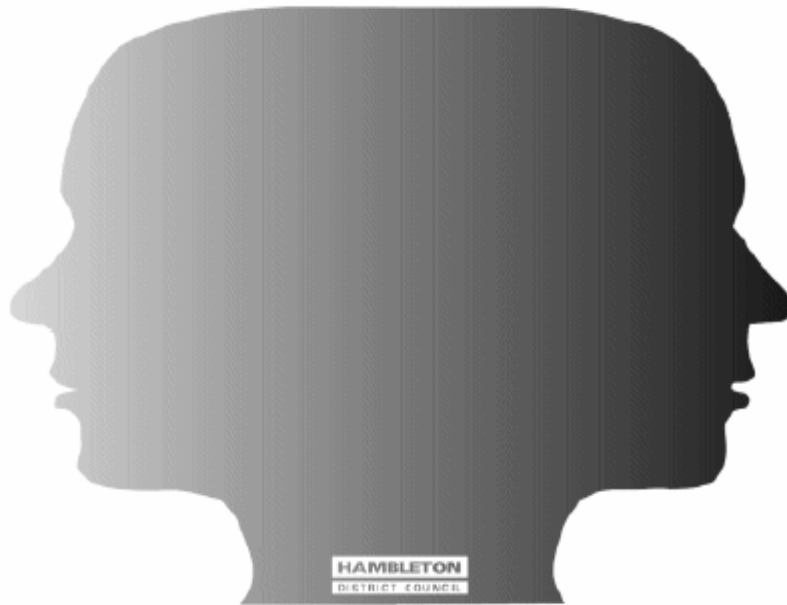


# RACE EQUALITY SCHEME



Improving quality of life for all by providing high quality services to our communities and helping to deliver community needs

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## FORWARD

This Race Equality Scheme sets out the Council's commitment to the promotion of equal opportunities and good race relations.

At Hambleton we are proud of our record as a dynamic and highly successful authority who serves its community interests efficiently and to a high standard.

We believe that equal opportunities are central to all our services. Our commitment to equal opportunities is firmly embedded in our business planning processes such as the Authority's Best Value Performance Plan and Departmental Service Plans. It is also central to our key strategies such as the Cultural Strategy and Social Inclusion Strategy.

The Race Relations (Amendment) Act places the Council under a specific duty to produce a Race Equality Scheme. The first scheme, which was published in May 2002, has now been amended to show the progress we have made in achieving the targets we set ourselves at that time. An updated action plan sets out the challenges which we still need to meet.

The Council would welcome your views on this Race Equality Scheme and the accompanying action plan. If you have any comments or concerns then please turn to page 21 of the scheme where contact details are given.



**Arthur Barker**  
Leader of the Council



**John Smith**  
Cabinet member for  
Diversity

## INTRODUCTION

### OUR AIM

To meet the expectations of our community we recognise the need to work with a wide range of partners. The Council has led the development of the Hambleton Strategic Partnership which has created its own vision for the district. This is:

“A Hambleton of sustainable, safe, healthy and prosperous communities where people feel part of their community and work together to improve quality of life for all and participate in decisions what affect them, which is welcoming, values diversity and supports the disadvantaged.”

The Council has used this process to develop a new vision of its own “making life better - improving quality of life for all by providing high quality services to our communities and helping to meet community needs.”

Following on from this we have developed the following aim:

“Hambleton District Council, in its role as Community Leader, believes that equal opportunities should be placed at the heart of its service provision. The Council is committed to the promotion of equality of opportunity. It will take positive action to ensure its workforce is representative of the community it serves and that its services are equally accessible to all its citizens.”

Through engaging with the Community this aim is translated into actions which in turn are incorporated into Service plans and targets. These plans also provide a mechanism for actions to be evaluated and our performance management system ensures we continually strive to improve. Elected members and senior officers receive regular reports of the progress made.

All the documents referred to in the Race Equality Scheme can be found on the Council’s website on [www.hambleton.gov.uk](http://www.hambleton.gov.uk).

Translations into different languages are available on request.

## **SECTION 1: THE COUNCIL'S COMMITMENT TO RACE EQUALITY**

The Race Relations (Amendment) Act 2000 gives all public authorities including Hambleton District Council, a general duty to promote race equality. This duty requires the Council, in carrying out its functions, to have 'due regard to the need to'

- (i) eliminate unlawful racial discrimination and
- (ii) Promote equality of opportunity and good race relations between persons of different racial groups.

The Council is also subject to specific duties, which require us to publish a Race Equality Scheme showing how it intends to meet its new duties as well as how it will put in place arrangements for ethnic monitoring of its employment functions. This scheme sets out how the Council is approaching its duty under the Race Relations (Amendment) Act 2000.

### **OUR STRATEGIC OBJECTIVES FOR RACE EQUALITY ARE:**

#### **SERVICE DELIVERY:**

We will ensure that:

- ✍ our services are accessible;
- ✍ our services are flexible and responsive to the needs of the community;
- ✍ all users of our services are treated equally and all complaints are dealt with fairly in accordance with the Council's Race Equality Scheme and Equality policies;
- ✍ we will monitor all contracts to ensure contractors comply with the Council's Race Equality scheme and Diversity Policies;
- ✍ Elected members and employees will receive training in the Authority's Equality Policies and other relevant policies and procedures.
- ✍ we will establish systems to monitor our services and put in place plans to achieve continual improvement;

## **COMMUNITY COHESION**

The Authority will continue in its commitment to achieving equality for all those who live, work and visit Hambleton by: -

- ✍ Working within the cultural framework to improve access, inclusion in participation and enjoyment of cultural activity
- ✍ Ensuring that this Policy complements and supports the Social Inclusion Strategy and its priorities;
- ✍ Consulting widely within the community on the way in which services are planned and delivered;
- ✍ Publishing the results of our consultations and monitoring to sure our citizens have access to the information provided.

