

Bracknell Forest Borough Council's Race Equality Scheme 2008 – 2011

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Preface

Ensuring that there are equal opportunities for everyone who lives, works or uses services in the Borough is a key priority for Bracknell Forest Borough Council. We are therefore very pleased to publish our second Race Equality Scheme, which reports progress on the previous Race Equality Scheme and outlines the Council's race equality objectives for 2008-2011.

To ensure that we have made a thorough assessment of how well the Council is currently promoting race equality, we commissioned an external review of our services, functions and policies. The rigorous review confirmed that a great deal has been achieved in promoting race equality but also highlighted some areas for improvement. The Council views equality as vital to promoting a strong and integrated community. All of our equality schemes, including the Gender Equality Scheme, form part of the overarching Community Cohesion Strategy: 'All of Us'.

Therefore, the Council has revised the Race Equality Scheme to prioritise these improvements and to take account of changing national and local contexts. We are aware that the ethnic profile of Bracknell Forest is changing and so it is important that our Race Equality Scheme encompasses a responsive approach to changing needs.

Whilst significant progress has been made, there remains much to be done to ensure that those of different racial backgrounds have similar life opportunities, access to services and treatment. The Race Equality Scheme aims to give clear evidence of how those values will be put into action to ensure that racial equality is a reality in Bracknell Forest.

The Leader and Chief Executive

Summary

This document reports progress on the Council's earlier Race Equality Scheme 2003 – 2006 and sets out the Council's race equality objectives for 2008 – 2011. It takes account of the changing national and local context and identifies key achievements since 2005.

The document shows how Bracknell Forest has made significant progress in promoting equality of opportunity for everyone who lives or works in Bracknell or uses the services which the Council provides and how it is committed to continuing to make progress.

Fairness is one of our Corporate Values and we are committed to “acting in a fair and equitable manner towards all residents and staff and ensuring we meet individual needs appropriately”. One of our twelve key themes is to work to “Help create a safer, stronger community which is socially cohesive” and the promotion of race equality is an essential part of this. The recent report “Our Shared Future” from the Commission on Integration and Cohesion, defines one of the key characteristics of an integrated and cohesive community as being a place where “those from different backgrounds have similar life opportunities, access to services and treatment” and we endorse this aim.

We are aware that despite the progress which we have made, there remains much to be done to ensure that those of different racial backgrounds have similar life opportunities, access to services and treatment. In reviewing our earlier scheme, revising our action plan and publishing our new scheme we are giving clear evidence of our commitment to take action. We intend to continue to work with our strategic partners, other stakeholders and, most importantly, our community, to ensure that we continue to make good progress.

Introduction

What is a Race Equality Scheme?

A Race Equality Scheme essentially packages the specific duties of the Race Relations (Amendment) Act 2000 into a coherent strategy and action plan. The scheme should make it clear how the Council plans to meet both its general and specific duties. It is a public document and is answerable to the public. The scheme should also summarise the Council's overall approach to racial equality and how this links to its corporate aims and objectives.

This report is in seven sections. These comprise:

- **Section One** sets out why we have reviewed and revised our Race Equality Scheme (RES) including the influence of both the national and local contexts
- **Section Two** sets out how we have carried out this review
- **Section Three** sets out the progress made in implementing our earlier Race Equality Scheme
- **Section Four** sets out our new priorities for action
- **Section Five** sets out the consultation arrangements for our revised RES
- **Section Six** sets out how we will implement our new priorities and monitor progress on the implementation of our revised RES
- **Section Seven** sets out how we deal with any complaints about how we are meeting our duties or any other complaints about race equality

We also include three Appendices.

- Appendix A sets out the consultation questionnaire that was used to seek views on the draft RES.
- Appendix B summarises the results of the consultation.
- Appendix C is the detailed action plan for implementation of the RES priorities

Section One: Why have we reviewed and revised our Race Equality Scheme?

In this section we set out why we have reviewed and revised our Race Equality Scheme. One key reason is the guidance provided by the CRE, but there are other, more local, factors that have prompted us to carry out this review and to produce and publish a revised RES.

The National Context

1. The Race Relations (Amendment) Act 2000

The Race Relations (Amendment) Act 2000 (RR(A)A 2000) came into force on 2 April 2001 following the Stephen Lawrence Inquiry Report, published in February 1999.

General Duty

It placed a general duty on a wide range of public authorities to promote race equality. This duty means that such authorities must have due regard to the need to:

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

The Guidance issued by the Commission for Racial Equality (the CRE) to complement the RR(A)A 2000 suggested that public authorities should consider the following four steps to meet the general duty:

- Identify which of their functions and policies are relevant to the duty, or, in other words, affect most people
- Put the functions and policies in order of priority, based on how relevant they are to race equality.
- Assess whether the way these 'relevant' functions and policies are being carried out meets the three parts of the duty.
- Consider whether any changes need to be made to meet the duty, and make the changes.

(Code of Practice on the Duty to Promote Race Equality, CRE 2002)

Specific Duty

In addition, specific duties were placed on some public authorities responsible for delivering important public services. These public authorities included local councils, hospital trusts and police authorities. These specific duties included:

- Preparing and publishing a race equality scheme (RES). This scheme should set out the functions or policies that were relevant to meeting the general duty, and how the relevant public body was going to meet the duty in the areas of policy and service delivery.
- Another specific duty that applies to Bracknell Forest and many other local bodies is to monitor our employment procedures and practice. The CRE guidance indicated that these public bodies might find it useful to include the arrangements they were making to meet their employment duties in their race equality schemes.
- The third specific duty covered the preparation of a race equality policy and arrangements for meeting specific duties on policy and employment in education institutions.

The RR(A)A 2000 made it clear that it was no longer enough for public bodies just to ensure that they did not discriminate unfairly. There was also a clear obligation on them to take positive steps to promote race equality in everything that they did. The guidance issued by the CRE also made it clear that when a public body looked at the impact which all their activities might have on promoting race equality that the weight given to race equality should be proportionate to its relevance to a particular function. This approach means giving greater consideration and resources to functions or policies that have most effect on the public, or on the authority's employees.

Bracknell Forest Borough Council took these new duties on board with enthusiasm and commitment and published its first RES in February 2003. Part of the work in drawing up this first RES was to set out how we would carry out the assessment of which of our functions had the most impact on the public or on our staff in terms of race equality.

2. Other Government Initiatives

Since our first RES, there have been some significant government initiatives in the field of equalities. These include

- the Equalities Act 2006, which set up the Commission for Equalities and Human Rights bringing together all equality strands within a Human Rights Framework; the Equalities Review of the causes of persistent discrimination and inequality in British society;
- the Discrimination Law review aiming to develop a simpler legal framework for equalities;
- and, as mentioned above, the Commission on Integration and Cohesion was set up to produce practical proposals for building integration and cohesion at a local level.

