



DISABILITY EQUALITY SCHEME

**Incorporating the schemes of the Education
Authority and Licensing Board**

ANNUAL PROGRESS REPORT

December 2008

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Appendix 1 - Employee Equality Monitoring Statement

1 Introduction

This is the second annual progress report to be prepared by South Ayrshire Council reviewing progress against the Disability Equality Scheme that it agreed in December 2006.

It reflects the statutory requirement a public authority must on an annual basis publish a report containing a summary of:

- the steps it has taken to fulfill its disability equality duty (the action plan); what has the authority done over the past year to eliminate discrimination and promote equality of opportunity and is it meeting its targets?
- the results of the information gathering which it has carried out – what evidence has been obtained and what does it indicate?
- what the authority has done with the information gathered – what actions will be taken as a result of what the information indicates?

The report has been structured to respond to each of these questions in turn.

Firstly, considering ‘the steps it has taken...’ the report starts by briefly reflecting on the approach that was set out in the Council’s own Disability Equality Scheme. It reviews the priorities that were identified through engagement with disabled people, and outlines the progress achieved to date in relation to these. It then goes on to look in more detail against the progress against the broader range of commitments contained in the action plan itself.

Secondly, reflecting on ‘the information gathering carried out’, the report reviews the information gathered in relation to the Employee Equality Monitoring Statement, the work undertaken in relation to delivering the Council’s disability duties as an Education Authority, and the broader work engaged in across the Council in terms of Equalities and Diversity Impact Assessments.

The response to the third question ‘what the authority has done with the information gathered’ is covered as an integral part of these previous sections, the specific section of this report taking the opportunity to briefly reflect on the need ensure that there is improved reporting and consideration of this aspect during the course of the year.

The approach taken in this second annual report has been to build our reporting from the point that we had reached at the end of our first year, reflecting the fact that many of the commitments that we made are to be delivered over the full three years of the Scheme. The progress made since December 2007 is distinguished from that of the first year by the use of blue text.

Once again, in reviewing progress we have identified some of the next steps that we intend to take to take the Scheme forward over the coming year.

During 2009-10, we intend to move to an overall Equalities and Diversity Policy. This move is explained later within this report, the intention being that we will continue to meet the statutory requirements of the individual equality schemes, but within an approach that helps us to mainstream how we identify, prioritise and respond to equality and diversity issues across South Ayrshire.

2 The steps we have taken to fulfil our disability equality duty

2.1 Approach to the development of the scheme

The content of the Disability Scheme 2006 was influenced by the involvement of disabled people in South Ayrshire and the views of organisations representing disabled people.

One of the main aspirations of the Scheme is that this involvement should continue through the life of the Scheme. Ongoing involvement has been achieved by the participation of a number of organisations in meetings of the Member Officer Group on Equality and Diversity. These include:

- a) South Ayrshire Access Panel
- b) South Ayrshire Forum on Disability
- c) South Ayrshire Elderly Forums Steering Group
- d) Ayrshire Independent Living Network

2.2 Progress on the priorities identified by disabled people

At each meeting of the Member Officer Group on Equality and Diversity the progress of the priority issues identified by disabled people has been discussed and highlighted below are some examples of progress made.

Access to Public Transport

Disabled Groups had a number of unresolved and ongoing access problems, particularly in relation to buses and taxis. To promote better access to bus services a meeting between disabled organisations, Strathclyde Passenger Transport and Stagecoach was held on Wednesday 31 January 2007. A number of issues were discussed and agreement reached on a method of joint working to ensure comments and complaints are expedited.

Regarding taxis, the South Ayrshire Access Panel are now invited to attend all meetings of the Taxi Forum and the Council has worked with Ayr College on a disability awareness module that is now part of the Taxi Drivers Course - completion of which is a requirement for the granting of taxi licenses. [Discussions have taken place with Ayr College to further develop, refine and improve the course for future participants.](#)

[A complaints procedure and complaints form, that will allow any issues or concerns relating to the use of taxis and other forms of public transport in South Ayrshire, is in the final stages of completion. The initial design has been amended in the light of discussions with the Taxi Forum, Access Panel and Licensing Board.](#)

Access to Parking

Officers have progressed specific parking issues raised by disabled organisations with Strathclyde Police and Stagecoach. The South Ayrshire Access Panel met with Planning and Transportation officers and reviewed service consultation arrangements. Consultation arrangements have been agreed e.g. the South Ayrshire Access Panel are now consulted on Planning and Transportation Policies and Strategies.

[This issue has also been identified as a concern by the recently formed Disabled Employee Forum \(see page 6\). One of the initial pieces of work they intend to undertake is a mini survey of the availability of disabled parking bays across South Ayrshire Council offices, and the availability of such bays to disabled employees.](#)

Access to Buildings

In addition to providing ongoing support to the South Ayrshire Access Panel, the Council's Disablement Liaison Officer gives disability advice on Building Control and planning matters to both the private and public sectors.