## **EMPLOYMENT**

The Authority is committed to eliminating discrimination in employment through the establishment of good employment practices, applied equally to all employees. All employees will: -

- ✍ have equality of opportunity in recruitment and selection, redundancy, retirement and redeployment, grievance and disciplinary procedures, performance appraisal, career development and training;
- ✍ be consulted on the way in which policies are developed and implemented;
- ✍ have any complaints fairly and properly investigated;
- ✍ receive training on the Authority's Equality Policies to enable them to understand their responsibilities for equality and expected standards of behaviour;
- ✍ The Authority will introduce policies which are appropriate to the varying needs and work/life responsibilities of employees;
- ✍ The Authority will introduce effective monitoring procedures.
- ✍ The Authority will take positive action to achieve a workforce which is representative of the community.
- ✍ The Authority will ensure that where a service or function is transferred under the Transfer of Undertakings (Protection of Employment) Regulations 1981, arrangements are put in place to ensure compliance with the Council's equality policies.

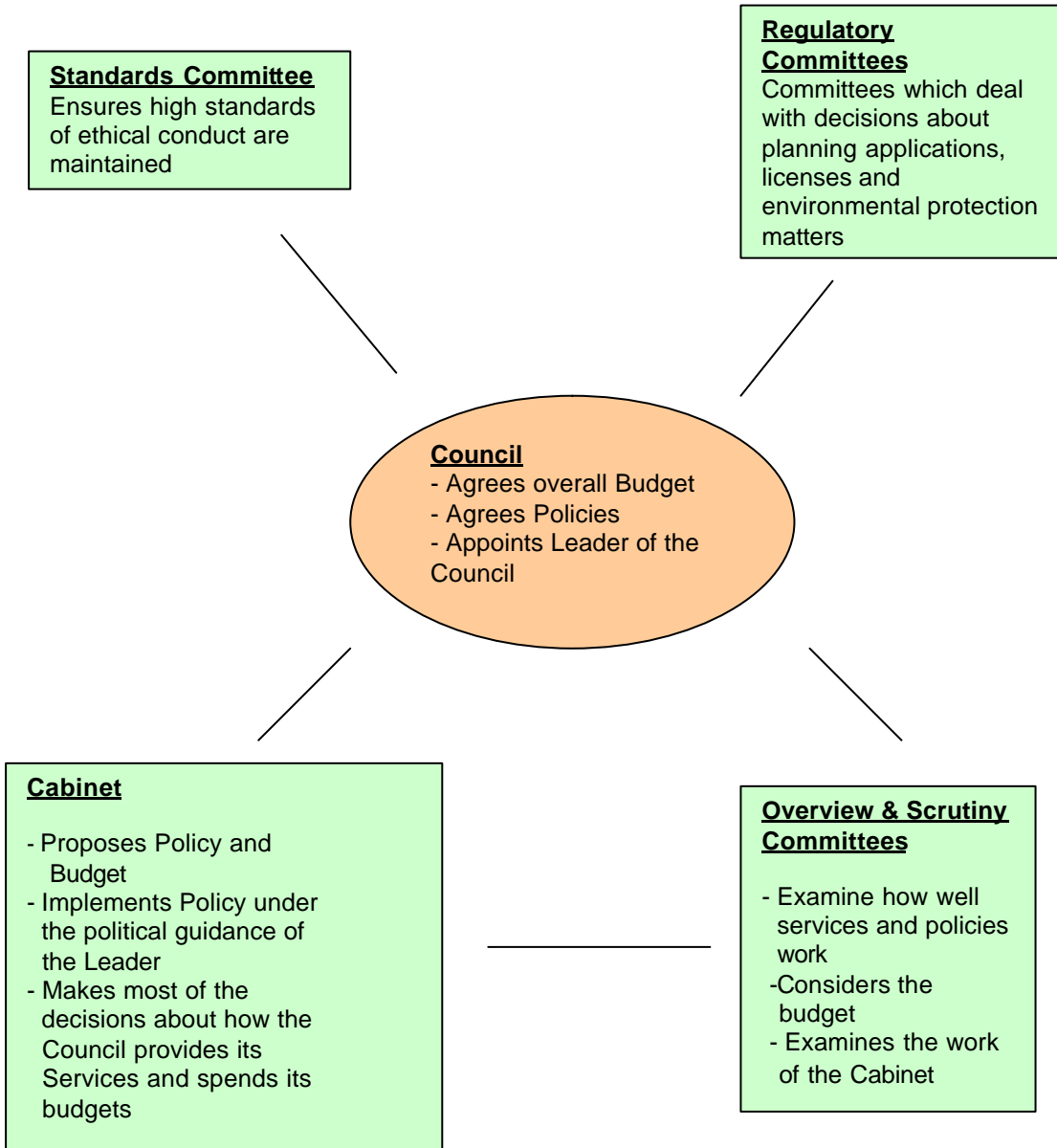
**SECTION 2: THE COUNCIL'S ORGANISATIONAL STRUCTURE, FUNCTIONS AND POLICIES**

**1. THE POLITICAL STRUCTURE OF THE COUNCIL**

Councillors are elected, every 4 years by the residents of the particular Ward the Councillor represents. In Hambleton there are 44 Councillors.

The role of Councillors is to listen to the concerns and views of residents and to bring those issues into the work of the Council. This can be done in a variety of different ways, through the political structures of the Council.

Details of individual Councillors and the Ward they represent are attached at Annex 1. The following diagram summarises the Council's political structures.