In addition, Bracknell Forest Borough Council, like other public sector agencies, has developed Disability and Gender Equality Schemes and legislation in relation to public sector duties to promote equality in relation to sexual orientation and faith, religion and belief has also been introduced.

The Equalities Review

The Equalities Review report, “Fairness and Freedom” highlighted that, despite many years of legislation, nationally we are still not achieving equal outcomes for all our citizens. The report also re-emphasised the role of public sector bodies in tackling inequality - both as service providers and as employers. Among its recommendations was a call for targeted action on persistent inequalities in the fields of early years and education, employment, health, and crime and criminal justice. Our new RES reflects this call, which also echoes many of our corporate themes.

The Commission on Integration and Cohesion

The Commission on Integration and Cohesion issued its report in the summer of 2007. The Commission’s report “Our Shared Future” has influenced current work on our own community cohesion approach - the “All of Us” Strategy. There is considerable discussion in the report of the links between inequality and lack of cohesion. What is clear is that while, in the words of the report “if the discrimination experienced by some groups within our society continues, we will not be able to achieve the goals we set out for building integration and cohesion” and also “diversity can have a negative impact on cohesion but only in particular local circumstances”; promoting race equality is only part of the process of achieving community integration and cohesion.

Similarly, promoting community cohesion is only part of the process of achieving race equality. One lesson which we have learnt from the way in which we monitored our first RES, which relied heavily on using the administrative arrangements set up to promote community cohesion work, was that we need to ensure we have robust arrangements for looking at the promotion of equality in its own right, rather than as part of cohesion.

The Discrimination Law Review

The Discrimination Law Review has published a consultation document for consultation over this summer. The consultation paper sets out the Government's proposals for a single Equality Bill for Great Britain. The Government plan to respond to the Equalities Review in the autumn. It is expected that they will also take account of the results of the responses to the Discrimination Law Review consultation and the final report of the Commission into Integration and Cohesion. It is also expected that the government will confirm their manifesto pledge to bring a single equality bill in the Queen's Speech in November.

All of these initiatives have been taken into account as far as possible in our review of Bracknell Forest's RES.

The Local Context

There have been a number of local developments since our first RES was published which have, and will continue to have, an impact on the way in which we deliver race equality and diversity. These include:

- Increasing importance of partnership work
- Restructuring of the Council
- The development of the Disability and Gender Equality Schemes
- Increasing knowledge of our changing local black and minority ethnic communities
- Progress on the Equality Standard for Local Government

• Increasing importance of partnership work

Bracknell Forest Borough Council has long considered that the best way to deliver effective, efficient and fair services for residents is through joint working with other public bodies, the private sector and the voluntary, community and faith sector. Since the publication of our first RES, we have developed partnership work significantly. We are leading members of the Bracknell Forest Partnership and the nine other Partnerships that are linked to it. These bring together the Council, schools, Bracknell Forest Primary Care Trust (PCT), Thames Valley Police, the Probation Service, Connexions and voluntary sector organisations.

The nine other partnerships comprise the Children and Young People's Strategic Partnership, the Early Years and Childcare Partnership, the Environmental Partnership, the Strategic Housing Partnership, the Cultural Partnership, the Transport Partnership, the Crime and Disorder Reduction Partnership, the Health and Social Care Partnership and the Lifelong Learning Partnership.

We have developed a Local Area Agreement (LAA) covering 2007 – 2010, which will be implemented by the different members of the Bracknell Forest Partnership, which is currently chaired by the PCT. Our Local Area Agreement focuses on eight sustainable community strategy priorities. One of the visions which the LAA has is that

'In 2015 we will have a borough where people feel able to influence local decision making and the needs of individual communities are addressed.'

The Bracknell Forest Partnership brings together representatives from the public, private, voluntary and community sectors. It is able both to approach strategically the key issues that concern Bracknell residents and workers and to address at a practical level how each issue impacts other agencies.

The focus on setting local priorities and working with local partners to meet these priorities that the LAA demonstrates is expected to continue over the period of the next RES, 2007 – 2010 and is an approach that we welcome. Our revised RES, therefore, will be firmly rooted in working with all sections of our local community and the widest range possible of stakeholders to deliver locally set priorities on equality.

- **Restructuring of the Council**

When our first RES was published, we provided our services through 5 service departments and the Chief Executive's Office. These departments were Corporate Services; Education; Environment; Leisure Services and Social Services and Housing. The Council now consists of four departments. These are Corporate Services; Education, Children's Services & Libraries; Environment and Leisure and Social Services and Housing and will shortly move to three departments; Corporate Services; Social Care and Learning; and Environment, Culture and Communities.

As Departments have restructured, we need to ensure that our assessments of the relevance of our wide range of different functions to meeting the three elements of the General Duty to promote race equality is still up to date.

Producing a new RES will provide a new focus for work on race equality and will ensure that this work can be taken forward in tandem with work on other new key strategies, for example our work on community cohesion and integration.

- **The development of the Disability and Gender Equality Schemes**

In 2006 we published our first Disability Equality Scheme (DES). This sets out how we will fulfill our duty to promote equality for disabled people who live, work and visit Bracknell Forest. This Scheme covers the period 2006-2009.

In 2007 we developed our first Gender Equality Scheme (GES) covering how we are promoting equality for men and women and how we are eliminating sexual discrimination and harassment, both in our role as a community leader and in our employment functions

As with work to promote race equality, work on promoting disability equality and gender equality will be a continuous process, undertaken in partnership with the wider community. Revising our RES at this time enables us to ensure that we have aligned the priorities of the different schemes as much as possible and that we can adopt the widest possible approach to promoting equality.

- **Increasing knowledge of our local black and minority ethnic communities**

When our first RES was produced, we knew that between the 1991 and 2001 Census', the population of Bracknell Forest Borough grew significantly by 10%, twice as much as the national average, to be one of the fastest growing boroughs between 1991 and 2001. The 2001 Census figures also revealed that our minority ethnic population has increased by 6.7% from 1991. In 2001 the ethnicity of our borough residents was:

Census Category	Percentage of BFBC Population
White British	90.56%
White Irish	1.1%
White Other	3.48%
Mixed heritage	1.22%
Asian / Asian British	1.91%
Black / Black British	1.02%
Chinese / Other	0.79%

The 2001 Census revealed that 9.5% of the total population were not born in the United Kingdom and therefore, might not have English as a first language. It also showed that, unlike in some other areas, in Bracknell Forest, ethnic minority people were not concentrated in specific areas or parishes. This suggested that our minority ethnic residents might be at risk of suffering from a degree of social isolation.

We knew that the picture was changing, even since 2001, and we wanted to know more about the location and composition of our black and minority ethnic communities in order to provide better services and engagement. Accordingly we, working with our partners such as the police, the PCT, the Berkshire Fire and Rescue Service and the voluntary sector, commissioned the development of an Ethnic Communities Profile of the Borough of Bracknell Forest.