Disabled Organisations had raised a number of concerns about the Ayr Central Development. During 2006 and 2007 Planning and Transportation officers arranged meetings with the developer and the South Ayrshire Access Panel and as a result some remedial minor works have been undertaken.

As at 31 March 2007, the Council reported that 49% of its public service buildings (this figure excludes schools) were suitable and accessible to disabled people. This remains at same the level reported 12 months previously, the Council's performance being ranked 18th out of the 32 councils across Scotland for this measure.

As part of the action to ensure accessibility of the County Buildings, the project to improve lighting to main reception, corridors and staircases has been completed. The main reception area has also been upgraded, including the provision of fully automatic entrance doors. In addition, work is continuing with Historic Scotland to pilot stair tread highlights and evaluation of the findings.

The Council has also supported the South Ayrshire Access Panel in the production of the Accessible Guide to Ayr in 2006 and then in 2007 two new Accessible Guides were also been produced for Troon/Prestwick and Maybole/Girvan.

By 31 March 2008, the percentage of public service buildings that are suitable and accessible to disabled people improved slightly to 50%. However analysis revealed that this increase was due to the number of operational buildings decreasing, with four being disposed of during 2007/08. Our position relative to other councils across Scotland has lined to 20th.

A programme of adaptations and alterations was agreed 2008/09 to help meet DDA requirements, covering a number of other Council properties. Works completed to date include the provision of a disabled toilet and changing facilities at Troon Primary and improvements to Prestwick Community Centre. The DDA work at the Rozelle Galleries is due to be completed in January 2009.

Other DDA work that is due to be completed during 2008/9 will deliver improved public access to Newton House and improvements to Troon Swimming Pool. Work planned to install lifts at Marr College and Kyle Academy will not be completed until the summer of 2009 due to design and lead in issues. Beyond this possible improvements are being examined for the Carnegie Library in Ayr.

Awareness Raising

As part of the Council's "Promoting the Equality and Diversity Agenda in South Ayrshire" training programme for Elected Members, Disability Equality awareness training was scheduled for July 2007. Unfortunately, this did not proceed as the officer delivering the programme left the Council's employment.

To progress this training requirement, Human Resources staff have been sourcing training for elected members, general awareness training for staff and departmental specific training and are at present in contact with the Clyde Valley Project to establish if it is possible to access the work undertaken on Equality and Diversity. In the absence of formal training, briefing sessions have been held for elected members with an equalities remit.

The Recruitment and Selection Procedures training course has also been updated to include disability equality awareness.

Two sessions of Equalities and Diversity Awareness Training were delivered to our Councillors in October 2008. Building on this material and approach, further sessions will be rolled out to Heads of Service and other service managers within the Council over the remainder of 2008/9.

During 2008, the Council became a member of the Scottish National Federation for the Welfare of the Blind, which we hope will help us to access relevant information and best practice to help promote equality and opportunity for people affected by serious sight loss within South Ayrshire.

The Council has also committed to working with Ayr College on an 'Equality in Partnership Event' due to be held on the 21 January 2009, where through collaborative effort of number of organisations throughout Ayrshire, there will be an opportunity to learn from and share best practice and recent developments in taking forward equalities.

Communications

There has continued to be good progress with the accessibility of the Council Website. Ongoing reviews of the website show that we have obtained 99% of the WAI Accessibility Standard on existing pages and 100% on new sections. We have now achieved the required standard of 100% Level A. In addition we are at 30% for level AA and 4% for level AAA. We will continue to work to improve accessibility above the required Level A.

The website has a Browsealoud speech recognition software on all council websites and this was extended to the Ayrshire Valuation Joint Board in October 2007. Disabled organisation representatives have stated that they are very satisfied with the Website. The Browsealoud software is also available in all our libraries with headsets provided to maintain privacy.

In addition to the wide range of information on the website on council tax statute covering billing, liability, benefits/reliefs and recovery, as with all residents, disabled people can contact specialist staff at dedicated telephone numbers or personal interviews can be arranged to provide support as required.

In addition, an Equalities and Diversity webpage has been added in 2007, which acts as a home page for the Councils equalities schemes, including the Disability Equality Scheme. The minutes and papers of the Member Officer Group on Equality and Diversity are linked to this webpage as are the Equalities Monitoring Statements.

There have been significant developments of communications within the Council through the introduction of a Human Resources Newsletter and through the establishment of the Disabled Employee Forum.

The Newsletter helps to keep Council staff informed of Human Resources developments, being available by email and over our Intranet. It has been used to carry a number of equalities related items of news and information, helping to embed and emphasise that equalities forms part of our mainstream agenda.

The Disabled Employee Forum has allowed both disabled employees from across the Council, and colleagues with an interest in furthering disability equality to discuss issues of concern and identify a programme of actions that they can take forward to deliver improvements. The remit of the Forum, as agreed by the Council's Corporate Management Team, is:

- To raise awareness in the CMT about the needs of its employees who have disabilities.
- To ensure that policies are developed that met the needs of disabled people.
- To promote Best Value.
- To encourage debate and monitor strength of feeling which could be filtered through departmental DMTs.