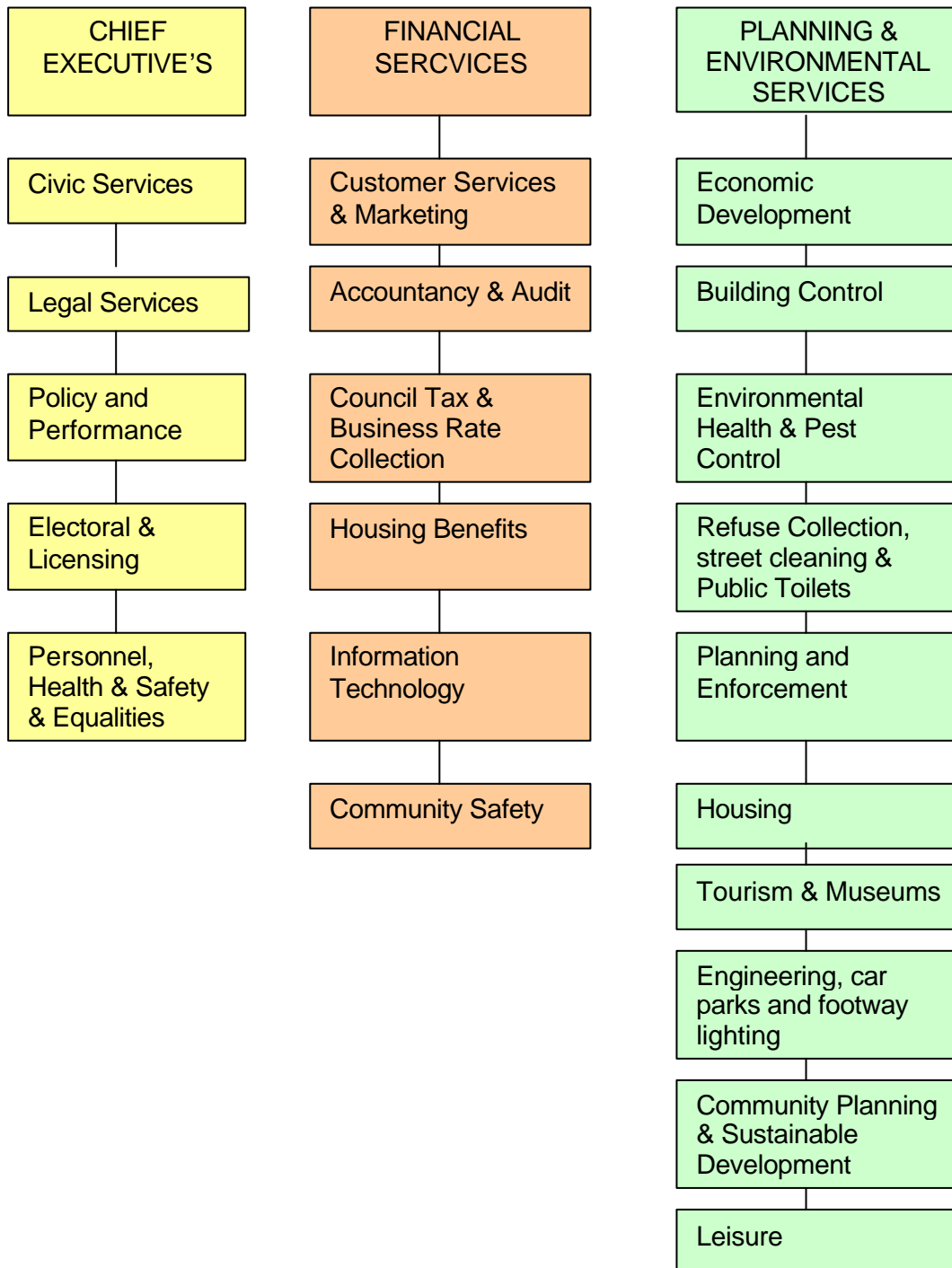


## 2. THE COUNCIL'S WORKFORCE

The Council employs 480 staff, including part timers who are divided between three departments, each headed by a Chief Officer. .

Full details of the Council's services can be found on our website [www.hambleton.gov.uk](http://www.hambleton.gov.uk)

### THE COUNCIL'S DEPARTMENTAL STRUCTURE



### 3. THE COUNCIL'S FUNCTIONS AND POLICIES

The Council's vision for Hambleton is: 'Making life better.... Improving quality of life for all by providing high quality services to our communities and helping to deliver community needs.'

This vision has been translated into 5 broad themes with priorities for each theme as follows:

**Prosperity** – to develop communities that flourish without deprivation:-

- ? That sees full employment by investment in people and place
- ? With accessible and varied transport
- ? That together improves standard of living

**Target areas:** revitalising market towns, supporting tourism growth, creating the capacity for new and needed jobs, transport support

**Health** – to ensure everyone is able to enjoy an active life:-

- ? Through leisure & cultural opportunities (provision, participation and promotion)
- ? Health and lifestyle improvement

**Target areas:** improving leisure opportunities, developing arts & cultural opportunities

**Safety** – making people feel safer:-

- ? By reducing crime and the fear of crime
- ? Providing help when needed to deal with identified community problems

**Target areas:** reducing crime, reducing fear of crime, dealing with local problems

**Environment and Housing** – to enhance and environment that is attractive, clean and safe:-

- ? With complimentary infrastructure
- ? And access to quality and affordable housing

**Target areas:** Cleaner streets, more local recycling schemes, better housing, maintaining the character and appearance of the district, ensuring benefit take up by those entitled.

**Citizenship** – Strengthening communities:-

- ? Supporting people to help themselves
- ? Listening to the community
- ? Leading to action by the council, communities and others

**Target areas:** Improving representative democracy, improving access to services and first time contact, supporting community based activity

These priorities will be achieved through the implementation of the Council's strategies, policies and procedures.

## **SECTION 3: THE COUNCIL'S EQUALITY STRATEGY**

### **1. INTEGRATION OF THE RACE EQUALITY SCHEME**

In order to meet its obligations under the Race Relations (Amendment) Act 2000 and its objective of placing equalities at the heart of its service provision, equal opportunities will be integrated into all policy, development, implementation, evaluation and review processes.

The key strategies which the Council has in place are attached at Annex 3

### **2. HOW WILL THIS BE ACHIEVED?**

#### **THE EQUALITIES GROUP**

In order to meet the requirements of the Race Relations (Amendment) Act and the aims and objectives of the Council's Equality Policy a cross departmental equalities group has been established.