The preliminary results became available this summer. It showed that there are an increasing number of Black and Minority Ethnic (BME) communities across the Borough. For example, there are 64 different nationalities registered to vote, the largest of which is South Africans. There is an even spread of nationalities across the wards – for example there are Irish, Polish, French and German people registered in most wards. Our fourth largest BME community is people of Indian origin who are mainly centred in the Bracknell wards. Data from our schools population shows that 12.7% of pupils are from BME communities (Schools Census 2007).

We have much more work to do on the analysis and mapping of the data to help our understanding of our current BME communities and our projections of future population change. This is one of our priorities for action listed in this RES.

The profiling exercise also highlighted another important point – that we have not been as effective as we could have been in using data on our BME communities. Although where data is collected it was found to be of a good quality, we have not been using it systematically to consider needs of our BME residents. We have identified this as an area where we must and can do better and again, this is one of our priorities for action listed in this RES.

We also know that there are increasing numbers of children entering Bracknell schools from different backgrounds – there are 72 different languages spoken among Bracknell school pupils. There are increasing numbers of children for whom English is not their first language.

• **Progress on the Equality Standard for Local Government**

The Equality Standard for Local Government was launched in 2002 as a Best Value Performance Indicator. The standard:

- Sets out the steps that local authorities need to take to identify and remove barriers to ensuring fair and equal treatment in services and employment with regard to gender, race, disability, age, sexual orientation and religion and belief
- Sets out a framework for ensuring a common approach to mainstreaming equality practice into council policy and practice at all levels
- Establishes a checklist of five levels to provide a tool for systematic assessment of the mainstreaming of equalities.

By 2006/07 Bracknell Forest Borough Council had reached Level 2 of the Equality Standard. Our aim is to reach Level 3 within the next 12-18 months.

Section Two: How we carried out this review

CRE Guidance

The Commission for Racial Equality (CRE) Guidance on the RR(A)A 2000 highlighted the need for regular (at least three yearly) reviews of Race Equality Schemes. This was not only so that public bodies could see what progress had been made, but they could also ensure that any changes in local circumstances or improvements in their understanding of the impact of their actions on race equality could be reflected in a revised RES and any associated action plan.

The CRE recommends that public bodies review their existing list of relevant functions, policies and proposed policies to ensure it is properly reflective of the current state of your organisation. Part of this review will include reviewing progress made to date. Important areas to cover in such a review are:

- What systems are in place for monitoring the impact of existing relevant functions and policies – especially the impact of high priority functions and policies?
- Has there been improved access to key services for all ethnic groups?
- Does the evidence show that the initial assessment of relevant functions was right or does new evidence indicate that there should be changes to this assessment?

The review should also identify any new functions and policies that have been introduced in the last three years and check that these have been assessed for relevance to the general statutory duty. Similarly, any proposed new functions and policies should be assessed.

What we did

Following the CRE guidance, we approached the revision of our RES by beginning with a review of progress on the earlier scheme. We did this by commissioning external, independent consultants to look at a wide range of council reports and other related documents such as the Equality Impact Assessments (EIAs) completed by the council and the workforce monitoring information which we collect. The consultants also carried out a number of interviews with key council staff. They then moved onto consulting some of those directly affected by the RES – our own BME staff and held a focus group with a number of BME staff to collect their views. The consultants also asked heads of departments to review their list of functions and their relevance to the general duty.

The results of these activities were set out in a separate report produced by the consultants for the Council on progress on the first RES. We have provided a brief summary in Section Three of this report of the results of our review of progress.

Equality Impact Assessments

Our race equality priorities for 2007-10 were informed by Equalities Impact Assessments (EIAs) conducted by different council departments. We have produced EIAs for around 70 key areas of our activities covering both service provision and employment matters. Our priorities for action for this RES include ensuring that any action points from the EIAs are implemented and monitored. Another priority is to ensure that all those functions now considered as being very relevant to meeting the general duty to promote race equality (see below), have been impact assessed.

The Equality Impact Assessments carried out to date have highlighted key issues such as the need to improve the promotion and publicity about the services we provide to encourage take up and the need to improve data collection and monitoring so that we have a better idea of who is and who isn't using our services. These and other issues have been addressed in our priorities for action.

Revised Assessment of Relevance of Functions

Following the CRE guidance, the consultants asked Heads of Departments to produce a collated list of functions and to prioritise them according to the degree of relevance to the three strands of the general statutory duty. The details of this revised assessment are attached as Appendix A.

Out of well over 100 assessed functions, nearly half were assessed as being highly relevant to at least two parts of the three parts of the General Duty, namely

- the elimination of unlawful racial discrimination,
- the promotion of equality of opportunity and
- the promotion of good relations between people of different racial groups.

Focus Group

The external consultants who we commissioned to review progress on our RES held a focus group to which all those staff who did not classify themselves as White British were invited. The focus group provided invaluable input on how we are performing as an employer and provider of services in the eyes of black and minority ethnic people. There was confirmation of the progress that we have made over the last few years. The group also identified some key areas where more action was needed and these have been included in our priorities for action.

Workforce Monitoring

Our monitoring of our workforce shows that there has been a steady increase in the number of people who classify themselves as being of non-white ethnic origin. We are successful in attracting non-white people to apply for jobs with us. Our most recent Annual Report showed that nearly 8% of successful applicants are of non-white ethnic origin. Although this is encouraging, it is lower than the proportion of non-white applicants and our Human Resources team are already

taking action to find ways to make more progress in achieving a workforce that represents the communities that we serve.

We monitor who has access to training, who leaves the Council, who is involved in either Grievance or Disciplinary processes by ethnicity and this information is published on our website.

Section Three: Progress made in implementing our earlier Race Equality Scheme

The Independent Consultants' report on progress

The report by the independent consultants into the progress that we have made in implementing our earlier Race Equality Scheme concluded that:

“There has been some considerable progress in meeting the commitments set out in the RES. In particular, there has been good progress on meeting commitments covering staffing matters, education and communication issues.”

The last Race Equality Scheme contained nearly fifty commitments. The consultants' assessment was that we have achieved around 30 of these – 60%. In addition we had partially achieved another 12 commitments. There were only 6 commitments where we had failed to make progress at all. Some examples of the commitments achieved were

- A revised communications strategy had been drawn up and the fact sheets covering interpreting and translation services had been updated.
- The website has been updated so that it is more accessible e.g. there is provision for some translations
- Better systems are now in place for the public to comment and provide feedback e.g. via the Bracknell Forest 1500
- Every pupil is helped to develop a sense of personal and cultural identity
- Elements of the duty have been incorporated into the existing equal opportunities training for staff

The consultants' report also made some recommendations to help us achieve more progress. These included:

- There should be clear and separate Action Plans linked to the priorities of the respective Equalities Schemes.
- There should be central and corporate monitoring of the Action Plans as well as departmental monitoring. This monitoring mechanism should also monitor progress on the Equality Standard for Local Government.
- The corporate monitoring should be via a mechanism focused on equality and there should be annual review of the need to adjust the Action Plans, for example because of new legislation, guidance or research or because of results of EIAs.
- Additional resources were needed to support corporate Equality and Diversity work
- In some areas, better data collection was needed

All these recommendations have been incorporated in this revised RES. The consultants' assessment also identified some gaps in the earlier RES. These have been addressed in this revised scheme.

