

Isle of Wight Council comprehensive equality plan



2005 to 2008



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Foreword

'We value equality and diversity as it releases the potential of every individual and provides us with the creativity and innovation needed to become a an excellent authority.'

The council is fully committed to celebrating the diversity of the Island community to ensure that we offer choice and equal opportunity to everyone.

We welcome this Comprehensive Equality Plan and are fully supportive of the actions contained within it. The Plan ensures that it is both inward and outward looking and is working towards ensuring that we make the Island a safe place in which to live, work and relax.

We are committed to service improvement and to becoming an 'excellent' authority, the Comprehensive Equality Plan will demonstrate our commitment to diversity and ensure that we meet our target of achieving all five levels of the Equality Standard for Local Government by 2008. Our aim with the Comprehensive Equality Plan is to extend this vision into the whole Island community.



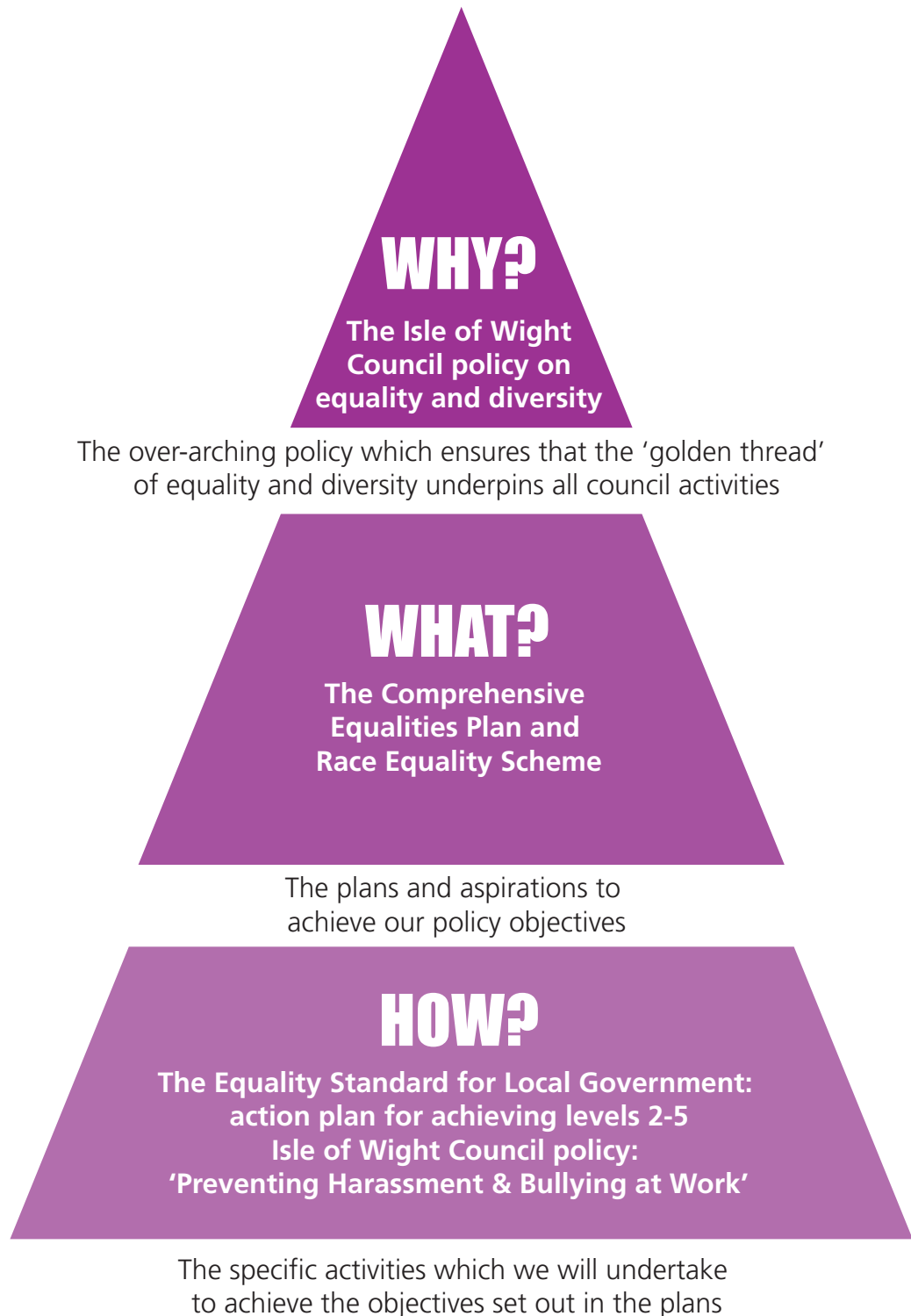
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Diversity: The Isle of Wight Council structure





Introduction

Equality and diversity is a *'golden thread'* running through all the council's services with the aim of encouraging and developing opportunities and leading to *'Improving Island Life'* for the whole community.

This plan provides a framework for the council to bring equality and diversity into all aspects of its daily business, including policymaking and services. Successful implementation of this plan will enable the council to achieve all five levels of the Equality Standards for Local Government. (please refer to the summary action plan which gives a brief outline of the five levels or Part 3 Action Plan for full details)

The council recognises that there are groups of people in the Island community who face discrimination (intentional or unintentional) because of their background or personal circumstances.

Where these groups interact with the council, we are committed to ensuring we avoid discrimination. Each service area will undertake equality impact assessments to assess the needs of service users in relation to race, religious belief, gender, sexual orientation, disability, age and geographical location.

The Council's commitment

This commitment will equip the council to:

- provide excellent services to the community;
- act as community leaders;
- develop effective consultation with, and employment opportunities for both staff and local people in a way that is consistent with the equality and diversity policy;
- accommodate future legislation as it develops;
- actively promote social inclusion in the provision of all council services.

We will:

- celebrate diversity to promote a positive image of people from all sectors of the community;
- treat everyone fairly, challenge inequalities and promote opportunities for all;



- work in partnership with other community organisations to provide services - which meet the requirements of the Island's community;
- ensure services are accessible to those who need them;
- consult and involve local people and service users when taking decisions that affect them;
- provide support for training for all staff and partner organisations including the not for profit sector to raise awareness of diversity issues, in line with the corporate training policy and the achievement of the council's priorities.

Equality Standard for Local Government

The Equality Standard for Local Government ('the standard') has been developed by a partnership between the Commission for Racial Equality, Disability Rights Commission, the Equal Opportunities Commission and the Employers' Organisation for Local Government with assistance from the Audit Commission. It is part of the Best Value Performance Indicator scheme.

The Equality Standard sets out what is expected of the Isle of Wight Council to enable it to achieve each level in each area of activity. It provides a framework for improving equality practice and producing equitable outcomes in service delivery and employment.

The standard is a tool which can help to bring about changes and break down discriminatory barriers. The council aims to achieve level 5 – the top level – by 2008.

By implementing this Comprehensive Equality Plan (CEP) the council is bringing equalities into service delivery and employment. Working through the standard will identify disadvantage and barriers that create disadvantage, and enable these issues to be resolved.

The council recognises that resources are limited and subject to many competing pressures but some specific resources will be targeted each year to progress the CEP and achieve the standard.

The standard builds upon the principles of quality leadership and community involvement that are central features of modern local government. Successful implementation of the Standard depends upon sound partnership between the council and the wider community.



To achieve Level 1 of the Standard, local authorities are required to produce a comprehensive equality plan. A brief outline of each of the five levels is described below:

Level 1 Commitment to a comprehensive equality plan

To achieve Level 1 of the Equality standard for local government, the Isle of Wight Council must have in place a comprehensive equality plan which commits it to achieving equality in race, gender and disability among its workforce through:

- improving equality practice at both corporate and departmental level;
- ensuring specific resources are allocated to improve equality practice;
- service planning impact assessments, equality action planning and equality target setting within all service areas;
- systematic consultation;
- a fair employment and equal pay policy;
- progress monitoring;
- audit and scrutiny.

Level 2 Assessment and consultation

To achieve Level 2 of the Equality standard for local government, the Isle of Wight Council will need to demonstrate that:

- it has engaged in an impact/needs/requirement assessment process;
- it has engaged in consultation with designated community, staff and stakeholder groups;
- it has engaged in the development of information and monitoring systems;
- it has engaged in an equality action planning process for employment, pay and service delivery;
- it is developing a system of self-assessment, scrutiny and audit.



Level 3 Setting equality objectives and targets

To achieve Level 3 of the Equality Standard for Local Government the Isle of Wight Council will have to demonstrate that:

- it has completed a full and systematic consultation process with designated community, staff and stakeholder groups;
- it has set equality objectives from employment, pay and service delivery, based on impact and needs/requirements assessments and consultation;
- equality objectives have been translated into action plans with specific targets;
- action on achieving targets has started.

Level 4 Information systems and monitoring against targets

To achieve Level 4 of the Equality standard for local government, the Isle of Wight Council will have to demonstrate that:

- it has developed monitoring systems that allow it to assess progress in achieving targets;
- it is measuring progress against targets, its information and monitoring systems;
- monitoring reports are being produced at specific intervals and circulated to designated consultation and scrutiny groups;
- monitoring systems provide useful information about progress towards specific targets.