The Forum has held four meetings between March and November 2008, and has agreed four key objectives that will shape its improvement programme and work over the coming year. These are:

- Access to the physical environment
- Access to communication and information
- Access to services
- Access to work

A report on the issues around these objectives and the Forum's suggested improvement programme is due to be considered by the CMT during December 2008.

2.3 Summary of progress against Action Plan

The Council's Disability Equality Scheme Action Plan identifies 33 objectives that it has committed to take forward over the three years of the Scheme to December 2009.

Their achievement is underpinned by a series of 132 key tasks that form part of the service plans of the respective departments. Progress against these has been subject to regular monitoring through the Council's Performance Management System.

The assessment of progress incorporated into this annual report reflects the position as updated by officers to the end of September 2008. The associated detailed working reports have been shared with the each department, as part of building this into our on-going management processes.

To avoid swamping this report with a level of management detail that would distract from what has been achieved, and what requires to be addressed in year 2 and 3, an overview is presented on the following pages, in terms of the five main areas that were targeted within the action plan:

- To promote disability equality, raise awareness and embed the scheme across the Council
- To promote disability equality across a range of front line services
- To promote disability equality within Education
- To improve disabled access to services and properties
- To a promote disability equality within the Council's employment practices

The 33 objectives that we set ourselves have been presented under each of these areas, together with a summary of the main outcomes that have been achieved to date.

To promote disability equality, raise awareness and embed the scheme across the Council

Objectives:

Promote disability equality through implementation of the Disability Equality Scheme 2006.

Promote disability equality awareness across the Council and comply with relevant legislation

Establish monitoring, reviewing and reporting processes to ensure compliance with the Council's Disability Equality Scheme

Outcomes achieved to date:

In 2007:

- Equality and Diversity Impact Assessments are starting to become embedded into the Council's review processes
- Options for provision of generic equalities training have been investigated
- Profile of monitoring and assessing progress against the Disability Equality Scheme has been raised across the Council's officers

In 2008:

- Equalities and Diversity Awareness Training delivered to Councillors. This will be rolled out to Heads of Service and other service managers within the Council over the remainder of 2008/9.
- Proposals developed that review the existing arrangements for the promotion, evaluation and reporting of equality and diversity by the Council, as part of a move to a values based approach.

Next Steps:

For 2009:

Re-invigorate the Equality and Diversity Impact Assessment process in conjunction with the Corporate Management Team and the Member Officer Group on Equality and Diversity.

Take forward the proposals to amend our existing arrangements for the promotion, evaluation and reporting of equality and diversity by the Council, with a view to developing an overarching Equality and Diversity Policy.

To promote disability equality across a range of front line services

Objectives:

Provide high quality accessible Revenues and Benefits services.

Promote equalities in the delivery of Building Standards services ; Community Safety services; Economic Development services; Licensing services; Neighbourhood services; Planning services; Planning and Transportation services; Roads Maintenance services; Roads and Transportation services; and Sustainable Development services

Provide high quality accessible social work and social care services.

Provide quality services for individuals with 'assessed needs'

Ensure effective service user involvement/participation in the delivery of assessed/targeted services.

Provide high quality accessible housing management services

Provide affordable housing for people in housing need

Ensure effective tenant participation

Promote regeneration of disadvantaged communities

Outcomes achieved to date:

In 2007:

- Active support for disabled people and associated issues within Building Standards
- Disability awareness now included within training for taxi drivers
- Improved linkages with, and use of the expertise of, the Local Access Panel
- Improved procedures to help disabled people to use local bus services
- Inclusive design [continues to be](#) pursued in design of play areas and open spaces
- Improved occupational therapy services through partnership working with NHS Ayrshire & Arran. [Plans are being progressed to establish a joint equipment store and to develop transparent criteria for the equipment / adaptations service.](#)
- Partnership in Practice Agreements are being delivered in a format accessible to those with a learning disability.
- On-going programme of work to upgrade council housing to make accessible to those with disabilities together with provision of aids and adaptations
- Continuing support of Older People Forum and Disability Forum

In 2008:

- [The progression of an extensive joint services programme to co-locate social work with health services in accommodation that is accessible to people with physical disability.](#)
- [The Council's 2008 Strategic Housing Investment Plan includes provision for amenity and wheelchair housing. Consideration is being given to joint Ayrshire research into housing requirements of people with particular needs.](#)

Next Steps:

As for 2008, in 2009:

[Improve monitoring of use of services by people with disabilities and improve feedback mechanisms – by taking account of best practice used elsewhere and through agreement at CMT level as to how this should be taken forward and resourced.](#)

To promote disability equality within Education

Objectives:

Provide an inclusive learning environment for disabled children and young people.

Remove barriers to ensure greater participation of disabled pupils, parents and staff.

Further improve physical access to schools.

