected but as part of the Council's new performance and Improvement Review (PIR), currently being rolled out, all employees will have a PIR. Monitoring the number of PIRs being undertaken will then take place and ethnic origin included
<ul style="list-style-type: none"> • Employees by racial group who raise formal grievances 	Monitoring of employees involved in grievances is undertaken
<ul style="list-style-type: none"> • Formal complaints by ethnic origin 	Monitoring of complaints is undertaken in respect of the Council's Bullying at Work and Harassment policies
<ul style="list-style-type: none"> • Employees subject to formal disciplinary action by ethnic origin 	Monitoring of employees involved in disciplinary action is undertaken
<ul style="list-style-type: none"> • Staff who end their service with the council 	Monitoring of staff leaving the Council commenced in 2005 and ethnic origin is to be included as part of the monitoring of exit interviews

The council has developed and will continue to develop policies, procedures and programs of actions to meet its legal and morale obligations in the area of equal opportunities.

All policies, practices and procedures will be maintained and reviewed every two years to ensure that all individuals are recruited, trained, developed and promoted in a non-discriminatory manner in line with the needs of the council as an employer and the individual requirement of the posts.

With regard to recruitment practices, applicants are asked to complete the recruitment monitoring section of the application form. All information received via this section will be used solely for record purposes and for the compilation of performance indicators, survey returns, monitoring of the equal opportunities policy etc.

As part of the implementation of this policy, all members, managers and employees involved in recruitment and selection process will undertake appropriate recruitment and selection training to ensure procedures are followed properly and all equal opportunities issues are covered.

Information showing details of the ethnic origins of the workforce is shown in Appendix 6.

It is extremely important to monitor our workforce by ethnic origin to ensure we have a workforce that is representative of our community. The monitoring information collected will be used to: assess whether there are differences in the way racial groups are treated; investigate the underlying reasons for the differences; and, deal with any unfairness, disadvantage or possible discrimination.

How representative is our workforce?

The number of staff from minority ethnic communities within the authority's workforce, as a percentage of the total workforce, is 0.70%. We currently have 72 employees from a minority ethnic background. This is not quite representative of the population we are serving as according to the 2001 census data Caerphilly has an ethnic population figure of 1%. This figure is an improvement on that in our previous Race Equality Scheme when we were only employing 33 people from a minority ethnic background. However we do acknowledge that the figures may not wholly reflect the make up of our workforce, as there is a high proportion of staff of undisclosed ethnic origin. Employment monitoring statistics are reviewed every 3 months and data checks are regularly undertaken to assess the accuracy of our present information, which will include a review of those undisclosed.

6.7 Aim 7: Training Staff

Caerphilly County Borough Council recognises that training staff is essential to ensure every individual employee complies with the specific duties of the Race Relations Amendment Act.

Our training follows guidelines that were laid out by the Commission for Racial Equality and covers the following topics:

- A general understanding of race equality issues
- The general and specific duties, and why they are important
- The concept of a Race Equality Scheme-how to develop it and put it into practice
- How to carry out assessments, consultation and monitoring, how to publish the results and publicise them widely

Council managers undergo equality awareness training as part of our mandatory management development programme. This includes a general understanding of all equality issues and how they affect public authorities,

including the idea of 'institutional racism'. Also as part of this training there is a specific training module on undertaking equality impact assessments. The Valleys Race Equality Council (VALREC) is currently providing the equality training for managers. To date 321 managers have undergone this training, out of a total of 746 (i.e. 43%).

A strategy is being developed for front line staff that provide services direct to the public to have training on equalities embedded as part of their customer care training. Planning is also taking place to develop training programmes for other staff to receive equality awareness training.

In addition VALREC, as part of our partnership arrangement offers race awareness training to local schools within the County Borough, and Social Services regularly use their services to give their staff this valuable training.

Caerphilly County Borough Council fully accepts the need to eliminate discrimination in the delivery of services. We are endeavoring to achieve this by ensuring that all employees are aware of, and accept responsibility for, the promotion of equal opportunities. Each individual employee has a responsibility to ensure equality of opportunity in their provision of services to clients and members of the public and in their relationship with colleagues. Proper training for employees is fundamental in this and it is important that they will be properly trained and equipped in relation to the needs of particular individuals and groups when providing services on behalf of the council.

7. Complaints

Any citizen has the right to complain about any issues relating to race equality and discrimination under our corporate complaints procedure. The public can make a complaint in person, by telephone, in writing, by email or by using the form in the complaints leaflet, which are widely distributed. The complaints officer for that particular service area will then ensure that the complaint is investigated and responded to within 28 working days. If evidence of racial harassment by an employee is found, the offender may face disciplinary action. Complaint officers in each directorate record and monitor complaints as they arise. Complaints, which are racially inspired, are logged under a racial issue category. Therefore it is possible to produce figures on the total amount of complaints where the 'racial issue' category was cited.