Level 5 Achieving and reviewing outcomes

To achieve Level 5 of the Equality standard for local government, the Isle of Wight Council will have to demonstrate it has made considerable progress in achieving equal employment and service provision with regard to race, gender and disability:

- it has achieved the targets that it has set at level 3;
- it has reviewed and revised targets, monitoring and consultation systems with designated community staff and stakeholder groups;
- it has initiated a new round of action planning and target setting;
- through its achievements it can be seen as an example of good practice of other local authorities and agencies.



Responsibility for comprehensive equality plan (CEP) implementation and monitoring

Elected members, chief executive officer, the lead strategic director for equality and diversity and the directors' group are responsible for implementing and monitoring the plan.

Heads of service and service managers have responsibility to implement, monitor and promote the plan.

The council has an equality and diversity policy, which makes it clear that:

- all council employees have a responsibility to adhere to the plan as part of their conditions of service;
- employees must not ignore incidents of discrimination or harassment;
- employees must not unlawfully discriminate against anyone;
- employees must not incite or encourage another person to discriminate;
- employees must not victimise or abuse any other employee or members of the public for any reason;
- employees must not tolerate discrimination from service users, other employees, providers or any third party;

The council will inform all job applicants, employees and service users of this plan and ensure that everyone understands their collective and individual responsibilities.

Service delivery

The Isle of Wight Council (IWC) is committed to the delivery of accessible services. Removal of barriers will ensure we deliver services to all sectors of the Island's community.

We will promote equality, diversity and social inclusion among our partners in the services they provide.

Through the Impact Assessment (IA) process we will ensure service and policy development does not adversely affect any Island resident. This process will be linked to service planning, performance management and personal development reviews. The action plans that follow the Impact Assessment process will be monitored and reviewed to ensure equal opportunities for all.



Through consultation we will ensure services are responsive to the changing and diverse needs of the Island community.

Employment

The Isle of Wight Council is committed to fairness and equality in employment. Appointment to posts will be made on the basis of suitability for the job; people with a disability are guaranteed an interview provided they meet the essential criteria for the post, reasonable adjustments will be considered for disabled people applying for jobs or for those already in employment to enable them to stay in work, and people with a disability will be consulted on employment issues. Prejudice and discrimination have no place in a modern working environment, and the council will ensure that any incidences of discriminatory attitude or behaviour will be dealt with as serious matters.

Partnerships

The council has a role as a community leader and has an active role in Island Futures, the local strategic partnership. Future development of the community strategy and social inclusion strategy will include equality and diversity in line with the requirements set out within the CEP. These actions will ensure achievement of the five levels of the Equality Standard for Local Government.

Procurement

The council will make sure that the purchase of goods and services will ensure equality and diversity is included as part of the evaluation on new tenderers, and existing contractors/suppliers will be contacted to ascertain their current position, These issues will be monitored on a regular basis.

Amendments to the CEP

The CEP will be reviewed on annual basis to monitor progress of achievement against the Equality Standards for Local Government. The strategic lead director will carry out this review with the principal officer for equality and diversity, council members and the Diversity Link Group.



Race Equality Scheme

Race Relations (Amendment) Act 2000 (Reviewed May 2005)

The council is committed to an approach, which values equality and diversity.

'We value equality and diversity as it releases the potential of every individual and provides us with the creativity and innovation needed to become an excellent authority'

We are working to ensure that we provide a working environment that harnesses the different perspectives and skills of everyone, is free from discrimination, harassment or victimisation and in which all receive fair and equal treatment.

Following the Stephen Lawrence enquiry, the government amended the law on race relations. The Race Relations (Amendment) Act 2000 places an obligation on public organisations, such as councils, to have in place a Race Equality Scheme (RES). The Isle of Wight Council's RES has been in place since 2003; it has been reviewed and incorporated into the Comprehensive Equality Plan (CEP).

The new legislation provides clear directions and requirements for all public sector organisations to improve the way they consider and deliver race equality across the services that they deliver to their communities.

In keeping with the changing population profile of modern Britain and that of the Island's we are working to ensure that we deliver services that meet the needs of the local community.

The council recognises its responsibility of serving a diverse population and aims to ensure that there is equality of opportunity for all Island residents, whatever their background.

The Race Relations (Amendment) Act 2000 outlawed race discrimination in public authorities, and imposed a general duty to promote equality of opportunity and good relations between people of different racial groups. The duty places race equality at the centre of policy-making, service delivery and employment practice.

Under the 'general duty' public authorities must:

- eliminate unlawful racial discrimination;
- promote equality of opportunity; and



- promote good relations between people of different racial groups.

To ensure improved performance of the 'general duty', 'specific duties' have also been introduced covering policy, services and employment.

As part of its commitment to race equality the Council has introduced the requirement for services to carry out equality impact assessments as part of the annual team plan and service planning processes.

Promoting equality and diversity is a key priority for the council. This commitment is an essential part of ensuring that we become a high-performing council, but it must be emphasised that it is not just about 'ticking the box', it makes sound business sense, is ethically right and socially desirable and helps to ensure that we build a strong Island community and deliver strong effective Island services.

The council will therefore:

- Work in partnership with other organisations to provide services that meet the needs of the local community in a way which is accessible to everyone
- Consult and involve local people and service users when taking decisions that affect them
- Promote equality of opportunity for everyone and eliminate unfair discrimination and disadvantage
- Recruit on the basis of merit, and ability and ensure that employment terms, conditions and benefits are offered fairly and consistently
- Support the development of strong, secure and confident communities that are free from unlawful discrimination
- Promote effective diversity programmes thus ensuring fewer communications problems, quicker decision making and maintaining higher levels of morale within all groups whether internal or external

RES Strategic Objectives

Leadership

To ensure that our leaders demonstrate commitment to promoting race equality and valuing diversity, and take personal responsibility for making progress

Management capability

To develop, equip and support managers in the promotion of race equality (See insert: Diversity Learning & Development Strategy)



Awareness

To ensure that all staff understand what race equality means and what behaviours are expected of them

Equal Opportunities

To ensure that all staff receive fair and equal treatment, and to provide safe working environments free from discrimination, harassment or victimisation

Human Resources will put in place procedures to embed within the organisation a series of procedures that will enable the council to monitor the following by racial group:

- Staff in post
- Applicants for employment
- Applicants for training and employees receiving training
- Employees who suffer detriment or benefit as a result of performance assessment
- Employees who lodge grievances and who are subject to disciplinary action
- Employees leaving the council

Service Delivery

To promote improved service delivery across all council services to ensure that the needs of people from minority ethnic groups are met

Monitoring

This Race Equality Scheme provides a framework for improvement. Undertaking annual corporate impact assessments will help to ensure that we deliver improved services. This corporate approach to equality and diversity ensures that the agenda is 'mainstreamed' into the business and planning cycle of performance management. Impact assessments will be carried out on all service areas and any new policy or strategy development.

The Cross Directorate Race Task Group will report progress to committee and the Directors Group, will monitor impact assessments. Action plans will be developed and included in each service plan that is reported to committee.

The Diversity Link Group will work within their own areas to promote race equality ensuring that the corporate work is integrated across the organisation.