Reviews of Functions

As noted above, over 70 EIAs have been carried out since the development of our earlier RES and these are published on the website. Managers and staff have received training on conducting EIAs.

One of our new priorities for action is to ensure the action points from EIAs are incorporated into the annual directorate service plans so that these become part and parcel of the work of the Directorate.

Equality Performance Management

One area where we know we have more to do is in performance management on equality. Currently we report on a regular basis on the Best Value Key Performance Indicators which include race equality (for example BVPI 11b – the percentage of the top 5% of earners who are from black and minority ethnic communities) but we have not set targets or performance indicators for other areas. This is one of the new priorities set out in our revised RES.

Our responsibilities to our staff

As noted above, there has been encouraging progress towards greater equality in the workforce profile. Corporate Services and the Education Department both have “Investors in People” status. There has been considerable work within HR both to promote fair recruitment and to ensure that staff have the training on equality related matters that they need to provide a fair and responsive service.

The picture of progress which the consultants’ report showed is reinforced by one of the findings from our most recent staff survey. Over 80% of our staff reported that they thought that the Council takes active steps to promote the interests of people who might otherwise be overlooked.

Involving the Community

Bracknell Forest Borough Council has long recognised the importance of working alongside the voluntary, community and faith sector. There has, however, been some concern that we were not engaging with some sections of the community as well as with others. In particular we were concerned that we were not developing contacts and partnership working opportunities with organisations representing black and minority groups.

In 2006, therefore, we worked with the Audit Commission to identify existing consultation mechanisms with “hard to reach” groups and to identify best practice within the council. The term “hard to reach” was used in this context to cover all those people who might not become involved with the council through the more traditional consultation methods. So “hard to reach” might include black and minority ethnic people, disabled people, children and young people, migrant workers, gypsies and travellers for example). This work showed that we had a wide range of consultation mechanisms ranging from informal and ad hoc focus

groups at the Look Out Discovery Centre to the Youth Parliament. Very few, however, were targeted at black or minority ethnic people and this is a priority area for us to address in our revised RES.

The Bracknell Forest 1500

The Bracknell Forest 1500 (the Residents' Panel for BFBC) was consulted earlier this year about some key issues affecting both community cohesion and equality. In answer to the question,

“To what extent do you agree or disagree that this local area is a place where people from different backgrounds can get on well together?”

81% either agreed or tended to agree that their local areas **were** places where people of different backgrounds can get on well together. This figure shows that we are in the second quartile nationally when looking at the Government's Citizenship Surveys. These surveys have indicated that around 80% of people in England and Wales perceived that people from different backgrounds got on well in their local areas. The Best Value Performance Indicators (BVPI) Survey for England last year again found an average of 80% (although in some areas the figure was as low as 38%).

Another encouraging point from our survey was that nearly 90% of respondents agreed or tended to agree with the Council's goal that “The diversity of people, their circumstances and their communities is respected and valued “. There is a clear message from people living in Bracknell Forest that the Council is right to push forward its work on equality.

Section Four: Our new priorities for action

We have identified thirteen key priorities for action for us. These have been developed by drawing together the different strands of the review of our previous RES – the consultants’ report; the results of the Equality Impact Assessments; the revised assessment of functions; the BME staff focus group; the Bracknell Forest 1500 Survey and our BME profiling.

The thirteen priorities are set out below. In later sections of this RES we describe how we intend to take forward action on these priorities and monitor progress.

Our priorities for action are aimed at fulfilling our obligations under the RR(A)A 2000 and also at developing the Council’s triple role in promoting race equality as a community leader; a provider of services and an employer.

Priority 1: Review of functions that are relevant to the general duty

- 1.1 We will ensure that all those functions now considered as being relevant to meeting the general duty to promote race equality, have been impact assessed. If they were assessed and the EIA found that it was difficult to make a judgment about the impact because of a lack of data, they should be reassessed and work put in hand to capture this data.

We will expect all departments to draw up a programme of reviewing and revisiting those functions that they have assessed as having high relevance to any strand of the general duty. When all the high relevance functions have been reviewed, we will expect all departments to move on to look at those assessed as having medium relevance.

By the end of 2008 we will expect all functions having high relevance to the general duty to have been assessed or re-assessed and any action points arising to be added to Departments’ Race Equality Scheme Action Plans.

- 1.2 We will ensure that all the action points from the large number of EIAs that have taken place to date are identified and added to Departments’ Race Equality Scheme Action Plans for regular scrutiny.

We will expect all departments to have incorporated these action points into their Race Equality Scheme Action Plans by the end of 2007/2008.

We will expect departments to ensure that Race Equality work is integrated with other equality and diversity work – for example on disability, gender, age and sexual orientation.

Priority 2: Assessing and monitoring of services and policies

- 2.1 We will ensure all departments review the ethnic origin data that they are currently collecting and assess whether it is comprehensive and robust enough for them to assess that there is no negative impact on any groups and that all communities are satisfied with the services they receive.
- 2.2 We will expect departments to identify areas where improvements in data collection are needed and to produce timetabled plans for improvement by the end of 2007/2008.
- 2.3 We will ensure that we continue our work on profiling our black and minority ethnic communities so that we can tailor services and target engagement and consultation better.

We will expect departments to share information with each other and will work with our partner agencies to do this.

We will expect to publish an enhanced profile of our ethnic community in 2008.

- 2.4 We will ensure that a wider range of race equality performance indicators and targets are developed so that we can monitor better whether our service is promoting race equality and whether there is clear progress in our performance.
- 2.5 We will expect Departments to have reviewed their current targets and performance indicators in respect of service delivery to, and satisfaction of, our diverse local communities and to have drawn up a programme to address any gaps by the end of 2007/2008.

To ensure that there is appropriate scrutiny of progress by councillors we have appointed the Leader of the Council as Bracknell Forest Borough Council's Equality and Diversity champion.

Priority 3: Reporting of racist incidents

- 3.1 We will ensure that the Council will do all it can to encourage the reporting of racist incidents in Bracknell Forest. We are aware that not every incident where the Council could assist is reported to us at present. We will work with our partners including the police and the voluntary sector to ensure that all those who live, work or go to school in Bracknell Forest know that we will deal sympathetically with all racist incidents reported to us and that all our staff are confident and knowledgeable about dealing with such incidents.

We will expect all Departments to consider their roles in encouraging the reporting of racist incidents, how they respond to them and in equipping their staff to carry out these roles. We will aim to have a more robust framework, including monitoring mechanisms, in place by the beginning of 2008/2009.

- 3.2 Our approach will also cover supporting any of our staff who are the target of racist abuse by service users or members of the public.