Outcomes achieved to date:

In 2007:

- Accessibility Strategy Group in place, that is helping to promote best practice in schools in relation to disabilities equalities
- Training materials in use in schools to raise awareness of the requirements of the disability equality duty
- Consultation exercise in progress to better understand the accessibility needs of disabled children and young people
- Development of Inclusion Squad at Dundonald Primary, which has won national recognition for what the pupils have achieved.
- Following on from this, Inclusion Network established, which involves 12 primary schools
- On going programme to improve access to schools for children with specific additional support needs.
- Development of improved involvement for disabled stakeholders
- Tracking procedures in place to monitor progress of disabled pupils
- Development of Supporting Children's Learning – Manual for Inclusion

In 2008:

- Completion of survey of pupils, parents and staff in relation to physical access; communication; and access to the curriculum
- Further development of the Inclusion Squad network
- Training and anti-discrimination pack for head teachers
- Continuing programme of adaptation and improvements of access to schools

Next Steps:

For 2009:

- Review Accessibility Strategy and prepare new action plan in light of survey responses
- Develop a series of equalities training opportunities for all staff
- Work closely with Curriculum for Excellence Strategy group to ensure all new developments provide an inclusive framework for learning for pupils with additional support needs

To improve disabled access to services and properties

Objectives:

Ensure the Accessibility of the County Buildings, Town Buildings and premises used as Polling Stations.

Ensure Council IT systems are accessible to all communities.

Promote Equalities in the delivery of Corporate Safety services

Ensure that the Council's non-housing buildings comply with the requirements of the DDA

Outcomes achieved to date:

In 2007:

- Access has been improved to the County Buildings
- Council Website scores highly for levels of accessibility
- Improved access to Council Training facilities (Links Road, Prestwick)
- Programme for provision of joint health and social work services that will be co-located in accommodation that is accessible to people with physical disability is being progressed.
- Capital Programme for 2007/8 includes adaptations and alterations at Prestwick Swimming Pool and Newton House in Ayr.

In 2008:

- Provision of a disabled toilet and changing facilities at Troon Primary
- Improvements to Prestwick Community Centre.

Next Steps:

For 2009:

- The DDA work at the Rozelle Galleries is due to be completed in January 2009.
- Improved public access to Newton House and improvements to Troon Swimming Pool.
- Installation of lifts at Marr College and Kyle Academy in the summer of 2009
- Examination of potential improvements to the Carnegie Library in Ayr.

To a promote disability equality within the Council's employment practices

Objectives:

Enhance access to employment opportunities for disabled applicants and ensure equal treatment of applicants in the recruitment and selection process.

Ensure disabled employees have equal ability to continued employment and access to all types of post, promotion opportunities, flexible working and working beyond retirement

Ensure disabled employees are treated equally with regard to termination of employment

Ensure equal treatment of disabled employees in accessing development opportunities

Ensure that terms and conditions and policies and procedures, including job grading/salary and benefits are communicated and applied equally to disabled employees

Outcomes achieved to date:

In 2007:

- Equality and Diversity Impact Assessments being undertaken as part of rolling programme of review of employment policies
- Training on employment policies includes awareness of responsibilities towards disabled employees
- Guidelines prepared on 'Supporting people with a disability in South Ayrshire Council'

In 2008:

- Improvements to the monitoring of employment statistics in relation to equalities have been delivered by the introduction of quarterly reports that have been scrutinised by the Corporate Management Team and the Leadership Panel
- Baseline statistics were gathered on the views of employees as to whether they felt all employees were treated with fairness and respect, regardless of disability, gender, religion, race or age. Just under 65% of those surveyed felt this was the case.
- The Disabled Employee Forum has been launched, and has agreed four key objectives that will shape its improvement programme and work over the coming year.
- We have become a member of the Local Employment Partnership with the Job Centre, which has created stronger links between our organisations, and is giving us the opportunity to reach wider audiences e.g. through job fairs.

Next Steps:

For 2009:

Continue to develop employment monitoring in relation to equalities and to further promote its use as critical management information to help inform our employment practices – *through developing trend and annual reporting, within which we will identify where practices are being successful and where further attention and improvement is required. Within this commitment we will explore further the results concerning equalities revealed by the recent employee survey.*

3 The results of the information gathering we have carried out

3.1 Employee Equalities Monitoring Statement

Since August 2005 the Council has been recording Equality and Diversity employment information including ethnicity, gender and disability which is considered by elected members and thereafter published on the Council website.

These are now produced on a quarterly basis, the most recent Equalities Monitoring Statement being considered by the Leadership Panel on 4 November 2008. This is included for information as Appendix 1.

These reports now contain a more detailed analysis and interpretation of our employment information (including trend analysis) for each of the equality strands to illustrate the Council's progress. However, as yet we have not moved to incorporating recommendations for improvement actions for consideration by the Leadership Panel.

To date the main issue arising from the data remains the low number of disabled people employed by the Council and work is scheduled within the Scheme action plan to more accurately record the number of employees with disabilities, especially given the wide definition of disability introduced by the DDA 2005.

However, there has been some progress in the number of disabled employees recorded. From December 2006 to December 2007 there has been rise in the proportion of disabled employees from 0.7% to 1.2%. with the proportions of applicants, interview candidates and appointments for disabled candidates remaining relevantly constant throughout the recruitment and selection process, showing fairness and consistency.