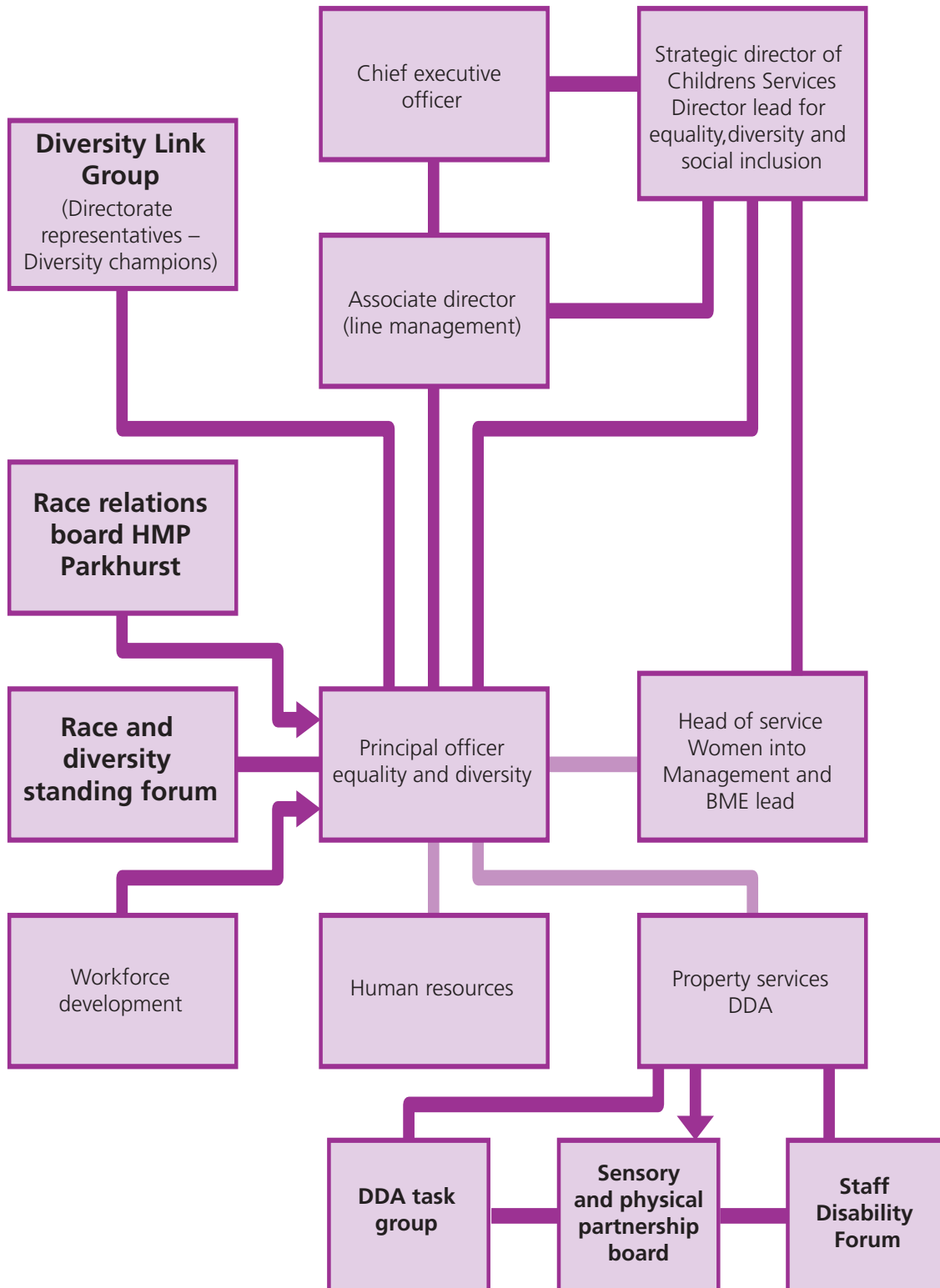
The Strategic Director lead for equality and diversity will review the Race Equality Scheme in conjunction with the Comprehensive Equality Plan, and progress reports will be submitted to the Resources Committee and the Directors Group. The Race Equality Scheme will be subject to change as progress is made and new objectives identified. The summary action plan (See insert) contained within this document will identify progress with the Equality Standards for Local Government, where the council has set a target of reaching level five by 2008.

The council is committed to becoming a high performing council and will:

- Ensure that our services reflect the needs of the local community and actively engage with the people who use our services
- Respond to complaints in a positive manner and ensure that they are treated sensitively, particularly where there is a need to collect data relating to and take diversity appropriate action
- Identify and remove any barriers to accessing information. This will include the provision of information in different languages, using plain English and a variety of communication methods
- Publish the results of impact assessments, consultations and the review of the RES

Appendix 1

How we will manage diversity





Appendix 2

The legal framework

1970	Equal Pay Act	Equal pay for work of equal value
1975	Sex Discrimination Act (SDA)	Prohibition of discrimination based on a person's sex or marital status. There is a specific provision in the SDA around the treatment of transgendered people in employment
1976	Race Relations Act (RRA)	The Act prohibits discrimination based on a person's nationality or citizenship, ethnic origin, colour or race
1976	Race Relations Code of Practice	Secondary legislation supporting implementation of the RRA
1995	Disability Discrimination Act (DDA)	Protects disabled people in areas of employment, access to goods and services, the management, buying or renting of land or property, education. For service providers: since December 1996 it has been unlawful to treat disabled people less favourably than other people for a reason related to their disability; since October 1999 local authorities have had to make reasonable adjustments for disabled people; from 2004 they are required to consider reasonable adjustments to the physical features of their premises to overcome physical barriers to access
1996	Asylum and Immigration Act	Provision regarding persons subject to immigration control and the employment of such persons and connected persons
1997	Protection from Harassment Act	Provision to protect from harassment and similar conduct



1998	Human Rights Act	<p>Europe-wide set of rights. Articles:</p> <ul style="list-style-type: none"> • Right to life • Prohibition of torture • Prohibition of slavery and forced labour • Right to liberty and security • Right to a fair trial • No punishment without law • Right to respect for private life and family • Freedom of thought, conscience and religion • Freedom of expression • Freedom of assembly and association • Right to marry • Prohibition of discrimination
1998	Crime and Disorder Act	<p>Requires local authorities to consider crime and disorder reduction while exercising all their duties, and to do all they reasonable can to prevent crime and disorder. All services should ensure their policies and procedures do not inadvertently increase the risk of crime and disorder</p>
1998	Data Protection Act	<p>Ensures that personal data is protected and processed correctly and fairly. Individuals also have the right to access their own personal data</p>
1999	Stephen Lawrence Inquiry Report	<p>By Sir William McPherson. This report into the murder of Stephen Lawrence identified institutional racism in the Metropolitan Police, leading directly to the passing of the Race Relations (Amendment) Act 2000</p>



Appendix 2 (continued)

The legal framework

2000	Race Relations (Amendment) ACT (RR(A)A)	Prohibits race discrimination in employment and training, the provision of goods and services, education and social protection. The 2000 Act places general and specific duties on local authorities to promote racial harmony
2000	Employment Directive	Prohibits discrimination on grounds of sexual orientation, religion, disability and age in employment and vocational training. Discrimination on the basis of sexual discrimination and religion and belief became unlawful from December 2003, while discrimination on the basis of age will be unlawful from December 2006

Appendix 3

Useful definitions



BME	Black Minority Ethnic – either groups or individuals
Consultation	Process by which the council seeks the views of local residents, employees, individuals and groups
Comprehensive Equality Plan (CEP)	The council’s commitment to equality and diversity – divided into three sections: <i>policy, plan, and action plan</i> which will ensure that all employees and service users receive fair and equal opportunities
DDA	Disability Discrimination Act
Discrimination	<p>The word used to describe the treatment of a person less favourably than another person. Lawful discrimination takes place everyday (for example when we choose a friend because we like him or her more than we like another person); <u>unlawful</u> discrimination describes less favourable treatment of a person solely on the grounds of his or her sex, race, marital status, sexual orientation, faith or belief, disability or trade union membership, where that discrimination cannot be justified. This kind of discrimination, particularly in employment, has legal implications. There are a number of different types of discrimination:</p> <p>Direct discrimination Treating a person less favourably by applying a ‘rule or condition’ which they cannot comply with. For example, ‘we only employ white people’.</p> <p>Indirect discrimination Where the ‘rule or condition’ is such that a significantly smaller proportion of people from a particular group can comply with it. For example, ‘you must work on a Sunday’ (which many Christians would find impossible).</p> <p>Institutional discrimination The collective</p>



Appendix 3 (continued)

Useful definitions

<p>Discrimination (continued)</p>	<p>failure of an organisation to provide appropriate and professional service to people on the grounds of his or her sex, race, marital status, sexual orientation, faith or belief, disability or trade union membership, where that discrimination cannot be justified. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and stereotyping which disadvantage people.</p> <p>Victimisation The unfair treatment of a person who has made complaints of discrimination.</p> <p>Xenophobia The irrational fear and hatred of foreigners, which in itself can be a form of racism.</p> <p>Positive discrimination This type of discrimination takes the form of proactively selecting members of a potentially disadvantaged group (for example, for a job) solely because they are, for instance, female or black. While it may appear to be good practice, it is no less illegal than other forms of discrimination. 'Positive action', on the other hand, involves taking steps to ensure that potentially disadvantaged individuals are able to compete on a 'level playing field' with others. For example, by offering dedicated training</p>
<p>Disability</p>	<p>The Act defines a disabled person as someone with "a physical or mental impairment which has a substantial and long-term effect on his or her ability to carry out normal day-to-day activities"</p>
<p>Diversity</p>	<p>The council is committed to celebrating difference and recognises that differences are a natural part of society</p>



Diversity monitoring	Collecting and analysing information about people's racial, disability, gender, age or ethnic origins etc to see whether all groups are fairly represented
Equal opportunity	The ethos and practice of giving equal recognition, access and opportunity to all people without discrimination
Equality Standard for Local Government	Performance indicator to enable local authorities to mainstream gender, race and disability equality into council policy and practices at all levels
Harassment	Behaviour that affects the dignity of individuals or groups of people at work. It includes verbal, non-verbal and physical conduct that could result in unlawful discrimination
Heterosexism	The bias exhibited by society or a community which assumes and expects that every individual is, lives and behaves as a heterosexual
Homophobia	The irrational hatred, intolerance and fear of lesbians, gay men and bisexual people
Impact Assessment	Process by which policies and functions are assessed to ascertain whether they have/or not a detrimental affect on an individual or group of people. Policies and functions may need to be reviewed in light of the impact assessment
Local labour market	The people in the local area who are potentially in the market for employment. In other words, of working age (16-60 for women, or 65 for men) and not excluded from the labour market because of illness, child rearing or some other reason



Appendix 3 (continued)