Priority 4: Consultation & Engagement

- 4.1 We will ensure that each department that engages in consultation produces a consultation plan including arrangements to consult BME communities. In addition, we will ensure that consultation with black and minority ethnic communities is based on good practice from within the Council and other bodies.

We will ensure that every effort is made in the consultation processes of all departments to target black and minority ethnic people and groups / organisations which represent these communities. We will expect each department to prepare its consultation plan by the end of 2007/2008.

- 4.2 Good practice on consultation will be collected corporately by the Performance and Scrutiny Team in the Chief Executive's Department.

Priority 5: Arrangements for publishing assessment, consultation and monitoring

- 5.1 We will ensure that we publish all our race work including the results of impact assessments, consultation and monitoring in departmental race equality action plans. This information will be published on the internet on the Council's website and will be updated at least annually. Other printed formats will be made available on request to Caroline Little.

- 5.2 We will expect each Department to publish a detailed Race Equality Scheme Action Plan to include:

- A summary of the results of the department's EIAs – including action points arising from them
- A timetabled plan that contains details of how the department will contribute to the Council's RES priorities, together with actions arising from its own monitoring and its EIAs

5.3 The Council will continue to inform the public about the availability of this material through:

- Town and Country (Council's own newsletter)
- The Council's Performance Plan
- An annual review of progress on all its Equality Schemes including the Race Equality Scheme
- Staff newsletter
- Bracknell Homes Tenants News
- Bracknell Forest Borough Council website
- Press releases
- Display of public notices
- Presentations to residents groups etc

5.4 We will ensure that we continue to publish workforce monitoring data in line with the RRA(A) 2000. (See below for further details)

5.5 We will annually report on all equalities work to the Executive in consultation with the Leader of the Council.

Priority 6: Arrangements to ensure access to information and services

6.1 We will ensure that everyone, whatever their background, can get information about Bracknell Forest Borough Council and the services we provide. We will identify and focus on groups who do not appear to know about our services, or people who face barriers in accessing them including language barriers.

6.2 We will, for example, ensure we provide support for the increased numbers of pupils who have English as a second language.

We will expect Departments to include in their Race Equality Action Plans how they will:

- Consult people from every background about what information or services they need
- Monitor how people from every background use our services and information
- Adjust the way information and services are made available to remove barriers and improve take up
- Monitor and analyse complaints about services or information by ethnicity
- Collect user satisfaction data from people who use our services and information, including people from ethnic minorities.

Priority 7: Arrangements for ensuring all our staff understand their responsibilities

We will ensure that all staff should have the skills and knowledge to help them to eliminate unlawful racial discrimination, and promote equal opportunities and good race relations.

- 7.1 We will expect our Human Resources staff, working with Departments, to continue to ensure that there are appropriate training programmes for all staff that reflect their roles including those involved in implementing our revised RES within departments.
- 7.2 Additionally, there will be training available for those who are involved in carrying out EIAs.
- 7.3 We will also expect that our elected members are included in such programmes as appropriate so that they can give clear leadership on equality and diversity.

Training for staff and members may include building awareness of local cultures and customs of minority groups.

Priority 8: Implementing the Specific Employment Duties

- 8.1 We will ensure that we continue to take steps to make our workforce representative of the communities that we serve and to raise the profile of Bracknell Forest Borough Council as a place where people from different ethnic backgrounds can work together productively and with mutual respect.
- 8.2 We will expect our Human Resources staff to continue to meet the monitoring requirements set out in Article 5 of the Race Relations Act 1976 (Statutory Duties) Order 2001. This means that they will monitor the ethnicity of our workforce and of everyone applying for jobs, training and promotion in Bracknell Forest Borough Council.
- 8.3 In addition, they will continue to monitor the ethnicity of those staff who receive training, benefit or suffer from performance appraisals, are involved in grievances, are subjected to disciplinary action and persons who leave the Council, for whatever reason.

8.4 We will also expect our Human Resources staff, with Departmental staff as appropriate, to scrutinise this information to:

- Assess if there are differences between different racial groups
- Investigate the reasons behind the differences
- Put forward proposals for dealing with any unfairness, disadvantage or possible discrimination, for example by setting employment targets, training staff, revising policies and procedures and using positive action, where necessary.
- Develop ways of attracting more black and minority ethnic people to come to work for the council and to ensure that black and minority ethnic staff have equal opportunities to rise to senior positions.

Priority 9: Promoting Civic Participation Diversity

9.1 We want to be able to draw on the skills and experience of as wide a range of people as possible for positions in public life and in particular we want to make sure that the composition of the Council reflects all sections of the community which it serves.

We will ensure that we take steps to encourage a wide range of people to consider becoming councillors and to take up other positions in public life such as school governors; representatives on local boards and forums and volunteers.

9.2 We will do this by ensuring that full information is made available in appropriate formats about all opportunities, producing leaflets and advertisements and targeting under-represented communities.

9.3 We will provide support for all new Members through the Member Development Programme.

Section Five: Consultation arrangements

Our Consultation Plan

As part of our work in revising our RES, we sought the widest possible range of responses from our local community on the draft scheme and on their perception of how we do and how we could promote race equality.

We have a number of existing channels and links through which we consult Bracknell Forest's residents including:

- Local Parish Councils
- Other local/Government authorities
- Bracknell Forest Businesses
- Bracknell town centre retailers/potential retailers
- Bracknell Forest Borough residents
- Voluntary groups
- Community groups
- Schools and colleges
- Other public sector
- Public transport
- Other interested groups
- Libraries
- Sports and leisure clubs and facilities

In addition, we also consult local residents through the Bracknell Forest 1500 and through the local neighbourhood Forums that have been established.

We currently use a number of methods to inform and consult Bracknell Forest's residents.

These include:

- Placing articles in 'Town and Country'
- Leaflets distributed through our offices, libraries, sports centres and other facilities used by members of the public;
- Information on our website
- Through questionnaires and surveys linked to particular topics or functions
- Holding meetings
- Running 'road shows'
- Having stalls at major events and conferences
- Consultation via the channels set out above

However, as highlighted elsewhere in this document, few of these channels create opportunities for contact with our black and minority ethnic residents and service users. Groups that could be overlooked in consultations include:

- Groups that are new to this country, such as refugees and asylum seekers
- Groups that may be excluded by public authorities such as Gypsies and Travellers
- Women from ethnic minorities
- Young or older people from ethnic minorities
- People from ethnic minorities with disabilities, and their carers
- Businesses owned or run by people from ethnic minorities
- Relatively isolated families or individuals in rural areas, including shopkeepers and restaurant owners from ethnic minorities
- People who live in one area and work in another, so have needs in both.

We made sure that we took these groups into account when planning our consultation.

The consultation plan was drawn up bearing in mind time and other constraints. It aimed to consult in the most effective way possible within a fairly short timescale.