The main responsibilities of the group are to:

- ✍ Develop policies and procedures to fulfil the aims and objectives of the Equalities Policy Statement
- ✍ Develop a Race Equality Scheme
- ✍ Establish wider methods of consultation with the citizens of Hambleton
- ✍ Review policies and procedures to ensure they meet legislative requirements
- ✍ Put in place effective monitoring systems
- ✍ Provide feedback on the outcome of consultation to Stakeholders
- ✍ Produce regular reports to Cabinet and senior managers on the outcome of monitoring and consultation
- ✍ Regularly monitor and review the Authority's performance against the relevant Performance Indicators
- ✍ Ensure the Council complies with the relevant Regulations, Codes of Practice and Government guidance in respect of equalities

## Race Equality Scheme 2005-2008

Membership of the Group is as follows:

Councillor J N Smith	:	Cabinet Member
Julia Spittle	:	Head of People and Performance
Helene Nowell	:	Policy and Research Officer
Jane Lithgo	:	Unison/Environmental Health Officer
Lisa Farrell	:	Solicitor
Lisa Wilson	:	Community Link Officer
Steve Lister	:	Facilities Manager
Wendy Cockburn	:	Assistant Personnel Officer
Ray Gill	:	Revenues Manager
Alan Glew	:	Housing Manager
Paul Staines	:	Customer Services Manager

## **SECTION 4: THE COUNCIL'S FUNCTIONS, SERVICES AND PRIORITIES FOR ACTION**

### **1. SETTING PRIORITIES**

Within the race equality scheme, all functions and services have been assessed for their relevance to race equality and the general duty.

All functions and services have been assessed against the following criteria:

- ✍ Which of the following aspects of the General Duty does the service relate to
  - Eliminating discrimination
  - Promoting equal opportunities
  - Promoting good race relations
- ✍ Is there any evidence or reason to believe that some racial groups could be differently affected and if so which racial groups?
- ✍ Is there any public concern that functions/policies are being operated in a discriminatory manner?

The Equalities Group in consultation with Council managers undertook the assessment and this provided a prioritised list of all the functions, which were assessed in more detail over a 3-year period. Those services have now been reassessed and the outcome of that assessment is shown in Annex 2.

### **2. HOW WILL WE ASSESS AND CONSULT ON THE RACE EQUALITY SCHEME AND NEW POLICIES THE COUNCIL PROPOSES TO INTRODUCE?**

Under the new duties arising from the Race Relations (Amendment) Act, the Council is under a duty to describe how it proposes to assess and consult on the likely impact of proposed policies to race equality. This is described in more detail in paragraph 3 below.

The Council must also be sure that any policies which are already in place or which it is proposed to introduce in the future promote equality of opportunity and good race relations and do not lead to direct or indirect discrimination.

#### **(i) ASSESSMENT OF CURRENT POLICIES ON THE PROMOTION OF RACE EQUALITY**

The Council has already made an assessment of existing functions and policies and prioritised these. These functions have been audited over the

life of the first Race Equality Scheme as described above. Following that audit managers have set equality targets to improve the way in which their services are delivered and accessed by the community.

**(ii) ASSESSING THE IMPACT OF NEW POLICIES ON THE PROMOTION OF RACE EQUALITY**

In order to assess the impact of proposed policies on race relations, the Council will utilise the following methods:

- ✍ Any available demographic data, including census findings
- ✍ Available research findings
- ✍ Comparisons with similar policies either within the council or in other local authorities
- ✍ Survey data
- ✍ Ethnic monitoring data
- ✍ One off data gathering exercises e.g. consultation exercises
- ✍ Specially commissioned research

In addition, all policy documents and those requiring Cabinet approval, will include a paragraph, which will demonstrate that the potential impact of the policy on race relations has been assessed in accordance with the methods detailed above.

<b>3. CONSULTATION</b>
------------------------

The Council has a consultation strategy setting out its commitment to effective consultation. The Council uses a wide variety of methods of consultation to ensure all those in the community have an opportunity to make their opinions heard.

Such methods include:

Questionnaires	The local press/Hambleton News	Officer or postal surveys
Exhibitions	Customer Forums	Open Days
Letters to individual stakeholders	Public meetings	On-street surveys
	Audits	Dual use meetings with partner organisations
	Roadshows	

In addition, as a Community Leader the Council is in the process of establishing arrangements designed to encourage individuals and groups from all sections of the community to engage with, contribute to and participate in the work of the Council.

The Council has also put in place monitoring arrangements to ensure this is operating effectively.

The aim is to ensure that plans, priorities and targets are developed in consultation with the local community and other key stakeholders.

## Race Equality Scheme 2005-2008

However, the Council recognises that to engage all members of the community, arrangements aimed specifically at black and ethnic minorities need to be developed. In order to achieve this, the following consultation methods are being developed:

- ✍ Establishment of focus groups for regular discussion and consultation
- ✍ Utilising existing reference groups
- ✍ Consultation with individuals from black and ethnic minorities who may be more isolated due to the rural nature of the area e.g. shopkeepers and restaurateurs
- ✍ Surveys
- ✍ Demographic data including census data

## SECTION 5: MONITORING FUNCTIONS AND POLICIES

### 1. MONITORING SERVICE DELIVERY

In order to fulfil the requirements of the Race Relations (Amendment) Act it is important to measure the effects of our policies and practices on different racial groups and in particular whether such policies are discriminating against certain racial groups.

The Council already monitors its functions, services and policies through:

- ✍ Regular customer satisfaction surveys
- ✍ Comparison with other local authorities and relevant organisations
- ✍ More general surveys
- ✍ Other consultation methods such as focus groups, public meetings etc.
- ✍ Through our complaints procedure

The Council recognises however, that it needs to develop its monitoring arrangements further to:

- ✍ Monitor the effects of policies on different racial groups
- ✍ Check whether there are any differences between racial groups
- ✍ Assess whether these differences have an adverse impact on a particular group

The development of this monitoring system is a priority under the Race Equality Action Plan.