Useful definitions

Local Strategic Partnership (LSP)	Local partnership designed to develop the local community strategy, making improvements across the local area, involves all agencies, public, private and voluntary sectors and community
Mainstream	Issues are included and recognised into all aspects of an organisation
Partner agency	Other statutory, voluntary or private sector organisations who work together with the council
Procurement	The purchase of goods and services from external suppliers
Race Equality Scheme	A statement of intent outlining how the council at both departmental and at corporate level plans to meet its general and specific duties under the Race Relations (Amendment) Act 2000
Racial group	Group of people defined by their race, colour, nationality, ethnic or national origins
Racism	Behaviour, conduct, words or practices which advantage or disadvantage people because of their colour, culture or ethnic origin
Racial harassment	An unwelcome or hostile act or series of acts carried out on racial grounds
Racist incident	Any incident which is perceived to be racist by the victim or any other person. It may be perpetrated against individuals on the basis of their race, colour, nationality, culture, language



Reasonable adjustments	The DDA requires employers and service providers to take reasonable steps to prevent a disabled person from being at a substantial disadvantage because of any working arrangements or physical features of the premises
Resident	For the purposes of this document a person who lives on the Isle of Wight
Sexual harassment	A form of sex discrimination that involves unwelcome sexual advances, request for sexual favours and other verbal or physical conduct of a sexual nature
Sexual orientation	Everyone has a sexual orientation. Sexual orientation is a combination of emotional, sexual or affectionate attraction to another person. The majority of men and women are heterosexual and they experience attraction to and seek partners of the opposite sex. Some women and men are homosexual and experience emotional, sexual and affectionate feelings exclusively towards members of their own sex – the terms gay (for men and women) and lesbian (for women) are used today to describe women and men who have the same sex partners. Other women and men are bisexual and experience emotional, sexual and affectionate feelings for both their and the opposite sex
Sexuality	Refers to the sexual nature of all human beings. Often used interchangeably with sexual orientation but is a different issue
Transgender	Transgendered people have the physical characteristics of one sex and the psychological characteristics of another. Many transgendered people 'live' in their psychological gender, and may or may not undergo gender reassignment



Appendix 4

Equality and diversity

The policy: celebrating diversity

The Isle of Wight Council is committed to celebrating the diversity of the people we employ and ensuring equality of opportunity for all. To ensure that our employees work in an environment where all are given the opportunity to fulfil their personal and professional potential, we confirm that:

- no employee will suffer unlawful discrimination by reason of his or her race, nationality, ethnic origin, gender, marital status, hours of work, disability, age, sexual orientation, religion or belief;
- equality of opportunity is actively promoted in the workplace and individual differences are appreciated and valued;
- all individuals are entitled to fair treatment, dignity and respect;
- the needs and aspirations of our staff are important and worthy of respect.

This commitment is the 'golden thread' which runs through all aspects of an employee's period of employment: from recruitment and selection, through terms and conditions of employment, job allocation, access to training and development, reward, performance management, appraisal and career progression to termination (and even, in some cases, beyond), and this policy should be read with this paragraph in mind.

Scope

This policy applies to all employees of the Isle of Wight Council. It also applies, where appropriate, to applicants for employment, councillors, contractors, agency workers and other non-employed workers. While some areas of the council – such as education or fire and rescue – may have different plans for ensuring equality of opportunity within their own sphere of activity, the basic principle applies, without exception, to all.

Responsibilities

All employees and elected members of the Isle of Wight Council have responsibilities in relation to the commitment set out in paragraph 1.

Elected members

It is the responsibility of elected members to maintain a strategic overview of the council's activities to ensure equality of opportunity is promoted at all levels, both in the workplace and in the community; and themselves to



act in a way which demonstrates their commitment to the principles of fair and equal treatment and celebration of diversity.

Corporate human resources

Advice and guidance on all aspects of equality and diversity at work can and should be obtained from corporate human resources (HR), which is also responsible for the communication, promotion, monitoring and review of corporate equality policies and procedures and providing a corporate training plan to support those policies.

Managers and supervisors

It is every manager's responsibility to ensure that unfair discrimination does not take place in his or her work area. Managers must therefore act promptly to correct standards of behaviour which fall short of the council's commitment to fair treatment for all, deal with complaints fairly, transparently and in confidence, critically review internal systems and procedures to ensure they comply with principles of good practice and ensure each member of his or her team has equal access to appropriate training and career development opportunities.

Trade unions

Trade unions have a responsibility to work in partnership with the organisation to ensure the promotion of equality and diversity in the workplace.

Employees

All employees are required to apply the principles of this policy in their everyday dealings with their colleagues, and where appropriate, with the general public. This obligation involves not only ensuring their own conduct is beyond reproach, but also being alert to instances where unacceptable behaviour in others might cause offence and taking steps to stop it, as well as providing support to other colleagues.

The council is committed to ensuring the workplace is free from discrimination and harassment and will act promptly on complaints of discrimination or harassment. Employees must therefore make sure they do not:

- ignore incidences of discrimination or unacceptable behaviour;
- unlawfully discriminate against anyone;
- persuade, incite or encourage another person to discriminate;
- harass, victimise or abuse other employees or members of the public for any reason.



Appendix 4 (continued)

Equality and diversity

Unacceptable behaviour

In the context of this policy, 'unacceptable behaviour' means conduct such as harassment, bullying and victimisation on the grounds of the issues set out in this policy, whether intentional or unintentional; on other words, behaviour which demonstrates unreasonable and/or unlawful prejudice.

Definitions

For the purpose of this policy and procedure, the definitions of the terms used within it are:

Harassment

'Unwanted conduct [at work] which has the purpose or effect of violating the individual's dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for the individual...' These unwanted activities relate to statutory issues: in other words, discrimination on the grounds of gender, race, nationality, disability, marital status, age, sexual orientation, trade union membership and faith or belief. Harassment may be a 'one-off' incident or ongoing behaviour. It may be comparatively minor, or in the worst cases it can involve actions which constitute a risk to a person's physical or psychological health. Behaviour may amount to harassment even if it is not directed specifically at the complainant (for example, remarks made about a person to a third party).

Gender based harassment

Harassing behaviour can be verbal or non-verbal. Words, images (including anything from pin-ups to pornographic material and films), gestures or physical interactions which another person may regard as offensive, all fall within the category of harassment and are unacceptable workplace behaviour. There is a difference between sex-based harassment (which is conduct related to the gender of a person) and sexual harassment (which is conduct of a sexual nature), but both fall within the remit of this policy.

Bullying

Bullying can be defined as 'activities relating to the misuse of power at work'. Often, but by no means always, this can involve the 'superior/subordinate' relationship, but 'peer bullying' and even 'upwards bullying' are equally problematic. Such behaviour includes persistent, unfounded or unreasonable criticism, verbal or physical abuse, ridicule or other actions



that have the effect of intimidating, threatening, undermining and/or humiliating the person at whom it is aimed. However, if it involves discriminatory issues it can be defined as harassment.

Victimisation

This is a form of bullying. Specifically, it refers to any action which is taken to threaten, isolate, intimidate, humiliate, discredit or otherwise adversely affect an employee who has made a complaint or allegation under this policy, or others who have been involved in the complaint in some way (for example, as witnesses or supporters).

Harassment, bullying and victimisation are unacceptable in the council and are serious disciplinary offences.

More information can be found in the council's policy 'Preventing Harassment and Bullying at Work'.

Our commitment

The statement of intent in paragraph 1 relates to a variety of potentially disadvantaged groups in the workforce. We recognise that people from these groups can often suffer discrimination and unfair treatment, and our more specific commitment in relation to each of these groups, which relates to all aspects of the employment relationship, is set out below.

Race, nationality or ethnic origin

The council is committed to increasing the diversity of its workforce and to broadening knowledge and understanding of diversity issues. To achieve this, and to ensure the council complies with its obligations under the Race Relations (Amendment) Act 2000, the following activities are ongoing in the workplace:

- all services and functions will be regularly reviewed with a view to ensuring the elimination of unlawful race discrimination and to promoting equality of opportunity and good relations between people of different racial groups;
- a programme of activities and training will be put in place to raise awareness of cultural issues;
- monitoring of issues such as the balance of ethnic groups in the workforce and the impact of employment procedures on different ethnic groups will be ongoing.



Appendix 4 (continued)

Equality and diversity

Gender

The council is committed to increasing the number of women employed in higher management positions. Steps will be taken to promote this commitment, including 'women into management' groups, training and development for women and the development of an environment in which gender equality is the norm.

All pay and other rewards and benefits to individuals due to their employment with the council will be allocated strictly according to principles of equal pay for work of equal value.

Marital status

No employee will be disadvantaged solely by reason of his or her marital status (other than in situations where external obligations supersede internal policy; for example, in some pensions legislation).

Disability

People with a disability often face greater challenges in the workplace than their non-disabled colleagues, and the council is committed to maximising the opportunities for its disabled employees.

Employment

People with a disability will be encouraged to apply for jobs throughout the council and, once they are employed or if they develop a disability during their employment, they will be supported in the workplace to maximise their contribution to the work of the council. This support will include consideration of specific adjustments to the working environment to ensure any adverse effects arising from their disability are minimised. Examples of adjustments could include (this list is by no means comprehensive):

- provision of special furniture, software, etc.;
- adjustments to working hours;
- moving an employee to a location if necessary;
- flexibility in relation to job content.