During the three quarters to the 30 September 2008, this picture has remained essentially unchanged, with the proportion of disabled employees remaining at 1.2% of those who recorded their status. The actual numbers involved have fluctuated from 69 to 73 employees. Recruitment of disabled employees was 1.8% over the 9 months, promotion was 1.6%, and leavers from the Council was 1.6%. These are all slightly over the proportion of disabled people employed by the Council, but the numbers are very small to be able to perform any meaningful analysis of underlying trends or issues that we might wish to build on or address. Similarly there is not a significant basis for investigating the fact that the proportion of the workforce who are disabled who received training was only 1.1%, slightly below what might have been expected.

However, we are using this monitoring regime as a management tool, for example to follow up the reasons why under represented candidates were not offered the opportunity of interview. We also have a valuable resource in the recently established Disabled Employees Forum, which we will use to help inform our understanding of the practical issues that disabled people face working within the Council. Both these mechanisms will be used to develop our knowledge and improve our practices, with the aim of attracting and retaining more disabled employees.

One very practical way in which we are hoping to influence both our own employment position and the opportunities for disabled people in general, is through the adoption since spring 2008, of an Employment Support Post. This is jointly funded by social work and NEET funding to support particularly young people with disabilities into work. The post holder is currently sourcing potential council work placements, carrying out health and safety vetting and updating those of existing placements. He is setting up new procedures to be followed in relation to how agencies such as STEP make referrals to the Council for work placements for their clients and identifying candidates for those placements through liaising with Careers, STEP and other voluntary organisations.

3.2 Delivery of the Council's disability duties as an Education Authority

This section of the report outlines the steps that Education Culture and Lifelong Learning has taken to fulfil its responsibilities in relation to the disability equality duty over the period 2006-2008. The work carried out represents the department's commitment to ensure compliance with the disability equality duty and to promote understanding on work required to combat discrimination against disabled children and young people. During the course of 2007-2008 the department continued to promote and further embed disability equality within schools and other sections of the service.

Information gathered:

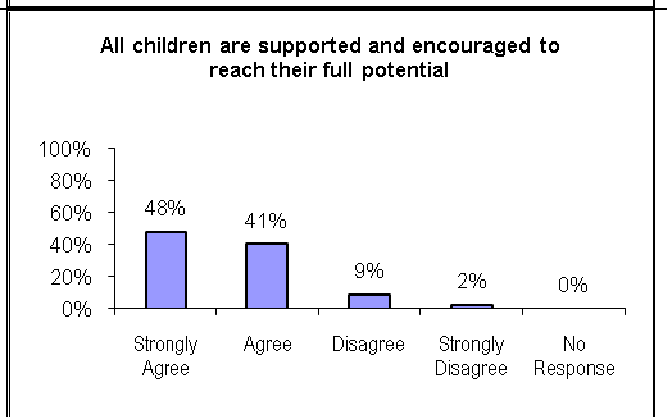
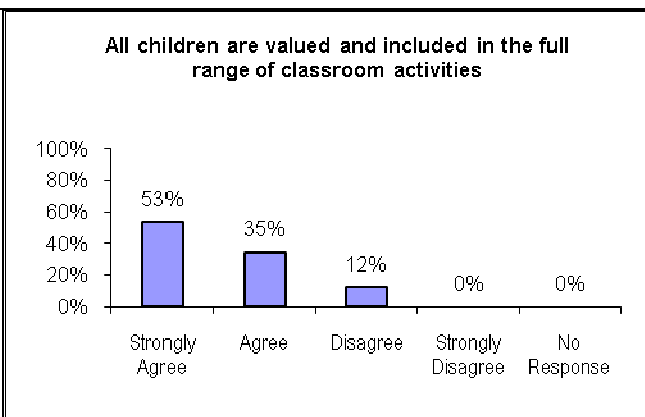
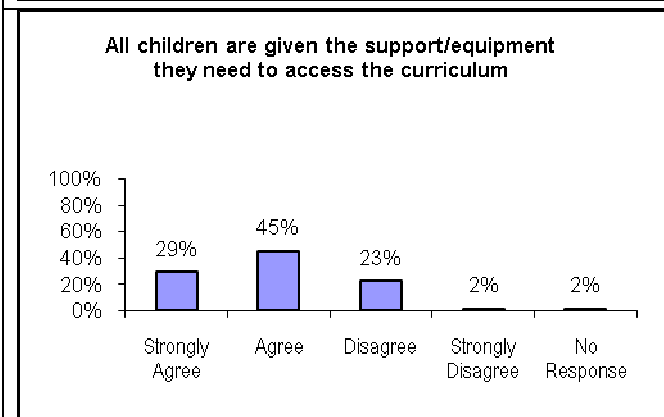
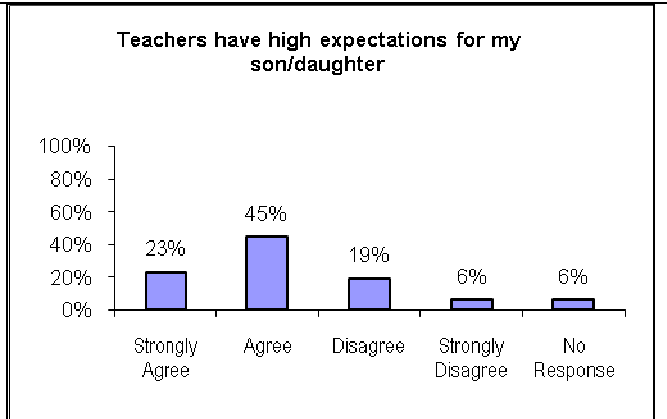
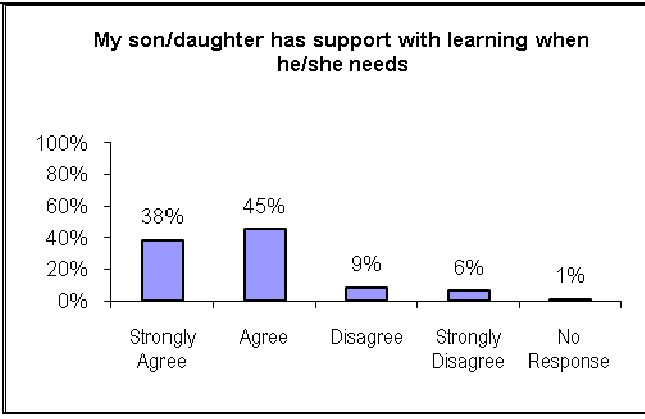
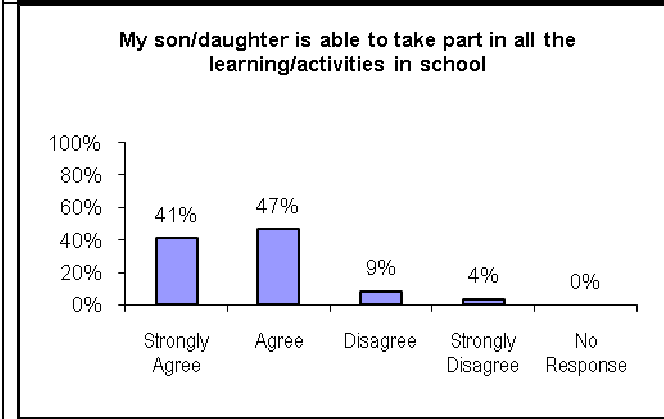
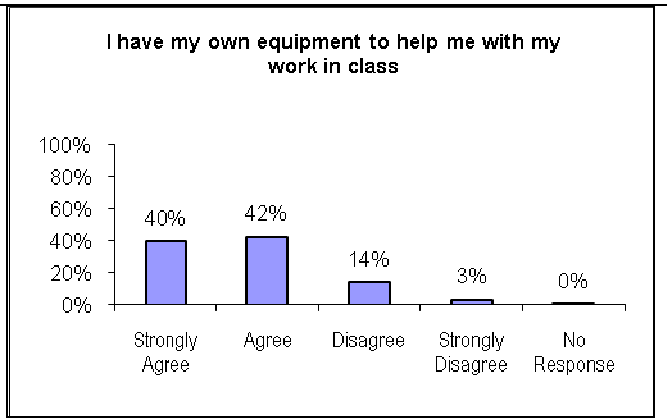
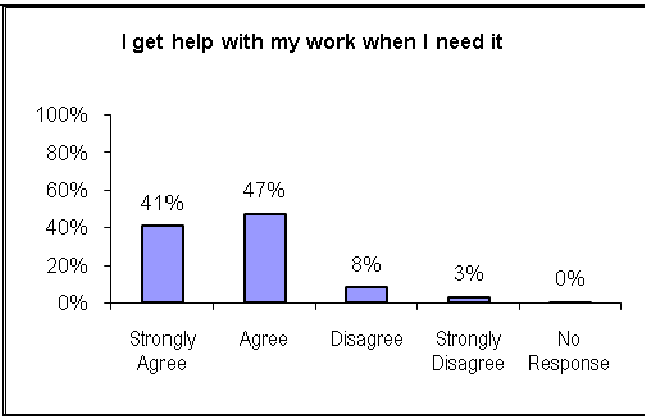
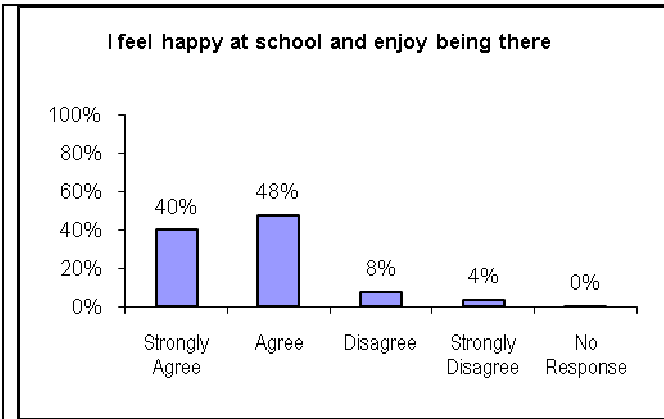
The Accessibility Strategy Group (comprising head teachers, Senior Psychologist, Senior Occupational Therapist, Sports Development, Quality Improvement Officer) has carried out a pilot questionnaire to enable consultation with disabled pupils, parents, teachers and support staff. Three schools have participated in the trial and we have analysed the findings which have been generally very positive. One pupil reported difficulties and this was followed up by the Senior Educational Psychologist. The questionnaire is being designed to be sent out to a wider group of children, young people, parents and staff. The group identified is those children within the Staged Intervention System at level 3 and above. In order to ensure as large a response as possible a Freepost questionnaire will be distributed to each of the three groups. This will be posted back to South Ayrshire Council for analysis by the Accessibility Strategy Group.