During the consultation we aimed to involve everyone who might be affected by the proposed Race Equality Scheme – both inside and outside of the Council. We aimed to give people the opportunity to express their opinions, concerns, and suggestions by asking a range of qualitative and quantitative questions (see questionnaire at Appendix A). We also wanted to involve people in our area who are interested in promoting race equality – from individuals to community groups, associations, and corporate teams.

Our Race Equality Scheme will only succeed with support from our whole community. However, because people from ethnic minorities are most likely to be affected by the proposals, we took particular steps to ensure we reached them in our consultation.

We did not just restrict our consultations to official ethnic minority associations and community leaders but we did recognise that they could help us reach their communities. We therefore organised part of our consultation in partnership with Bracknell Voluntary Action.

We have taken these groups into account when planning our consultation.

The main elements of the Consultation Plan for the Council's RES included:

- Contacting Bracknell Forest Voluntary Action who managed the consultation with voluntary groups in Bracknell Forest
- An article in Town and Country inviting residents to comment on the RES. People were directed to our website and invited to request copies of the RES from the Council.

- Circulating copies of the draft RES and the questionnaire to the Bracknell Forest Partnership and inviting partners to comment.
- A link on the Council's website, inviting residents and community groups to comment on the RES
- A link on the Young People's website inviting young people and youth organizations to comment
- Distribution of leaflets advertising the consultation to libraries and leisure centres and venues of Black History Month, including South Hill Park.
- Circulating copies of the draft RES and questionnaire to Directors, Assistant Directors and Heads of Service and asking them to cascade them down to their managers and staff.
- Circulating copies of the draft RES and the questionnaire to Trades Unions (including Teachers' unions) to invite their comments.
- Circulating copies of the draft RES and questionnaire to Head Teachers in all schools in Bracknell Forest.
- Circulating copies of the draft RES and questionnaire to the Bracknell Forest Partnership and inviting partners to comment.
- Circulating copies of the draft RES to the newly constituted BME forum in Bracknell Forest.

We asked departments to identify any additional links and contacts with black and minority ethnic individuals or groups. We offered to provide the RES and the questionnaire in any other formats and languages as appropriate.

We also emailed all our staff who had classified themselves as any ethnic group other than White British, inviting them to access the draft RES and complete the questionnaire.

Results of the Consultation

At the end of the consultation period, we evaluated the completed questionnaires. We looked at comments on the priorities set out in the RES and at respondents' perceptions of our success to date in promoting racial equality. We were particularly pleased that around a third of our respondents classified themselves as belonging to ethnic groups other than White British.

Priorities for Action

There was a positive response to the draft Race Equality Scheme, with overwhelming support for the priorities identified in the draft RES. Every single respondent thought it was important to encourage people to report all racist incidents in Bracknell Forest (Priority 3). There was also unanimous support for our aims of ensuring everyone, whatever their background, can get information about BFBC and the services we provide (Priority 6) and of ensuring staff have the skills to help them promote equal opportunities and good race relations (Priority 7).

Our other priorities also received strong support from all our respondents.

We had invited people to submit additional priorities for consideration. The key areas which were identified are set out below.

Governance – several respondents wanted to see the promotion of opportunities for people from black and minority ethnic backgrounds to become councillors so that the Council was truly representative of the community it serves. Currently all Bracknell Forest’s councillors are of White British origin. We have therefore added a priority for action (Priority 9) to promote councillor diversity to ensure that a more diverse mix of people are able to become and remain councillors.

Training – respondents wanted to ensure that staff training included building awareness of local cultures and the customs of minority groups. This suggestion has been incorporated into Priority 7.

A representative workforce – respondents shared our ambition to attract more black and minority ethnic people into the Council workforce. They also wanted to ensure that black and minority ethnic people had equal opportunities to be promoted into senior positions. These concerns have been reflected in Priority 8.

The Current Position

Our questionnaire asked people several questions about their perceptions of how well we promote race equality. We asked about access to the range of council services. Most respondents who had a view on this rated our performance as adequate. Our best performance was considered to be in promoting access to employment and training; to schools; to youth services and to leisure and culture. In all these areas a substantial proportion of respondents thought that our performance was excellent. It is our ambition to achieve excellent access to all our services.

Most respondents considered that we were effective in promoting good relations between different racial and ethnic communities in Bracknell. However there was much less confidence in both the inclusiveness of the Council’s consultation arrangements and in the way in which the Council encouraged people from all racial and ethnic communities to take part in public life. We have addressed these concerns with our Priorities 4 and 9.

We were very pleased with one of the main findings of our questionnaire – the vast majority of respondents considered that the Council treated all members of the community with equal courtesy and respect, regardless of their ethnic or racial background. This is very positive and we will build on this to improve our performance further.

Section Six: how we will implement our new priorities and monitor progress on the implementation of our revised RES

As we noted earlier in this document, our review of progress on the earlier RES suggested some ways in which we could improve the processes we put in place to implement and monitor progress on the implementation of our revised RES.

The main elements of the processes that we will use for the implementation and monitoring of our revised RES are:

- There will be clear and separate Departmental Action Plans linked to the priorities of the respective Equalities Schemes.
- There will be central and corporate monitoring of the Action Plans as well as departmental monitoring. This monitoring mechanism should also monitor progress on the Equality Standard for Local Government.
- The corporate monitoring will be via a mechanism focused on equality and there should be annual review of the need to adjust the Departmental Action Plans, for example because of new legislation, guidance or research or because of results of EIAs.
- In addition we will ensure that appropriate resources are made available to support corporate Equality and Diversity work.

Race Equality Scheme action plans will be produced by all Council departments focusing on the delivery of the Race Relations (Amendment) Act 2000 requirements and the Local Government Equality Standard. We will set up an interdepartmental officer group, focused on equality, to monitor progress and enable the sharing of good practice.

Section Seven: how we deal with any complaints about how we are meeting our duties or any other complaints about race equality

If you have a complaint about how we are meeting our duties to promote race equality you should use the Council's complaints procedure. We summarise the main elements of this below:

How do I make a formal complaint?

First of all, write to the manager of the service that you wish to complain about. You can do this completing an online form.

Once we receive your complaint we will write to you and tell you how we will deal with it. We will then investigate your complaint and tell you how we intend to solve the problem. This is known as Stage One.

What should I do if I'm not happy with the reply?

We hope we can resolve your complaint at stage one. But, if you are dissatisfied with our response, you should write to the Director of the relevant department asking for your case to be investigated further. This is known as Stage Two.

What should I do if I'm still not happy?

If you are still not happy after the Stage Two investigation has taken place you can ask for your complaint to be heard by a review panel. Review panels are normally made up of two independent people and your local councillor and you will have the opportunity to be present and the chance to put your case to the panel in writing. The panel will review the findings of the Stage Two investigation but will not carry out further investigations.

If you want to use this route, please write to the Chief Executive explaining why you feel that a panel hearing is appropriate. The Chief Executive will then consider what action to take and write to you with his decision.

When can I expect to hear from you?