Consultation

We will make sure we take account of the needs, views and experiences of disabled people, and staff with a disability will be consulted on a regular basis on facilities in the workplace. This consultation will take place in an appropriate forum, which could include group discussion and formal surveys. The views of the staff will be taken into account when reviewing



services and facilities; feedback will be given to the group and to senior staff and members.

Access

The Isle of Wight Council is committed to ensuring as far as is reasonably practicable equal, independent access for all employees and service users to all its services and facilities; or, if this is not practicable, seeking ways to improve access.

Religious belief or faith

An individual's religion or belief is a matter for his or her personal conscience, and it is not for others in the workplace to judge or comment upon it. Appropriate arrangements will where it is reasonably practicable be made to accommodate individuals' particular needs in relation to their religious beliefs; however, for the avoidance of doubt, individuals who wish to take time off to celebrate a particular religious festival which falls outside the council's normal holiday arrangements must take annual or flexi-leave to cover it. Such permission will not be unreasonably withheld. Requests to work on Christian festivals – when the workplace is closed – in lieu of time off for other festivals will be considered sympathetically; each case will be treated on its merits, taking account of the work available and the needs of the service.

Sexual orientation

Employees are entitled as a matter of course to keep the details of their private and personal life confidential, and unless in some way it impacts upon their working life neither the employer nor their colleagues is entitled to comment upon it unless the individual makes it clear that it is a matter for discussion. Employment-related decisions will not be taken on the grounds of an individual's perceived or actual sexual orientation.

Gender reassignment

Individuals who undergo gender reassignment will be treated in the workplace according to their gender at the appropriate time, and we will create a supportive environment in which employees can be open about their gender identity if they choose. For example, until a certain point in the treatment the individual may retain the characteristics of his or her birth gender and wish to continue to be treated as that gender; at the point at which she/he makes the move to being regarded as his or her new gender, she/he should speak confidentially to his/her manager to enable arrangements to be made to recognise the new situation. In any situations



Appendix 4 (continued)

Equality and diversity

of doubt, the manager and the employee should consult corporate HR to minimise misunderstanding.

HIV

The council is committed to making sure that no employee or service user is discriminated against because she/he is HIV positive, thought to be HIV positive, or because she/he associates with someone who is, or who is thought to be, HIV positive. We will make sure that appropriate support is offered to employees who are HIV positive to enable them to retain their job, and if this is not possible they will be entitled to the same consideration for redeployment as other individuals with a disability in the workplace.

Hours of work

The council is committed to encouraging a variety of working patterns to enable workers to carry out their duties a way which takes into account both their domestic, caring and/or life-balance responsibilities and also the council's need for a flexible and committed workforce to carry out its obligations to the community. For this reason, all requests from workers for 'non-standard' working hours will be given careful consideration in the light of the circumstances of the worker's particular post; in general, however, the council will view such requests positively where the demands of the service allow.

The council will not treat part-time workers – that is to say, employees who work less than full-time hours – in ways which are different from and less favourable than those of full-time workers. Benefits like annual leave, pay and so on will be allocated pro rata, and access to training, special leave, etc, will not be granted differently to part-time workers. Similarly, employees working on fixed-term contracts will have the right to the same terms and conditions of employment – pro rata where appropriate – as their permanent colleagues.

Age

The council values the contribution of all its staff regardless of their age and/or stage in their working life, since the principle behind age diversity is that individuals bring different skills and abilities to their jobs according to their own experience. For this reason:

- recruitment and selection decisions will be made according to job-related criteria and the skills, experience and potential of applicants;
- internal applicants for promotion or transfer opportunities will be



considered only in relation to their demonstrable ability or potential to do the job;

- the changing needs of employees during their working lives will be recognised, in particular through the operation of flexible working arrangements;
- all employees are encouraged to maintain healthy lifestyles.

The council operates a normal retirement age of 65; in other words, staff who do not resign or retire before they reach that age will be expected to do so then. However, employees who wish to continue working beyond that age may do so, provided that:

- they discuss the matter with their line manager at least six months before their 65th birthday and request approval;
- the relevant head of service gives that approval;
- their continued employment is reviewed at least annually;
- they remain in sufficiently good health to continue working in their job.

If a line manager does not recommend or the head of service approve the individual's continued employment, the employee may pursue the matter through the grievance procedure.

Trade union membership

The council is committed to working in partnership with recognised trade unions to facilitate harmonious working relationships, to resolve difficulties as smoothly as possible and to work together for the better conduct of the organisation's business. For this reason, employees have the right to choose whether or not to belong to a trade union, and will not suffer discriminatory treatment because of their membership or non-membership.

Ex-offenders

Applicants for employment who have a criminal record will not have their applications automatically set aside. Employment decisions will take into account the circumstances of each case, including the relevance of the offence to the post applied for, the seriousness of the offence and the length of time since it was committed.



Appendix 5

Isle of Wight Council diversity calendar

January	February	March	April	May	June
CEP consultation	CEP design and DG approval	CEP approved by Exec			CEP – New administration consultation
Portfolio lead letter to all members				Portfolio lead letter to all members	
	DDA Audits	DDA Audits	DDA Audits	DDA Audits Report AC Report to DG	Analysis of DDA audits and report to DG
Audit Commission report produced and published					
Training commissioned			Garnett Foundation diversity training		Training for new administration/ members on diversity
Local PIs developed			QPMR results on diversity published		
	RR(A) Act Impact Assessment Workshop	Impact assessments undertaken across the council	By end of month Impact assessments completed	Impact assessment action plans developed and linked to service plans and team plans	Impact assessment – action plans
Development of cultural calendar		Black History Month - planning		Event - 21st May Diversity Day – linked to Adult Learners’ Week	Planning for Black History Month
Chinese New Year wef 2006				Develop website	
Holocaust Memorial Day			Review RES	RES reviewed	Review schools RES
Desktop review of organisational arrangements for managing the diversity agenda	Report to DG on changes to organisational arrangements				
Review legislation			Review legislation		

Key

CEP – Comprehensive Equality Plan, DG – Directors Group RR(A) A Race Relations Amendment Act, RES – Race Equality Scheme, WIM – Women Into Management



July	August	September	October	November	December
	CEP – Final approval	Publish/Promote CPA	CEP action plan check target for level 3	CEP action plan for level 3	Revise CEP action plan
Portfolio lead letter to all members		Review work plans for diversity policy forum	December Equality Standard for Local Government	Portfolio lead letter to all members	Report progress to Executive and DG
	Preperation for CPA Audit Commission			Review for level 3	
		DDA task group/ SPB WIM			
		Diversity standing Forum revise TOR if required	Head teachers Conference to include equality and diversity		
QPMR					QPMR
Impact assessment action plans		Impact assessment process integrated into service planning	Impact assessment monitoring		
		Planning for Black History Month	Celebrate Black History month	Planning for Chinese New Year	Cultural event – planning for Chinese New Year
		Implement schools RES			
Review Legislation				Review Legislation	

DDA – Disability Discrimination Act, QPMR – Quarterly Performance Monitoring Report.
 TOR – Terms of Reference, AC – Audit Commision



Appendix 6 Useful links

Age Diversity at Work	www.agepositive.gov.uk
Business in the Community	www.bitc.org.uk
Centre for Accessible Environments	www.cae.org.uk
Commission for Racial Equality	www.cre.gov.uk
Department for Trade and Industry	www.dti.gov.uk/bestpractice
Disability Rights Commission	www.drc-gb.gov.uk
Disability	www.disability.gov.uk
Dialogue	www.lg-empolyers.gov.uk/diversity/index.html
Disabled People (information & advice)	www.direct.gov.uk
EITI (Translation Service)	www.eiti.com
Employers' organisation	www.lg-employers.gov.uk
Equal Opportunities Comminnion	www.eoc.org.uk
IW Council equality and diversity officer	rosie.barnard@iow.gov.uk
IW Council corporate HR manager (employment strategy)	max.burton@iow.gov.uk
IW Council corporate HR manager (organisational effectiveness)	claire.shand@iow.gov.uk
IW Council access officer	
IW Council property services	stuart.clark@iow.gov.uk
IW Society for the Blind	Olive Light, Wallace Court, Staplers Rd, Newport, Isle of Wight tel: 522205
Local Government Association	www.lga.gov.uk
Office of the Deputy Prime Minister (ODPM)	www.odpm.gov.uk
SHAP (World religion organisation)	The SHAP working Party PO Box 38580 London, SWIP 3XF
Sound Advice	Joyce Love, 34 Carisbrooke Rd, Newport Isle of Wight tel: 529533

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Diversity

Learning and Development Strategy



Introduction

It is the responsibility of every person to act in ways that support equality and diversity. Equality and diversity is related to the actions and responsibilities of everyone – users of services; work colleagues; employees; people in other organisations and the public in general.

Successful organisations are ones that reflect the richness of diversity that exists in society and will include people of different abilities; ages; bodily appearances; classes; castes; creeds; cultures; genders; geographical localities; health; relationship; mental health; social and economic statuses; places of origin; political beliefs; race; religion; sexual orientation; and those with and without responsibilities for dependents.

Where diversity and equality are not integral to an organisation, discrimination may occur.