We also have a number of policies, which allow employees to report any acts of alleged discrimination. If an employee feels that they have been discriminated against or harassed and they wish to seek advice on making a complaint, they are encouraged, at an early stage to seek advice from their Directorate Personnel Manager or their trade union representation. The appropriate procedure can then be invoked

8. Dealing with other Organisations

When we as a council work with any other organisations be it other public, private or voluntary organizations, we are still responsible for meeting the general duty to promote race equality. We clearly understand our responsibilities when, our functions or services are carried out by a private company or voluntary organisation under a contract. A procurement strategy has been drawn up to deal with these situations, which complies with the Equality and Human Rights Commission guidelines. The aim of this strategy is to ensure that public money is not spent on practices that lead to unlawful racial discrimination but is used instead to support and encourage equality and good community relations. A copy of our Equality and Procurement Strategy can be found in the Appendix 4.

The council works closely with the Welsh Assembly Government in developing a number of key strategies and this is taken into account in the development and implementation of our RES and our Race Equality Scheme Action Plan, which is shown in Appendix 5

As a council, we work closely with VALREC (Valleys Racial Equality Council), and we provide them with some core funding to support their aims. They work towards eliminating racial discrimination and promoting good race relations between persons of different racial groups. Their work on issues such as racial discrimination and equality extends into areas, such as Education, Employment, Housing, Racial Attacks / Harassments and training.

The Council is also an active member of the Multi-agency Forum for Equality against Harassment, which meets once a month to discuss any issues that affect race equality or are of concern to our residents. It focuses particularly on promoting good race relations and monitoring numbers and locations of any racial incidents that occur in our community (a racist incident is defined as 'any **incident** which is perceived to be **racist** by the victim or any other person'). The MAF works together to encourage diversity and promote good race relations in our local community, and to provide solutions to any problems, which may arise. It takes part in local events to promote race equality and due to its wide range of members can reach many aspects of life in the community.

The forum is attended by a number of different local partnership organizations including Gwent Police, the Council Community Safety Unit, VALREC, Caerphilly Council's Victim Support Group, Social Services, Education and Leisure, the Council Policy Unit, Gwent Probation Service, Gwent Healthcare NHS Trust, Crown Prosecution Service, Caerphilly Local Health Board, Youth Offending Service and the Citizens Advice Bureau. From time to time a small working group of relevant members will be co-opted to deal with a problem that affects individuals.

9. Summary of Council Action to Date (Following publication of the 2002 Scheme)

1. An Executive Equalities Group has been set up chaired by the director of Corporate Services. Issues from meetings are passed to the council's Corporate Management Team.
2. The continuing role of the Cabinet Equality Champion, who is also a member of the Executive Equalities Group.
3. The Executive Equalities Group considers regular monitoring reports from the council's Race Equality Group.
4. The council standard report format requires all reports to elected members to include references to equalities.
5. The Guidance issued for all Service Improvement Plans emphasizes in more detail the need to include equalities targets.
6. Management Development training equalities modules which includes training on equality impact assessments is now being delivered to all managers
7. An equality impact assessment Checklist has been developed and is used in the management training
8. Consultation good practice Guidelines will specify the need to ensure all sections of the community are consulted in all consultation exercises and wherever possible results from different racial groups identified.
9. A Linguistic Skills Strategy that outlines how the council will deal with all languages has been developed and adopted.
10. An audit of council staff has been undertaken to establish the languages that are spoken by staff employed by the council. This information is retained on a personnel database and updated every quarter.
11. A Translation and Interpreting service for all languages has been developed by the council's linguistic skills strategy.
12. All personnel policies are developed paying particular attention to equalities issues.
13. Equalities in Procurement Strategy adopted.
14. The council has a service level agreement with the Valleys Race Equality Council (VALREC) to provide race equality support to the

local community and to assist the council in promoting good race relations.

15. The council produces an electronic cultural diversity calendar which is available on the council website.
16. The council plays a leading role in the Multi Agency Forum for Equality against Harassment in monitoring racist incidents locally.
17. In January 2008 a consultation event was held in which 36 BME and other interested people attended to discuss the content of the council's next Race Equality Scheme.
18. The council hosts an annual 'BME Young Achievers Awards' event where young BME people from our community are presented with awards for achievements in particular categories.
19. A Draft Communications Strategy for Equalities has been produced and is shown in Appendix 7