At all stages:

- We will acknowledge your letters, forms or emails within 3 working days of receiving them
- We will send you a full reply within 20 working days. If we cannot do this we will write to tell you why and when you can expect a full reply.

In return, we would like you to reply to us within 20 working days of receiving our letters so that problems can be dealt with quickly and with least distress. If we do not hear from you within twenty days we will assume that you are satisfied and close your case.

Appendix A: Questionnaire on Draft Race Equality Scheme

Bracknell Forest Borough Council is seeking your views on how it promotes race equality in Bracknell. It has produced a revised Race Equality Scheme which sets out its priorities for action to achieve progress. We would be grateful if you could complete the short survey below to help us discover what people living and working in Bracknell think.

Question 1. Do you agree that the priorities for action set out in Section Four of our Draft Race Equality Scheme will help us promote race equality?

Priorities for Action		Yes	No	Don't Know
1	Ensure all the Council's functions that are relevant to equality issues are assessed to estimate what effect they might have on different groups of people.			
2	Ensure actions identified for promoting race equality become part of each department's main work plan and are regularly assessed.			
3	Ensure ethnic origin data is detailed enough to make sure the Council can accurately assess what effect its services might have on different groups of people.			
4	Build a clearer picture of Bracknell's black and minority ethnic communities to make sure our services and communications are appropriate.			
5	Monitor our services to check that they are promoting race equality and we are making clear progress.			
6	Strongly encourage people to report all racist incidents in Bracknell Forest.			
7	Plan to include black and minority ethnic communities in all public consultations.			
8	Make all race work publicly available including the results of impact assessments, consultation and monitoring.			
9	Publish workforce monitoring data, which includes the proportions of people from black and minority ethnic groups who work for the Council.			
10	Ensure everyone, whatever their background, can get information about Bracknell Forest Borough Council and the services we provide.			
11	Ensure staff have the skills and knowledge to help them to promote equal opportunities and good race relations and eliminate unlawful racial discrimination.			
12	Continue to take steps to make our workforce representative of the communities that we serve.			

Are there other priorities that you think are more important? If so, please list below.

.....

Question 2. How well do you think Bracknell Council promotes equal access and opportunities for all ethnic and racial groups in Bracknell in the following services?

	Very well	Adequately	Not very well	No view
Housing				
Schools				
Youth Services				
Social and Health Care				
Employment and Training				
Leisure and Culture				
Crime and Safety				
Transport				
Your local neighbourhood				

Do you have any ideas for how the Council could do more to promote race equality in any of these services? (Please make clear which services your comments relate to)

.....

Question 3. How well do you think the Council promotes good relations between the different racial and ethnic communities in Bracknell?

Very well	
Adequately	
Not very well	
No view	

Question 4. How well do you think the Council consults with and involves people from all racial and ethnic communities?

Very well	
Adequately	
Not very well	
No view	

Question 5. How well do you think the Council encourages people from all racial and ethnic communities to take part in public life? E.g. supporting people to become Councillors, Volunteers, School Governors, representatives on local forums and boards etc?

Very well	
Adequately	
Not very well	
No view	

Are there any ways in which you think the Council could improve consultation and involvement with people from all ethnic and racial communities?

.....

.....

.....

Question 6. Do you think the Council treats all members of the community with equal courtesy and respect regardless of their ethnic or racial background?

Yes	
No	

Question 7. Do you have any other concerns about racial equality which have not been covered above?

.....

.....

.....

Monitoring information

Your questionnaire form is completely anonymous and confidential. We will not know your name or address. You do not have to complete this section, but we hope you do, as it will give us a better understanding of the results of all the questionnaires.

1. How would you describe your ethnic background?

White British	
White Irish or other background	
Mixed - white and Black Caribbean; white and Black African; White and Asian	
Asian or Asian British - Indian, Pakistani, Bangladeshi	
Black of Black British - Caribbean, African	
Chinese	
Romany, Gypsy or Traveller	
Other	
Do not wish to say	

2. Are you Male or Female?

Male	
Female	

3. To which age band do you belong?

Under 20 years old	
Between 21-40 years old	
Between 41-60 years old	
Over 60 years old	

4. Do you consider yourself to be disabled?

Yes	
No	

5. Sexual orientation

Heterosexual	
Lesbian	
Gay Man	

Bisexual	
Do not wish to say	

6. Religion

Christian	
Muslim	
Hindu	
Jewish	
Sikh	
Buddhist	
No religion	
Other religion	

Thank you for completing the questionnaire.

Appendix B: Consultation Results

1. In all 29 responses were received. All were positive about endorsing the priorities set out in the draft. One respondent commented “The Draft Race Equality Scheme 2007-2010 makes significant progress in promoting equality of opportunity for the people of Bracknell. There is improvement from previous Race Equality Schemes.”
2. Several respondents made suggestions for enhancing the draft and these have been reflected in the final version of the Scheme. There is now a new priority. This covers governance, which was a theme of several responses.
3. Almost a third of those replying were from a background other than White British which was a very good response. 11% of respondents were from a White Irish or other White background; 11% were from Black or Black British backgrounds and 7% from an Asian or Asian British background.
4. 62% of respondents were female. In terms of age, around half were aged between 21 and 40 and the rest were aged 41 to 60. Just fewer than 4% of our respondents described themselves as disabled. All who chose to disclose their sexual orientation described themselves as heterosexual. 88% of those who said they followed a particular religion were Christian. The remaining 12% followed the Hindu religion. In subsequent consultation we will again take positive steps to reach younger (under 21); older (over 60) and disabled members of our community as well as those with a sexual orientation other than heterosexual.
5. In response to the questions “How well do you think Bracknell Council promotes equal access and opportunities for all ethnic and racial groups in Bracknell in the following services?” many respondents said they did not have a view. This was particularly true for housing and transport where nearly two thirds of respondents did not have a view. This may indicate that more effort is needed to ensure that range of information on these services, including equality and diversity performance data, is promoted to the community in Bracknell. This is addressed in the RES.
6. Suggestions for how the Council could do more to promote race equality in any services included having cultural diversity events in local neighbourhoods - perhaps a multi-faith forum; working more closely with voluntary sector agencies, especially BFVA where there is a specific approach via the "Additional Support Programme" and doing more to employ people from different backgrounds. This latter point is explicitly addressed in the RES.
7. 87% of respondents who expressed a view thought that the Council promoted good relations between the different racial and ethnic communities in Bracknell either very well or adequately, which is an encouraging response.

8. However over half of the respondents who had a view thought that the Council's did not perform very well on consulting with and involving people from all racial and ethnic communities. This is an area that is addressed in the RES.

9. Nearly two thirds of respondents who had a view considered that the Council did not encourage people from all racial and ethnic communities to take part in public life. Again this is addressed in the RES. Suggestions made by respondents for ways in which the Council could improve consultation and involvement with people from all ethnic and racial communities included:

- Encouraging local BME groups with community funding
- Ensuring elected members ethnic origin was more representative (now covered in RES)
- Identifying one or two high profile 'champions' for Race and Equality - possibly Council members (also covered in RES)
- Building the profile of the BME community and beginning closer working with representative bodies

10. One of the most encouraging aspects of the response to the questionnaire was the results of asking "Do you think the Council treats all members of the community with equal courtesy and respect regardless of their ethnic or racial background?" 86% of respondents said "Yes."