The aim of the strategy

The Isle of Wight Council takes its responsibilities to provide appropriate learning and development activities for all staff very seriously. Equally, the need to ensure that staff have the opportunity to develop awareness, understanding and skills necessary to act according to legislative requirements, personal and social responsibilities is a high priority.

To create a culture in which diversity is celebrated and where users of services are afforded appropriate access and where employees are enabled to flourish is the ultimate aim of this strategy.

It is the intention that the diversity and learning development needs that affect everyone within the organisation will be co-ordinated corporately to ensure that there is consistency in approach and corporate funding will be allocated accordingly to support the

introduction and maintenance of core standards. It is important to recognise that there will be in addition, service specific learning and development activity necessary to address specific development needs. These will continue to be co-ordinated and delivered within service areas, although it will be an expectation that central records will be maintained of these events. Individual Directorates will continue to hold responsibility for the response, allocation of funding and management of such activity.

This strategy should be read in conjunction with the corporate employee development strategy in order to see its place within the wider employee development agenda.

Strategy actions

The following matrix provides an overview of the effective behaviours that are expected by everyone within the organisation and which are the foundations of best practice. They will underpin all corporate learning and development activity provided.

The competencies described serve to make explicit the expectations of staff at all levels but equally are designed to complement and underpin those effective behaviours embedded within the Council's overall competency framework. The review of performance against the competencies described within both the framework and matrix described in this document are an essential component of individual staff reviews.

In addition to the specific learning opportunities identified within this document, it is an

expectation that all corporately delivered activity in any subject area will have issues of equality and diversity at the heart of content and style of delivery. To this end, the manner with which equality and diversity is addressed through learning will form part of the selection process for training providers, together with expressed expectations of performance embedded within contractual arrangements.

Strategy monitoring

It is the intention that this strategy will be reviewed annually by the Diversity Link Group and Corporate Training Champions Group to measure the progress being made and the impact learning and development interventions have had on improved service delivery. On-going tools for measurements to support such review will include:

- The setting of an internal performance indicator to review the number of staff in each Directorate who have participated in Diversity training. The target set is 100% by 2007
- Reporting to Directors and Select Committee through the Quarterly Performance Management Reporting System that will consist of information obtained from:
 - > Evaluation of statistics against agreed performance indicators
 - > Analysis of delegate feedback from learning and development activities
 - > Feedback given through customer surveys
 - > Feedback obtained through the analysis of customer complaints

Competency matrix

Illustration of Expected Behaviours

All Staff

Acts in ways that support equality and value diversity

- Acts in ways that are in accordance with legislation, policies, procedures and good practice
- Treats everyone with dignity and respect
- Acknowledges others' different perspectives
- Recognises that people are different and makes sure they do not discriminate against other people
- Recognises and reports behaviour that undermines equality and diversity

Supports equality and values diversity

- Recognises the importance of people's rights and acts in accordance with legislation, policies and procedures
- Acts in ways that acknowledges and recognises people's expressed beliefs, preferences and choices
- Takes account of own behaviour and its effects on others
- Identifies and takes action when own or others' behaviour undermines equality and diversity

Learning & Development Activities

- Corporate Induction
- Garnett Foundation Diversity Awareness Seminars
- Disability Awareness
- E-learning modules
- Accredited learning packages

Targets

- All new staff to have participated in essential training within a six month period
- All existing staff to have participated in essential training by 2007

Additional competencies for Managers at all levels

Promotes equality and values diversity

- Interprets equality, diversity and rights in accordance with legislation, policies, procedures and relevant standards
- Evaluates the extent to which legislation is applied in the culture and environment of own sphere of activity
- Identifies patterns of discrimination and takes action to overcome discrimination and promotes diversity and equality of opportunity
- Enables others to promote equality and diversity and a non-discriminatory culture
- Supports people who need assistance in exercising their rights

Develops a culture that promotes equality and diversity

- Actively promotes equality and diversity
- Identifies and highlights methods and processes to resolve complaints as a consequence of unfair and discriminatory practice
- Supports those whose rights have been compromised consistent with legislation, policies and procedures and best practice
- Actively challenges individual and organisational discrimination
- Evaluates the effectiveness of equality and diversity policies and procedures within their service and contributes to the development of best practice

Learning & Development Activities

- Promoting Diversity in the Workplace

Targets

- All managers to have participated in essential training by 2007

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Summary action plan

Objective	Action Taken	Responsible Officer	Target Date	Outcome	Achieved
LEVEL 1					
To achieve Level 1 of the Equality Standard the council must have in place a comprehensive equality plan which commits it to achieving equality in race, gender and disability among its workforce, through:					
Improving equality practice at both corporate and department level	Comprehensive Equality Plan	Equality and Diversity Officer	April 04	Co-ordination of equality and diversity practice/procedure and information	Yes
	Equality and Diversity Training	Workforce development manager	Annual events	Reinforcing the Workforce Development Competency Framework	Yes
	Impact Assessments	Equality and Diversity Officer	Feb 05	Implementation across the council to assess both the General and Specific Duties under the Race Relations (Amendment) Act 2000 RR (A) A 2000	Yes
	Diversity Link Group	Equality and Diversity Officer	Monthly Meetings	Dissemination of information across all sections of the council. Members of the group act as diversity champions	Yes
	DDA Task Group	Equality and Diversity Officer	Monthly Meetings	Practical advice/support both internal and external	Yes
	Women Into Management	Head of service Workforce Development Manager	Bi-monthly Meetings	Improving BVPI and local indicator – % of women in senior management positions across the council, networking opportunity, training courses and development opportunities	Yes
	Agenda item at DMTs/team meetings	All managers	Monthly	Improving access to information	Yes
	Cross Directorate BME Group	Head of Service Equality and Diversity Officer	Monthly Meetings	Raising awareness of diverse communities and RR (A) A 2000	Yes
	Race and Diversity Standing Forum	Equality and Diversity Officer	Quarterly Meetings	Both internal and external focus raising awareness of RR (A) A 2000 and BME communities working together to find solutions to problems once identified	Yes
	Reports to Director Group	Equality and Diversity Officer	Quarterly	Raising awareness and reporting progress	Yes
	Reports to Cabinet and Policy Commissions	Equality and Diversity Officer	Quarterly	Raising awareness and reporting progress	Yes
	Member letter to update on diversity agenda	Cabinet member Equality and Diversity Officer	Quarterly	Raising awareness and reporting progress	Yes
	Audit Commission review	Equality and Diversity Officer	Annually	Review council position and advise	Yes
Ensuring specific resources are allocated to improve equality practice	Full time officer in post with budget allocation of £41k	Strategic Director of Children's Services	Jan 05	Following review FT officer in post	Yes
	Post on secondment wef July 2004 – Mar 2005 (to be reviewed Jan 05)	Assistant Director of Cultural and Leisure Services	Jan 05	Equality and Diversity is key priority area for council	Yes
	Equality and Diversity key objective for council		Jan 05	Director and Member commitment to equality and diversity	Yes
Service planning impact assessments, equality action planning and equality target setting within all service areas	Pilot impact assessment taken plan during 2004, followed by impact assessment workshop all service areas 2005, integrated into service planning process 06/07	Heads of Service Equality and Diversity Officer E-government Officer	Feb 2005	Implementation across the council to assess both the General and Specific Duties under the Race Relations (Amendment) Act 2000 RR (A) A 2000, Expanded to take account of wider equality and diversity issues	Yes
	Equality and diversity performance indicators developed and included in performance management system (QPMR)	Equality and Diversity Officer Policy Team	2004	Performance management information monitored and reviewed	Yes
Systematic consultation	Internal and external surveys	Equality and Diversity Officer Community Partnership Team Manager	2005	Both internal and external focus to ascertain level of impact of diversity issues within service provision	Yes
A fair employment and equal pay policy	All equality and diversity policies have either been reviewed and updated or are part of an ongoing process to review/amend in line with current legislation	Human Resources	2004	As part of Human Resources practices all policies are under review to ensure they comply with current legislation	Yes