### 2. MONITORING IN EMPLOYMENT

Under the specific duties arising out of the Race Relations (Amendment) Act 2000, the Council must set out the processes it has in place for ethnically monitoring:

- ✍ Staff in post
- ✍ Applicants for jobs
- ✍ Applicants for training
- ✍ Applicants for promotion
- ✍ Employees who receive training
- ✍ Employees who suffer a detriment or benefit as a result of performance assessment
- ✍ Employees who lodge a grievance or are subject to disciplinary action
- ✍ Employees who leave the Council.

The Council has now established monitoring processes to ensure that:

- ✍ Staff in post are now ethnically monitored in terms of grade, permanent, full time, part time, promotion and service area
- ✍ Applicants for all vacancies within the Council are now monitored by race at each stage of the recruitment procedure
- ✍ Existing employees are now monitored by race in terms of access and attendance at training and development opportunities. This includes:
  - Professional and technical training opportunities
  - Post entry training
  - Personal development opportunities
  - Corporate Training
- ✍ Employees who lodge grievances or who are the subject of disciplinary action or capability procedures will be monitored by race.
- ✍ The reasons for employees leaving the Council are monitored through an exit interview, to ascertain whether there was any racial dimension to the reasons given.

### **3. ANALYSIS AND REPORTING OF DATA**

The monitoring information is collated on a quarterly basis by the Personnel Section. The data gathered will be used to inform future policy, target setting and action planning.

### **4. ARRANGEMENTS FOR PUBLISHING THE RESULTS OF ETHNIC MONITORING**

The results of ethnic monitoring will be published on an annual basis in the Council's newspaper, Hambleton News and on the Council's website [www.hambleton.gov.uk](http://www.hambleton.gov.uk).

Because of the small number of black and ethnic minority employees, and the sensitive nature of the information, particular care will be taken to maintain confidentiality and protect individual privacy.

## **SECTION 6: ACCESS TO INFORMATION AND SERVICES**

Under the Race Relations (Amendment) Act 2000, the Council must have in place systems to ensure that all sections of the community have access to information about Council services and access to the services they require.

Annex 2 is a list of the Council's functions, prioritised in order of their relevance to race equality issues over a 3year period. Each of these functions has now been audited to ascertain.

### **Service Users**

Who are the users of the service; how are differing community needs recognised and met?

### **Information**

How are people made aware of the service? Is information translated into different languages?

### **Consultation**

How do people comment or complain about the service? Are there cultural or social needs preventing take up?

### **Access and Availability**

Why don't non-users access the service? Are there cultural or social needs preventing take-up?

Partnership Arrangements with neighbouring local authorities have been entered into to maximise the use of resources in respect of translation and interpretation arrangements.

## **SECTION 7: PROVISION OF INFORMATION TO EMPLOYEES AND TRAINING POLICY**

For the Council's equality policies to be implemented effectively, staff and Members need to be trained so that they can

- understand the impact that racial discrimination and harassment can have on black and minority ethnic people
- be aware of the relevance of race in the services they are providing
- be able to challenge racial discrimination, harassment, prejudice and inappropriate behaviour.

The following is a summary of the Council's arrangements for training staff and members on race equality. A more detailed description of the Training programmes for staff and managers is reproduced at Annex 4.

### **Members Seminars**

A seminar on Diversity has been incorporated into the Members Training Programme

- ? The requirements of the Race Relations (Amendment) Act 2000 and the Equality Standard for Local Government
- ? The Council's Race Equality Scheme
- ? The Council's auditing and action planning processes.

### **Impact Assessment Seminars for Senior Officers' and Managers**

From June 2002 training sessions have been held for all managers. In addition to the areas listed above, managers are being given support to help them undertake audits of their service areas and to undertake impact assessments in relation to new policies.

### **General Equalities Training**

Under the Corporate training programme, all employees will undertake training on equality awareness during 2003.

### **General Information**

Employees have been kept up-to-date with the work of the Equal Opportunities Group through the Council's communication system of Employee.coms to which all employees have access.

In addition a specific area has been established on the Intranet providing a range of information on equalities with links to other relevant sites.

## **SECTION 8: COMPLAINTS PROCEDURE**

This Council's Complaints Procedure sets out how the Council will deal with complaints about itself. The aim is to deal with complaints impartially, objectively and professionally. The Council will be helpful and receptive to the complainant and sensitive to any special needs and circumstances. Any reasonable assistance will be given to the complainant to enable the complaint to be properly made. In dealing with complaints the Council will comply with its Equalities Policy.

Complaints can be made by either:

- ? Writing to or telephoning the Council or, if known, to the specific Department;
- ? Visiting the Council, Area Offices, or if known, the specific Department;
- ? Contacting the employee who provided the service or his/her supervisor; or
- ? Contacting a Councillor

The Council investigates and deals with any complaint as quickly as possible and a reply will be given within 10 days. If a complaint takes longer to resolve due to the gravity or complexity of the issue a complainant will be regularly informed as to the progress of the complaint.

If the complainant is not satisfied, the Chief Officer of the Department concerned with the Chief Executive will carry out a review within 10 days of a second opinion being requested.

If the issue remains unresolved, the Council's Standards Committee (consisting 5 Councillors) can review the complaint on behalf of the complainant.

Following the above, or at any stage during the complaints procedure a complainant can refer an issue to the Local Government Ombudsman for an independent investigation to be carried out.