The survey of views of pupils, parents and staff was carried out in April 2008. All pupils and all parents of pupils at Staged Intervention 3 and above were asked their views on the following three areas, a) curriculum; b) communication and c) physical access. In total 197 pupils, 135 parents and 123 staff responded to the survey by returning the questionnaire. The responses were generally very positive in relation to the service provider as can be seen by the tables on the next page.

The feedback has highlighted a few areas where further developments could be made and these suggestions are being considered by the Accessibility Strategy Group. One of the areas currently under discussion is the development of a parent's group for those families with children who have additional support needs. Alongside this is another related area under consideration by the Equalities Member Officer Group, which is to offer opportunities for consultation and support to parents who have additional support needs themselves.

The Accessibility Strategy Group has also prepared training materials for staff in schools. The group produced a PowerPoint presentation for Head Teachers and Senior Staff to deliver to all their school staff in August 2007. The PowerPoint was accompanied by a Project Outline for the School Improvement Plan, an information flyer 'A Curriculum for Independence'. This information pack covered all the requirements to fulfil the disability equality duty. Highlighted within the information pack is the need for all schools to ensure that information regarding the needs of disabled pupils is gathered and importantly that all children are aware of the requirements to ensure that disabled children are not discriminated against.

An example of good practice that has been recognized at a national level is the Inclusion Squad at Dundonald Primary. A group of Primary 7 pupils worked together to identify all the barriers to inclusion in the school. This included access to physical education for disabled pupils. This work resulted in additional resource input from the Sports Development Team with the introduction of inclusive sports such as Boccia and New Age Curling. Dundonald Primary won first place in the Scottish Education Awards 'Schools for All' category. The Inclusion Squad also came second in the Scottish Support for Learning 'Good Practice' Awards. ECLL and the Sports Development Section are now rolling out the Inclusion Squad model to other schools in South Ayrshire with schools being represented in each cluster across the authority.



In 2007-2008 we have seen the Inclusion Squad model being further developed. All of the participating schools were invited to bring their Inclusion Squad members to a celebration event where groups exchanged project ideas and played inclusive sports games. Children from one primary school will present their research project to the Accessibility Strategy Group members to demonstrate the good practice which they are involved in within their school. The challenge in taking this model forward is recognised as being within the secondary sector, although steps have already been taken to establish Inclusion Squads in two secondary schools.

As part of our ongoing work to improve the physical environment for our pupils the Accessibility Strategy has an ongoing programme of upgrades and adaptations in place. Referrals are taken from colleagues in Occupational Therapy who link closely with Head Teachers to identify the needs of children and young people. There is still an ongoing commitment to ensure that our buildings are accessible and comply with current legislation. However it is recognised by the Accessibility Strategy Group that much more can be done to ensure not only compliance, but work above and beyond the legal framework, that will enable pupils to be included in all aspects of school life.

ECLL identified a key target to improve services for disabled stakeholders. In taking forward the Parental Involvement Strategy a consultation exercise on the implementation of this new legislation has enabled a focus on identifying ways of ensuring barriers to parental involvement are removed. An 'Open Space' event was organized for parents in March 2007 and a full report produced.

Impact Assessment Training for all policies and procedures has been carried out with Senior Managers in ECLL and this will be rolled out to Head Teachers to ensure compliance with equalities legislation.

ECLL Service Plan monitoring and review meeting disability equality requirements:

As part of the target to ensure the improvement of educational achievement of disabled pupils tracking procedures to monitor progress are now in place. The School Improvement Directorate Visit, Standards and Quality Review Programme and Link Officer School Improvement Visits, all monitor equalities objectives.

ECLL developments to support children under the Education (Additional Support for Learning) (Scotland) Act 2004 include the publication of 'Supporting Children's Learning – Manual for Inclusion'.

The new document reflects the good practice which already exists in schools and is intended to help realize the vision that every school is a centre of excellence in relation to bringing together the different services needed to support children, young people and their families. The Additional Support for Learning Strategy Group, which included partners from health, social work, Careers Scotland, the voluntary sector and school staff, was largely responsible for producing the Manual for Inclusion.