Objective	Action taken	Responsible officer	Target date	Outcome	Achieved
LEVEL 1 (continued)					
To achieve Level 1 of the Equality Standard, the council must have in place a comprehensive equality plan which commits it to achieving equality in race, gender and disability among its workforce, through:					
Progress monitoring	Reports are made to directors group/cabinet and Policy commissions on a regular basis	Equality and Diversity Officer	2004	Ensures both management and members receive regular updates on the wide equality and diversity agenda both as legal duty, moral duty and sound business sense	Yes
Audit and scrutiny	Updates to the Diversity Link Group and Diversity Policy Forum as well as reports to directors and members and through the QPMR, Audit Commission validation of BVPIs	Equality and Diversity Officer	2004	Ensures both management and members receive regular updates on the wide equality and diversity agenda both as legal duty, moral duty and sound business sense	Yes
LEVEL 2					
To achieve Level 2 of the Equality Standard for Local Government, the council will need to demonstrate that:					
It has engaged in an impact / needs / requirement assessment process	A pilot has taken place within Adult and Community Services. This has been followed up by a corporate workshop, where the legal duty was explained. Staff are working on developing service action plans. The impact assessment process will be fully integrated into service plan 2006/2007	Heads of Service, Equality and Diversity Officer E-government team	2004 2005 whole council	Impact assessments will help services identify where there are gaps in service provision affecting minority groups. It will also help the council identify areas of good practice that can be shared with other service areas	Yes
It has engaged in consultation with designated community, staff and stakeholder groups	Internal and external groups have been set up. Island Equals – BME group has reformed, assisted by the police, council	Equality and Diversity Officer Workforce Development Manager Consultation: Community Partnership Manager	2004	Co-ordination and dissemination of information, working together to find solutions to any identified issues. Equality and diversity now on team agendas, Island Voices – Citizen Panel used for consultation along with focus groups for specific processes e.g. inspections	Yes
It has engaged in the development of information and monitoring systems	Service planning to incorporate impact assessments 06/07. 2005 all service areas will have action plans, which will feed into 05/06 service plans. National and local PIs integrated into QPMR	All Heads of Service Equality and Diversity Officer	2004	Enables informed decisions at committee and management team level. Staff more engaged in the equality and diversity agenda	Yes
It has engaged in an equality action planning process for employment, pay and service delivery	All HR equality and diversity policies and strategies have either been reviewed or are due to be reviewed. These will link into the CEP, Workforce Development Competency Framework. Service delivery forms part of the impact assessment action plan.	Equality and Diversity Officer Workforce Development Manager Employment issues: Human Resources	2004/2005	All Human Resources (HR) policies are reviewed In light of current legislation and reported at HR committee, Joint Consultative Board (JCB) Service areas refer to action plans following impact assessments which direct objectives and targets	Yes
It is developing a system of self-assessment, scrutiny and audit	PIs monitor and review national and local indicators. The council is seeking advice from the employers organisation with regard to esat self-assessment monitoring system	Equality and Diversity Officer Policy Team	2004/2005	QPMR is the council's current performance management system, equality and diversity stats are monitored and reviewed. The council's aim of achieving all five levels of the Equality Standard for Local Government will be improved when the ESAT system is in place	Yes

Key: BME – Black Minority Ethnic

QPMR – Quaterly Performance Monitoring Report (The Council's Performance Management System)

PIs – Performance Indicators

JCB – Joint Consultative Board

Objective	Action taken	Responsible officer	Target date	Outcome	Achieved
LEVEL 3					
To achieve Level 3 of the Equality Standard for Local Government the Isle of Wight Council will have to demonstrate that:					
It has completed a full and systematic consultation process with designated community, staff and stakeholder groups	The council has taken steps to include questions within annual surveys to Island Voices – The Island's Citizen Panel	Equality and Diversity Officer Community Partnership Team Manager	2005	Annual survey will enable comparison year on year demonstrating improvement in service delivery	Yes
	Internal surveys to departments to ascertain specific diversity information				
It has set equality objectives from employment, pay and service delivery based on impact and needs/ requirements and consultation	All HR employment policies reviewed during 2004/05	Equality and Diversity Officer Egovernent Team	2005	Updated policies inline with current legislation and promoted across the council	Yes
	Impact Assessments carried out across the council and implemented within performance management system	Employment issues: HR	2005	Diversity Action plans incorporated in Team Plans and Service Plans including consultation action	Yes
Equality objectives have been translated into action plans with specific targets	Impact Assessments undertaken as part of the performance management system across the council. Action plans developed for service plans with individual service targets	Heads of Service, Equality and Diversity Officer Egovernent Team	2005	Diversity Action plans incorporated in Team Plans and Service Plans including consultation action	Yes
Action on achieving targets has started	Impact Assessments undertaken as part of the performance management system across the council. Action plans developed for service plans with individual service targets	Heads of Service, Equality and Diversity Officer Egovernent Team	2005	Progress toward all five levels of the Equality Standard for Local Government Action on the outcomes of the Audit Commission report – Journey to Equality April 2005	Yes

LEVEL 4					
To achieve Level 4 of the Equality Standard for Local Government, the Isle of Wight Council will have to demonstrate that:					
It has developed a monitoring system that allows it to assess progress in achieving targets	As part of the performance management system, impact assessments have been integrated into the annual team planning process, linking action plans into the service planning	Equality and Diversity Officer	2005	Progress toward all five levels of the Equality Standard for Local Government Action on the outcomes of the Audit Commission report – Journey to Equality April 2005	
	Joint working with the Audit Commission will identify progress and action needed to achieve targets			Annual review of this action plan by the editorial board of the director led Diversity Policy Forum	
It is measuring progress against targets effectiveness of its information and monitoring systems	As above and annual internal and external consultation on equality and diversity issues	Equality and Diversity Officer Policy Team	2005	As above and regular reports to committee	
Monitoring reports are being produced at specific intervals and circulated to designated consultation scrutiny groups	Performance Management is monitored by the QPMR, PI data is scrutinised by committee and progress reported and monitored. This process takes place on a quarterly basis	Equality and Diversity Officer	Quarterly	Managing performance ensures progress towards the five levels of the Equality Standard, scrutiny by committee will ensure progress	
Monitoring systems provide useful information about progress towards specific targets	Performance Management is monitored by the QPMR, PI data is scrutinised by committee and progress reported and monitored. This process takes place on a quarterly basis and ensures that the council is on target for specific targets	Equality and Diversity Officer Policy Team	Quarterly	Monitoring systems ensure useful information is provided in order that progress towards the five levels of the Equality Standard is kept on target	

Objective	Action taken	Responsible officer	Target date	Outcome	Achieved
LEVEL 5					
To achieve Level 5 of the Equality Standard for Local Government, the council will have to demonstrate that it has made considerable progress in achieving equal employment and service provision with regard to race, gender and disability:					
It has achieved the targets that it has set at level 3	Equality and diversity is incorporated into annual surveys. HR policies currently under review and updated. Impact assessments now part of annual performance management	Equality and Diversity Officer	2005 to 2007	Equality and diversity is seen as an integral part of the performance management of the council, and remains a key priority area	
It has reviewed and revised targets, monitoring and consultation systems with designated community staff and stakeholder groups	Revision of targets take place annually via the PI process and the annual review of the CEP undertaken by the editorial board. Consultation is planned through impact assessments and linking action plans	Equality and Diversity Officer	2005 to 2007	Ensures that we progress the Equality Standard, and improve inspection results – to become a high performing council	
It has initiated a new round of action planning and target setting	Impact assessments initiate action plans following the team planning process	Equality and Diversity Officer	2005 to 2007	Inclusion of equality and diversity across the council, targets will improve ensuring that we achieve our aim of becoming a high performing council	
Through its achievements it can be seen as an example of good practice of other local authorities and agencies	The Isle of Wight Council is seen as a community leader with regard to equality and diversity. The local health service, housing associations are keen to link to the CEP, making it an island partnership document Equality and diversity training is offered to partner organisations.	Equality and Diversity Officer	2005 to 2007	Integrated approach to equality and diversity is key to all sectors of the community moving forward. The council is regarded as a community leader	

Key: CEP – Comprehensive Equality Plan



Race, nationality, ethnic origin

- We recognise that some people experience discrimination and prejudice in our society on the basis of race, colour, ethnicity or national origin.
- We are committed to challenging all forms of racial discrimination.
- We will consult with BME (Black Minority Ethnic) communities on the island and take account of their needs and make reasonable adjustments where appropriate.
- We will work towards raising awareness through cultural events and diversity training.
- Our employment policies and procedures will ensure we give BME communities fair access to employment, which is free from harassment and discrimination.
- We will review our services using the impact assessment process within the service planning procedure on an on-going basis.
- Under the Race Relations (Amendment) Act 2005 all local authorities services must eliminate unlawful racial discrimination, promote equal opportunities, and promote good relations between people from different racial backgrounds. The Isle of Wight Council is committed to working towards this objective.
- We will take account of racial equality in the day to day business of the council, including policy-making, service delivery, employment practice and other functions.
- We will ensure all departments monitor racial incidents and use the Multi-Agency Reporting system.
- We will ensure the Race Equality Scheme (RES) is promoted throughout the council.

Race, nationality, ethnic origin

Useful contacts

Isle of Wight Council

Rosie Barnard

corporate equality and diversity officer

tel: 01983 821000

email: rosie.barnard@iow.gov.uk

Julie Crocker

Safer communities team

tel: 01983 821000

email: julie.crocker@iow.gov.uk

Human Resources

tel: 01983 821000

Websites

Local Government Association

www.lga.gov.uk

The Stephen Lawrence

Charitable Trust

www.stephenlawrence.org.uk

Race Equality Unit

www.reu.org.uk

Employees Organisation

www.lg-employers.gov.uk

Equal Opportunities Commission

www.eoc.org.uk

Board of Deputies of British Jews

www.bod.org.uk

Hindu Council (UK)

www.hinducounciluk.org

Interfaith Network UK

www.interfaith.co.uk

The Muslim Council of Britain

www.mcb.org.uk

www.cre.org.uk

www.bmespark.org.uk

Training

**Contact The Learning Centre on
823009**

Diversity and Learning

Development Strategy

Garnett Foundation events

Managing Diversity in the Workplace



Gender

- We recognise that some people experience discrimination and prejudice in our society on the basis of their sex, gender identity, characteristics or expression.
- We are committed to challenging all forms of gender discrimination.
- Our policies and procedures will ensure women, men and trans-gendered people have fair access to our services and employment opportunities.
- We will work towards raising awareness through cultural events and diversity training.
- Our employment policies and procedures will ensure we give all people fair access to employment, free from harassment and discrimination.
- It is a disciplinary offence for an employee to harass or victimise another.
- We will support employees to ensure they can be open about their gender identity, characteristics or expression if they choose.
- Through the Women Into Management network we will support and encourage women who want to work in senior management.
- We will ensure that pay and other employment conditions are in accordance with the principles of equal pay.