**SECTION 9: SUMMARY ACTION PLAN AND TIMETABLE  
2005 - 2008**

ACTION/TASK	BY WHOM	OUTCOME	WHEN
All service areas to set equality targets	Equalities Group	Improved service provision and accessibility for all existing and potential service users	31.3.06
Set employment equality targets for recruitment, staff retention & workforce profiles	Personnel Unit	Fair employment processes for all sections of the community	31.3.06
Review contracting arrangements	Procurement Group	The reduction of discriminatory practices by contractors	31.3.06
Completion of level 3 of the Equality Standard	Equalities Group	Level 3 of the standard	31.3.06
Develop a consultation strategy for hard to reach groups	Policy Unit	All citizens will have an opportunity to engage with the Council about the quality and provision of services	31.12.06
Develop improved partnership arrangements to agree equality targets	Equalities Group	Equality targets will better meet the needs of customers and	31.12.06
Establish systems, both internal and external to scrutinise the impact of equality actions	Equalities Group	Improved service provision and accessibility for all existing and potential service users	31.12.06
Review resources available to achieve equality outcomes	Chief Officers Management Team	Adequate resources made available to achieve targets	31.3.07
Continue to deliver Equalities training programme. Deliver E-learning opportunities	Personnel Unit	All Members and Officers will be familiar with the requirements of the legislation and the Council's policies relating to equalities. They will have an increased awareness of equality issues and the relevance of such issues to their roles.	31.3.07

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Review consultation process to ensure the engagement of BME groups	Equalities Group	BME citizens are fully engaged in the development and delivery of services	31.3.08
Expand the monitoring of employment data to set targets and inform members and managers	Personnel Unit	Fair employment processes for all sections of the community	31.3.08
Achieve Level 4 of the Equality Standard	Equalities Group	Level 4 of the Standard	31.3.08

## SECTION 10. TELL US WHAT YOU THINK

The Race Equality Scheme has been written and published by the Personnel Unit of Hambleton District Council.

If you have any comments on the content of the scheme you can contact us on tel: 01609 767066 or 01609 767014

Or by E-mailing [julia.spittle@hambleton.gov.uk](mailto:julia.spittle@hambleton.gov.uk) or [wendy.cockburn@hambleton.gov.uk](mailto:wendy.cockburn@hambleton.gov.uk) or on the Council's website [www.hambleton.gov.uk](http://www.hambleton.gov.uk)

Alternatively you can write to:

The Personnel Unit,  
Hambleton District Council,  
Civic Centre,  
Stone Cross,  
Northallerton,  
North Yorkshire DL6 2UU

**Annex 1****HAMBLETON DISTRICT COUNCIL****M E M B E R S H I P**

<b>CODE NO</b>	<b>NAME</b>	<b>ADDRESS</b>	<b>TEL NO</b>
6	ABBEY F Wesley (Con) (Easingwold)	The Manor, Moss End Farm, Hawkhills Easingwold, York YO61 3EW	01347 838593
15	ANDREW Ralph I (Con) (Northallerton North)	65 Mowbray Road, Northallerton DL6 1QT	01609 774321
26	BAKER Robert A (Con) (The Thorntons)	High Crosby House 9 The Stonebow Thornton le Beans Northallerton DL6 3SR	01609 776786
10	BARKER Arthur W (Con) (Leeming)	Manor House, Burneston, Bedale DL8 2HT	01677 422239
13	BLADES David M (Con) (Northallerton Broomfield)	Greenways, Bullamoor Road, Northallerton DL6 3QW	01609 774565
17	BROWN Peter G (Con) (Romanby)	Rose Nook, St Stephen's Gardens, Romanby, Northallerton DL7 8XN	01609 780240
21	COOKMAN Mrs Christine S (Con) (Stillington)	Cottage Farm, High Street, Stillington, York YO61 1LG	01347 810047
14	COULSON John (Ind) (Northallerton Central)	58 Crosby Road, Northallerton DL6 1AF	01609 771109
18	DICKINS Stephen P (Con) (Rudby)	Wellington Farm, Ingleby Cross, Northallerton DL6 3JX	01609 882271
6	ELLIS Geoff W (Con) (Easingwold)	The Lund Farm, Easingwold, York YO61 3PB	01347 821639
29	FEATHERSTONE Percy (Con) (White Horse)	Railway Cottage, Coxwold, York YO61 4AE	01347 868379
7	FLETCHER John E (Con) (Great Ayton)	10 High Green, Great Ayton, Middlesbrough TS9 6BJ	01642 723549
18	FORTUNE Mrs Bridget S (Con) (Rudby)	24 South Side, Hutton Rudby, Yarm TS15 0DD	01642 701087
7	GREENWELL Mrs Francis M (Con) (Great Ayton)	51 Newton Road, Great Ayton, Middlesbrough TS9 6DT	01642 722966

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22	GRIFFITHS Mrs Jacqueline A (Lib Dem) (Stokesley)	42 Meadowfield, Stokesley Middlesbrough TS9 5HG	01642 711572
19	HAIGH Miss Mollie D MBE (Lib Dem) (Shipton)	38 East Lane, Shipton-by-Beningbrough, York YO30 1AH	01904 470361
14	HALL Anthony W (Con) (Northallerton Central)	1 Meadow Close, Northallerton DL7 8YY	01609 771397
30	HOWEY Denis A (Con) (Whitestonecliffe)	Appletree Cottage, Sutton- under-Whitestonecliffe, Thirsk YO7 2PT	01845 597336
25	HUBBARD Stephen (Con) (Thirsk)	Tavea, 10 Market Place, Thirsk YO7 1LB	01845 524627
28	HUXTABLE Neville W (Con) (Topcliffe)	Dimple Wells, Thormanby York YO61 4NL	01845 501068
7	IMESON Mrs June OBE (Con) (Great Ayton)	12 Leven Court, Great Ayton, North Yorkshire TS9 6HS	01642 722175
9	JELLEY Graham A (Con) (Huby-Sutton)	Anvil Cottage, Main Street, Stillington, York YO61 1JU	01347 810654
2	LANGTHORNE Herbert (Con) (Brompton)	Fir Tree Farm Cottage, Brompton Northallerton DL6 2PF	01609 780249
11	LATTER Mrs Susan M (Con) (Leeming Bar)	The Anchorage, Station Road, Scruton, Northallerton DL7 0QN	01609 748612
1	LES Carl A (Con) (Bedale)	The Lodge @ Leeming Bar, Bedale DL8 1DT	01677 423702
25	MARSHALL Ms Janet (Lab) (Thirsk)	12 Woolmoor Close, Thirsk, YO7 1BY	01845 524725
4	MILLIGAN William M J (Ind) (The Cowtons)	Old Rectory, Great Smeaton, Northallerton DL6 2EP	01609 881404
23	MORLEY John (Con) (Swainby)	10 Claver Close, Swainby, Northallerton DL6 3DH	01642 700732
20	MURKETT David S (Con) (Sowerby)	Top Flat, 20 Topcliffe Road Sowerby, Thirsk YO7 1RD	01845 525262
13	NASH E Stanley (Con) (Northallerton Broomfield)	10 Borrowby Avenue, Northallerton DL6 1AL	01609 779268
12	PHILLIPS Brian (Con) (Morton on Swale)	Bridge Close Warlaby Northallerton DL7 9JS	01609 774016