11. Other concerns raised by respondents include the rapid pace of change in the population profile in Bracknell and the need for adequate resources to be devoted to implementing the priorities in the RES.

Appendix C: ACTION PLAN

	Detailed Action/ Task	By Whom	By When	Monitoring	Success Criteria/ Milestones
1. Review of functions that are relevant to the general duty					
1.1	Ensure that Equality Impact Assessments have been completed on all relevant functions	Equalities Sub Group	Sept 2008	Equalities Sub Group	EIAs on all relevant functions to be published on the website.
1.2	All actions arising from EIAs are to be added to departmental action plans for regular scrutiny	Each Department	Oct 2008	Equalities Sub Group	Race equality actions appear alongside equalities actions on departmental action plans
2. Assessing and monitoring of services and policies					
2.1	Review ethnic origin data collected by departments through service delivery.	Each Department	Mar 08	Equalities Sub Group	Ethnic origin data reviewed.
2.2	Where improvements are needed in the quality of ethnic origin data, timetabled plans should be produced.	Each Department	End 07/08	Equalities Sub Group	Timetabled plans detailing how improvements to ethnic origin data will be made.
2.3	Continue to profile black and minority ethnic communities in Bracknell Forest.	Director of Corporate Services	Annually	CMT	Enhanced profile of ethnic communities published.
2.4	Race equality performance indicators and targets to be developed	Performance & Scrutiny	Mar 2008	Equalities Sub Group	Race equality performance indicators developed.
2.5	Review current race equality targets and performance indicators and draw up programme to address gaps.	Each Department	End 07/08	Equalities Sub Group	Programme of improvement against race equality performance indicators developed.
3. Reporting of racist incidents					
3.1	Encourage the reporting of racist incidents within the Council, including reporting from schools.	Borough Human Resources Manager/ Martin Gocke	Ongoing	Director of Corporate Services	Reporting of racist incidents are more reflective of actual levels of racist incidents.
3.2	Develop policy to support staff who are the target of racist abuse by service users or members of the public.	Borough Human Resources Manager	Apr 08	Director of Corporate Services	Policy in place.

	Detailed Action/ Task	By Whom	By When	Monitoring	Success Criteria/ Milestones
4. Consultation & Engagement					
4.1	Engagement processes to included BME communities and all consultation plans to include arrangements to consult with BME people.	Engagement Strategy Policy Officer/ Each Department	Ongoing	Community Cohesion & Engagement Working Group	Engagement Strategy to outline guidance and BME communities included in all consultation.
4.2	Good practice on engagement and consultation with BME communities to be collected corporately.	Engagement Strategy Policy Officer	Ongoing	Community Cohesion & Engagement Working Group	Good practice examples available to all staff conducting consultations.
5. Arrangements for publishing assessment, consultation and monitoring					
5.1	EIAs, consultation and monitoring in departmental race equality action plans to be published on the Council website.	Each Department	Ongoing	Equalities Sub Group	All to be published on the Council website.
5.2	Each department to publish a detailed Race Equality Scheme (see RES for more details).	Each Department	Annually	Equalities Sub Group	Departmental Race Equality Schemes published on the Council website.
5.3	Annually review all Equality Schemes and publish results	Equalities Officer	Annually	Equalities Sub Group	Equality Annual Report published on Council website.
5.4	Continue to publish workforce monitoring data in line with RR(A)A 2000.	Borough Human Resources Manager	Ongoing		Workforce monitoring data published and regularly updated on the Council website.
5.5	Produce an Annual Equalities Report in consultation with the Leader of the Council	Equalities Officer	Annually	Executive	Annual Equalities Report presented to the Executive
6. Arrangements to ensure access to information and services					
6.1	Identify groups who do not appear to know about our services or who face barriers in accessing them.	Each Department	Ongoing	Equalities Sub Group	Groups identified.
6.2	Provide support for the increasing number of pupils who have English as a second language.	Social Care & Learning Department	Ongoing	Community Cohesion & Engagement Working Group	Pupils with English as a second language accessing support.

	Detailed Action/ Task	By Whom	By When	Monitoring	Success Criteria/ Milestones
7. Arrangements for ensuring all our staff understand their responsibilities					
7.1	Continue to ensure that there are appropriate training programmes for all staff including local context.	Learning & Development Manger	Ongoing	Borough Human Resources Manager	A variety of equalities and diversity training will continue to be offered.
7.2	Develop a training programme for conducting Equality Impact Assessments.	Learning & Development Manager/ Equalities Officer	May 08	Borough Human Resources Manager	EIA Training offered to all relevant staff.
7.3	Develop a programme of Equality and Diversity training for elected Members.	Learning & Development Manger	Dec 08	Borough Human Resources Manager	Equality & Diversity training offered to all elected Members.
8. Implementing the specific employment duties					
8.1	Continue to make steps to make the workforce more representative of the communities it serves.	Borough Human Resources Manager	Ongoing	Equalities Sub Group & Employment Office	Workforce will become more representative of the community.
8.2	Continue to monitor the ethnicity of our workforce and everyone who applies for jobs, training and promotion.	Borough Human Resources Manager	Ongoing	Equalities Sub Group & Employment Office	Data showing the ethnicity of our workforce and everyone who applies for jobs, training and promotion will be available.
8.3	Continue to monitor the ethnicity of those receiving training, benefit or suffer from performance appraisals, are involved n grievances, are subjected to disciplinary action and anyone who leaves the Council.	Borough Human Resources Manager	Ongoing	Equalities Sub Group & Employment Office	Data showing the ethnicity of those mentioned will be available.
8.4	All workforce data collected by ethnicity should be subject to scrutiny.	Borough Human Resources Manager	Ongoing	Equalities Sub Group & Employment Office	Workforce data will accurately reflect opportunities for staff relating to race equality.

	Detailed Action/ Task	By Whom	By When	Monitoring	Success Criteria/ Milestones
9. Promoting civic participation diversity					
9.1	Investigate ways of encouraging engagement of BME communities in public activities.	Member Development Steering Group/ Head of Democratic Services	Ongoing	Community Cohesion & Engagement Working Group	Encourage a wider range of people, including those from BME communities to consider standing for public positions.
9.2	Ensure that full information is available in appropriate formats about all opportunities for engagement in public activities.	Member Development Steering Group/ Head of Democratic Services	Ongoing	Community Cohesion & Engagement Working Group	People from a range of ethnic backgrounds accessing information about public positions.
9.3	Provide support for all new Members through the Member Development Programme.	Member Development Steering Group/ Head of Democratic Services	Ongoing		All new Members supported through the Member Development Programme.