Gender

Useful contacts

Isle of Wight Council

Rosie Barnard

corporate equality and diversity officer

tel: 01983 821000

email: rosie.barnard@iow.gov.uk

Claire Shand

Workforce development manager

tel: 01983 821000

email: claire.shand@iow.gov.uk

Human Resources

tel: 01983 821000

Other organisations

Equal Opportunities Commission

tel: 08456015901

Women Into Management

tel: 01983 821000

Local Government Association

tel: 020 7664 3000

Websites

www.eoc.org.uk

www.lga.gov.uk

www.lg-employers.gov.uk



Marital status

- We recognise that some people experience discrimination as a result of their responsibilities for children and marital status.
- We will develop our policies to support people taking maternity, paternity and adoption leave or time off to undergo fertility treatment or to care for children or other dependants.
- Our employment policies and procedures will ensure we give all people fair access to employment, free from harassment and discrimination as a result of their marital status.

Marital status

Useful contacts

Isle of Wight Council

Human Resources

tel: 01983 821000



Disability

- We recognise that some people experience discrimination and prejudice due to their disability.
- Our employment policies and procedures will ensure we give all people fair access to employment, and that they will be able to take part in employment without being subjected to harassment and discrimination due to their disability.
- We are committed to creating a 'barrier free' environment which is accessible to all.
- We will ensure our buildings are accessible and make reasonable adjustments where necessary to accommodate the needs of disabled people.
- Any new building will be fully accessible and any adaptations to existing buildings will improve the level of access.
- Any buildings and land purchased/ leased must be fully accessible or include the costs of adaptations, which must be completed within six months of acquisition.
- Alternative effective solutions will be considered in listed buildings to balance accessibility and conservation.
- Improved access in the built environment will be addressed, including highways, traffic and pedestrian issues.
- We will ensure all information is available in alternative formats.
- We believe in partnership working and will work with health, voluntary sector, private sector and other public organisations to make continuous improvements to access.
- We recognise that disability includes sensory and physical impairment, learning disability and mental health illness.
- We will work in partnership with the DDA Task Group and the Sensory and Physical Partnership Planning Board to identify issues and provide practical solution.
- We will work with the employee disability group to overcome barriers to employment with the Isle of Wight Council.
- We will consult the Island Disability Network, taking account of individual needs, views and experiences, with the aim of working together to raise awareness of the needs and potential of disabled people among local employers and service providers.
- We will ensure services are delivered appropriately to people with a disability.
- We will provide training taking account of raising awareness, employment practice and building regulations.
- Employees who become disabled while employed will receive appropriate levels of support and training and we will make reasonable adjustments to ensure they can be employed as long as possible.

Disability

Useful contacts

Isle of Wight Council

Rosie Barnard

corporate equality and diversity officer

tel: 01983 821000

email: rosie.barnard@iow.gov.uk

Human Resources

tel: 01983 821000

Property Services

tel: 01983 821000

Building Control

tel: 01983 821000

Highways

tel: 01983 821000

Rights of Way

tel: 01983 821000

Corporate Training

tel: 01983 821000

Other organisations

IW Society for the Blind

tel: 01983 123456

Braille, talking tapes

Sound Advice

tel: 01983 123456

All hearing equipment/loops, etc

NHS Primary Care Trust

tel: 01983 123456

conal.grier@iow.nhs.gov.uk

Websites

www.drc.gov.uk

www.disability.gov.uk



Religious belief, faith

- We recognise that some people experience discrimination and prejudice on the basis of their religion and belief.
- We are committed to challenging all forms of discrimination based on a person's religion or belief (or their assumed belief).
- We will work towards raising awareness through cultural events and diversity training.
- We respect the right to practice and we will, where practicable, take account of specific religious needs in service delivery and employment.
- We will ensure all employees will be given fair and equal access to jobs, promotion and training.

Religious belief, faith

Useful contacts

Isle of Wight Council

Rosie Barnard

Corporate equality and diversity officer

tel: 01983 821000

email: rosie.barnard@iow.gov.uk

Human Resources

tel: 01983 821000

Corporate Training

tel: 01983 821000

Other organisations

ACAS

tel: 08457 474747

www.acas.org.uk

Employers Organisation

tel: 020 7296 6600

www.lg-employers.gov.uk

Bahai Community

www.bahai.org.uk/isleofwight

Buddhist Community

tel: 01983 520795

Catholic Community

swightcatholicp@tiscali.co.uk

Church of Latter-Day Saints

tel: 01983 532833

Islam

Mosque and Islam Community Centre,
Chapel Street, Newport IW

Jehovah's Witness

Kingdom Hall, Petticoat Lane,
Newport IW

tel: 01983 825004

Jusiasm

tel: 01983 856860

Paganism

tel: 01983 533185

www.pagans.demon.co.uk

Christian Respite Centre

tel: 01983 408086



Sexual Orientation

(including gender reassignment & HIV)

- We recognise that lesbian, gay men and bisexual people may experience discrimination and prejudice on the basis of their sexual orientation.
- Our employment policies and procedures will ensure we give all people fair access to employment, free from harassment and discrimination.

Sexual Orientation (including gender reassignment & HIV)

Useful contacts

Isle of Wight Council

Human Resources

tel: 01983 821000

Other organisations

ACAS

tel: 08457 474747

Employers Organisation – Dialogue

tel: 020 7296 6600

Websites

ACAS

www.acas.org.uk

Equality Challenge Unit

www.ecu.ac.uk

**Lesbian and Gay Employment
Rights Organisation**

www.lager.co.uk

**Local Government Association
Equality Challenge**

www.lge.gov.uk

www.expectrespect.org.uk

www.lg-employers.gov.uk



Age

- We recognise that some people experience discrimination and prejudice on the basis of age.
- Our employment policies and procedures will ensure we give all people fair access to employment, free from harassment and discrimination.
- We will take account of the needs and the potential of people of all ages.
- We will work towards raising awareness through cultural events and diversity training.
- We are committed to challenging all forms of discrimination.

Age

Useful contacts

Isle of Wight Council

Human Resources

tel: 01983 821000

Corporate Training

tel: 01983 821000

Older Peoples Team

17 Fairlee Rd, Newport, IW PO30 2EA

Children and Family Services

County Hall, Newport, Isle of Wight
PO30 1UD

Other organisations

Age Concern

14 Pyle St. Newport IW

tel: 01983 525282

Websites

www.ageconcern.org.uk

www.iow.gov.uk/living_here/voluntary/voluntary_list_az.asp



Ex-offenders

- We recognise that some people experience discrimination and prejudice as a result of previous or current criminal convictions or history of offending behaviour.
- In relation to applicants for employment, we will take into account the circumstances of each case, including the relevance of the offence to the post applied for, the seriousness of the offence and the length of time since it occurred.

Ex-offenders

Useful contacts

Isle of Wight Council

Human Resources

tel: 01983 821000

Other organisations

Citizen Advice Bureau

tel: 01983 522611



Financial or economic status

- We recognise that some people experience discrimination in our society on the basis of having a low income.
- The council's vision is to *Improve Island Life* and therefore continue to encourage business development and improve council services.
- We will build a sustainable economy which encourages social cohesion, healthy living and recognition of the needs and respect for everyone.
- We will continue to develop anti-poverty initiatives designed to increase employment opportunities.
- We will work with cross-agency partners to increase employment opportunities.

Financial or economic status

Useful contacts

Isle of Wight Council

Human Resources

tel: 01983 821000

Local Strategic Partnership (LSP)

tel: 01983 821000

Other organisations

IW Rural Community Council

tel: 01983 524058

Citizen Advice Bureau

tel: 01983 826160



Political or trade union activity

- We recognise that some people experience discrimination and prejudice in our society on the basis of political view or involvement with trade unions.
- We will not discriminate against employees on the grounds of membership or non-membership of a trade union.
- We are committed to the concept of partnership working in employment and value and support the work of trade unions within the Joint Consultative Board (JCB).

Political or trade union activity

Useful contacts

Isle of Wight Council

Human Resources

tel: 01983 821000

Other organisations

Unison

tel: 01983 821000

Fire Brigades' Union (FBU)

tel: 01983 821000

GMTU

tel: 01983 821000

National Union of Teachers (NUT)

tel: 01983 821000



Isle of Wight Council

County Hall
Newport
Isle of Wight
PO30 1UD
Tel: 01983 821000



This publication is available on request in large print, audiotape or Braille and it can be translated into other languages. For further details please contact Isle of Wight Council on (01983) 821000 (Typetalk available)