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15	PREST M John (Con) (Northallerton North)	Stamford House, 65 High Street, Northallerton DL7 8EJ	01609 777757
22	RICHARDSON Michael (Con) (Stokesley)	16 The Avenue, Stokesley, Middlesbrough TS9 5ET	01642 710151
25	ROBINSON Andrew (Ind) (Thirsk)	2 West View, Borrowby, Thirsk YO7 4QX	01845 537233
20	ROBSON Mark S (Con) (Sowerby)	72 Topcliffe Road Sowerby Thirsk YO7 1RT	01845 523952
22	SEYMOUR Mrs Caroline M (Lib Dem) (Stokesley)	White House Farm, Stokesley, Middlesbrough TS9 5LE	01642 710382
3	SKILBECK Mrs Margaret (Con) (Broughton & Greenhow)	35 High Street, Great Broughton, Middlesbrough TS9 7EW	01642 712465
5	SMITH David H (Ind) (Crakehall)	Glenaire, Crakehall, Bedale DL8 1HS	01677 422908
17	SMITH John N (Con) (Romanby)	26 Wycliffe Avenue, Romanby, Northallerton DL7 8SZ	01609 775355
8	SOWRAY Peter G (Con) (Helperby)	Treble Sykes Farm, Helperby, York YO61 2SB	01423 360667
16	SWALES Timothy (Con) (Osmotherley)	Ellerbeck House Ellerbeck Northallerton DL6 2TF	01609 883263
27	WADE Frank (Con) (Tollerton)	"Tanstern", Station Road, Tollerton, York YO61 1RD	01347 838788
24	WEBSTER David A (Con) (Tanfield)	Mowbray Hill, Well, Bedale DL8 2QL	01677 470322
1	WEIGHELL John K (Con) (Bedale)	Southlands, Exelby Road, Bedale DL8 2ES	01677 422275

**RACE RELATIONS (AMENDMENT) ACT 2000:  
ASSESSMENT OF FUNCTIONS AND SERVICES 2005  
- 2008**

<b>FUNCTION/SERVICE</b>	<b>COMMENTS AND ISSUES TO CONSIDER</b>
<b>HIGH PRIORITY</b>	
Housing – Homelessness, Tenancy problems, Strategic policy Housing advice	Increase the supply of affordable housing Reduce the incidence of rough sleeping How are the needs of different BME's taken into account e.g. larger housing for extended families? Reduce use and length of stay in bed and breakfast accommodation Review policy towards travellers
Development Services – Building Control, Demolitions, Children's play grounds, Development Control, Landscaping, Planning Appeals	Extend accessibility of council premises / web based information Review policy towards travellers Ensure all officers are trained in the use of disability aids
Revenues and Benefits including Council Tax, Housing Benefits and Benefit Fraud, Concessionary Travel and Cash Collection	Review application forms Improve system of welfare visits for hard to reach groups Increase concessionary travel to 14 – 16 year olds Improve take up of Wheels to Work Scheme
Community Safety	Crime Audit data analysis – reduction in the number of recorded racial incidents – action taken? Increase the number of domestic violence refuge places
Economic Development – Industrial Estates, Regeneration	Information issues. How are decisions made about lettings? How are regeneration funds targeted? Review methods of consultation in respect of hard to reach groups Improve number and quality of jobs in Hambleton – more diverse job opportunities
Planning Policy – District wide local plan, conservation	Improve consultation process for hard to reach groups and businesses Increase the level of engagement

	<p>with hard to reach groups                  Review policy documents to ensure they are available in a range of languages and formats                  Increase the number of affordable homes</p>
Community Planning	<p>How do we engage with the community – so we use an appropriate range of techniques</p>
Elections	<p>Improve the accessibility of polling booths                  Provide information in a range of languages and formats</p>
Environmental Health – Public Health, Food Hygiene, Training, Infectious diseases, Health and Safety Enforcement, Nuisance complaints	<p>Issues relating to all of these. Some food processing plants bus in numbers of ethnic minority workers. Issues around Travellers. Specialised health and safety advice for minority businesses                  Food safety advice provided in a range of formats / languages                  More effective targeting of discretionary housing assistance -                  Fuel poverty strategy</p>
Leisure Centres and Sports Facilities	<p>Reflect diversity and equalities needs with person specifications.                  Implement the Inclusive Fitness initiative at Bedale Leisure Centre.                  Co-ordinate the approach to crime reduction/community safety initiatives.                  Improve leisure partnership work with Broadacres Housing Association.                  Ensure all internal sports development plans cover diversity and equalities.                  Raise diversity as an issue for all external sports development plans.                  Ensure diversity and equalities are considered within the school sports partnerships.</p>
Community Leisure, Arts, Museums and Tourism	<p>Operate the "All About Me" project, focusing on diversity.                  Operate the "Active 8" project focusing on diversity.                  Prioritise health inequalities as part of the Health Improvement Programme                  Raise awareness of diversity and equalities with:-                  Accommodation providers;                  Restaurants and eating establishments;</p>

	<p>Visitor centres. Adopt shared targets relating to health inequalities.</p>
Grants e.g. Sports, housing, art, disabled, village halls etc.	<p>Review criteria for giving grants. Are all sections of the community aware of grants available? Do they meet the needs of all groups?</p>
Personnel and Training	<p>All BVPI's relating or equality issues. Review recruitment procedures to address any inequalities. Ensure recruitment procedures include equality standards. Develop improved workforce profiles Continue to develop training programme on equalities.</p>
<b>MEDIUM PRIORITY</b>	
Licensing	<p>Are criteria for granting licenses fully impartial? Provision of information in a range of languages</p>
Press and Publicity	<p>Provision of information in different languages / formats</p>
Technical Services	<p>Mainly provision of information To service users e.g. car parks, flooding, street/footway repair.</p>
Graphic Services	<p>Displays, photographs, presentation of information</p>
Commercial Waste	<p>Provide information in different languages for minority businesses</p>
Refuse collection	<p>Particular issues around Travellers Provide information in different languages for minority businesses</p>
Markets	<p>Review allocation of market stalls Provision of information in a range of languages</p>
<b>LOW PRIORITY</b>	
Committee Services	<p>Do all members of the public have equal access to meetings?</p>
Accountancy and Audit	<p>Internal service</p>
ICT	<p>Targets in line with E-Gov project – to improve accessibility for all members of the public</p>
Land Charges / Legal Services	<p>Only in the way information is provided</p>
Environmental Health – Radiation Monitoring, Air Pollution, Contaminated Land	<p>Technical Service – some issues around the provision of information</p>
Non Domestic Rates / Creditors	<p>Only in the way information is provided</p>
Operational Services – Public conveniences, abandoned vehicles Litter enforcement / street cleaning / fly tipping /	<p>Only in the way information is provided Some issues around travellers</p>

**ANNEX 3****KEY COUNCIL STRATEGIES**

	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
Race Equality Scheme	Publish a draft RES with list of relevant functions and policies prioritised over a 3 year period	Access and consult on likely impact of proposed policies and publish results	Following consultation, review and revise results	Monitor policies for adverse impact and make sure the public have access to information and services	Continue to monitor and review functions on an ongoing basis.
Equality Standard	Commitment to a comprehensive policy	Assess and consult on needs/impact of policies	Set equality objectives and targets for service delivery and in employment	Establish information systems and monitoring against targets	Systematic review of all elements in the process to assess success.
Best Value	Establish authority – wide performance measures. Set out programme for reviews	Undertake fundamental reviews	Set and publish performance and efficiency targets. Address shortcomings	Inspection/ Audit	Check performance against the improvement plan
The Community Plan	Set a long term vision for area, focusing on outcomes	Engage and involve local communities and partners	Set an action plan identifying shorter – term priorities	Make arrangements for monitoring action plan and reporting progress to local communities	Review outcomes to check achievement against long term vision
Employee Development Strategy	Review current training provision and financial arrangements	Consider business goals of Authority and Employee needs	Agree objectives of training strategy and set priorities. Establish training budget	Monitor training for quality, value for money and effectiveness	Review outcomes against objectives of Strategy. Review training needs
District Wide Local Plan	Consultation with Stakeholders Set vision and priorities	Draw up draft plan and consult Stakeholders	Adoption of plan to 2016. Includes 5 year phased programmes – set targets and indicators	Monitor against phased programmes, targets and indicators	Review outcomes, adopt new government guidance and issues arising through monitoring

## Race Equality Scheme 2005-2008

District Leisure Strategy	Include commitment to promotion of equality in 2005-2010 Strategy	Ensure consultation process is inclusive of relevant racial groups	Establish objectives based on results of consultation	Implement systems for monitoring equality of service provision	Review effectiveness of approach
Economic Development Strategy	Pre-consultation with Members. Set vision of Strategy (5 years)	Consultation with key stakeholders	Set aims and objectives. Agree strategy. Draw up action plans/set priorities	Publish Strategy. Monitor progress. Agree action plan annually	Review actions/ priorities against long term vision.
Housing Strategy	Pre-consultation with stakeholders. Draw up draft Strategy	Circulate draft to stakeholders	Set aims and objectives. Agree with Members	Publish strategy. Circulate to Government agencies. Implement.	Monitor aims and objectives and review progress
Personnel Strategy	Set a long term vision for the Council	Set an action plan identifying short term priorities	Introduce a range of monitoring processes	Report on progress and consult service users on outcome	Review outcomes to check achievements against long term vision
Procurement Strategy	Review current procurement activity	Identify risks & investigate joint working arrangements	Develop a training programme - incorporate equality & sustainability clauses	Develop systems to monitor procurement activity	Review outcomes against strategy objectives
Young Persons Strategy	Consult with stakeholders & set vision & priorities	Develop draft strategy within the HSP	Develop a detailed action plan - seek to integrate young people issues into all council strategies	Monitor against action plan targets	Review outcomes against key objective and aims
Social Inclusion Strategy	Consult with stakeholders & set vision & priorities	Develop enabling strategy to allow the application of agreed principles into all policies, practices & procedures	Establish systems to mainstream 'inclusion for all' for all service areas. Develop partnerships	Monitor against good practice health check	Review outcomes against commitment set out in strategy
Communication and Consultation Strategy	Consult with stakeholders & set vision & priorities	Develop draft strategy	Develop a detailed action plan - seek to integrate equality issues	Monitor against action plan targets	Review outcomes against key objective and aims

## **TRAINING PROGRAMME**

### **TRAINING OBJECTIVES: Managers**

- ✍ To understand what Diversity is and why it is important
- ✍ The position of Hambleton District Council – are we competent to manage a diverse workforce
- ✍ Mainstreaming equalities
- ✍ The legislation
- ✍ Hambleton's Race Equality Scheme and Equalities policy
- ✍ The Equality Standard for Local Government
- ✍ Conducting an impact assessment
- ✍ Action Planning

### **TRAINING OBJECTIVES: EMPLOYEES**

- ✍ To understand what Diversity is and why it is important
- ✍ Being in a minority
- ✍ How to recognise discriminatory situations
- ✍ Hambleton's policies and practices
- ✍ Questioning our assumptions
- ✍ Action planning

### **OTHER TRAINING**

Training on diversity and equality is supplemented by other more specific training which includes:

- ✍ Disability Awareness
- ✍ Deaf Awareness
- ✍ The Council's policies on Equality, Harassment and Bullying, the Complaints procedure
- ✍ Dealing with Complaints
- ✍ Good practice when working with colleagues