A series of training events were held for head teachers to introduce an anti discrimination pack. The induction pack has been demonstrated to a significant number of senior staff and further sessions will be offered when the pack becomes available to schools from the Scottish Government.

3.3 Impact Assessments

As outlined in the Council's Disability Equality Scheme, we have developed a generic approach to impact assessment that includes disability equality impact assessment. The approach makes impact assessment part of the policy development process, such that any major new policy or review of an existing policy requires to be impact assessed.

The process involves officers using an impact assessment tool consisting of a checklist and supporting guidance. During the year training was rolled out to senior officers across the Council to assist them in using this tool.

A number of policies have been impact assessed following on from this, the current position being as follows:

2007:

- Improving service provision in Carrick South under the Rural Service Priority Area initiative
- Community Regeneration in South Ayrshire
- Code of Conduct for Employees
- Data protection code of practice for personnel records
- Discipline policy
- Flexi-time agreement
- Travelling and disturbance allowances scheme

2008:

- [Local Housing Allowance Safeguard Policy](#)
- [South Ayrshire Sustainable Travel Plan](#)
- [Temporary Accommodation Strategy](#)

The range of coverage evidenced above shows that [we have still some way to go to have the practice of undertaking such assessments embedded within our management routines](#). Some of our new policies and reviews of existing ones are being taken through the process, but this needs to be more systematically applied, with lessons being learnt and clear benefits being identified as they are carried out.

Recent training for our Councillors included a section on our [Equality and Diversity Impact Assessment process](#), and we now need to build on this raised awareness, ensuring that relevant officers are equally clear about what is expected and how the results should be reported and shared.

Next Steps:

For 2009:

[Follow through on the report prepared for the Member Officer Group on Equality and Diversity in February 2008, to agree how the impact assessment should be progressing and what influence it has had to date on the Council's policies.](#)

4 What the authority has done with the information gathered

The proceeding sections have given an indication of what the authority has already done with the information gathered, within the three discrete areas of employee monitoring, educational responsibilities and impact assessments.

Reflecting on the information that has been gathered over the year, and reflecting on the annual report prepared on this Scheme last year, and the annual report prepared last May on the Gender Equality Scheme, proposals have been developed that review the existing arrangements for the promotion, evaluation and reporting of equality and diversity by the Council. These recognise the importance of taking a value based approach to how we address equality and diversity, based on the Council's Vision 'Securing the Future', rather than being driven by a compliance culture around meeting the particular requirements of the individual schemes.

To date this compliance approach has led to actions to advance each of the schemes being developed largely in isolation from one another, rather than recognising that the needs of individuals accessing our services are not compartmentalised, neither is the way we deliver them. Aspects such as improving access, improving communication, improving awareness need to be considered holistically, and need to be addressed as part of how we do business, rather reviewed as an add-on to satisfy the requirements of individual schemes.

To take this forward detailed proposals have been discussed with the Corporate Management Team and the Member Officer Group on Equality and Diversity, that will alter our structural arrangements for advancing and monitoring our progress on this agenda, and which will underpin a move to the development of an overall Equality and Diversity for the Council. These are now to be put before the Leadership Panel in January 2009, for them to take a final view on how we should proceed.

South Ayrshire Council

Report by HR Strategist to Leadership Panel of 4 November 2008

Subject: Equalities Monitoring

1. Purpose

- 1.1 The purpose of this report is to advise members of the equalities monitoring information for the period 1 July to 30 September 2008.

2. Recommendations

- 2.1 **Members are asked to note the statistics relating to equalities monitoring as contained within the *Appendices* to this report.**

3. Background

- 3.1 To comply with specific duties for Public Bodies under relevant equalities legislation, and as part of the Council's Equalities Schemes, the Council is required to monitor and report on equalities statistics on a regular basis.
- 3.2 As monitoring is a key element of promoting equality of opportunity, it was agreed that monitoring reports would be provided to the Leadership Panel on a regular basis.

4. Content

4.1 *Equalities monitoring statement*

- 4.1.1 The Equalities Monitoring Statement as at 30 September 2008, is attached at *Appendix 1*. The make up of the Council's workforce is as follows:

- A total 70.4% of the Council's employees are female, and 29.6% are male.
- Where recorded, 0.38% of the Council's employees are of non-white ethnicity, from a non-white proportion of 0.7% of the population of South Ayrshire (2001 Census).
- Where recorded, 1.2% of the Council's employees are disabled.

- 4.1.2 The proportions of male and female employees, disabled employees and employees of non-white ethnicity remain broadly similar when compared to the previous quarter.

4.2 ***Applicants for employment/ promotion***

4.2.1 All applicants for employment are required to complete an Equal Opportunities Monitoring Form. Information is collated on a quarterly basis by Corporate Human Resources, and the analysis is outlined at *Appendix 2*.

4.2.2 Key points to note include:

- The proportion of female applicants, interview candidates and successful appointees was in line with the proportion of female employees in the workforce.
- Of the 14 applicants of non-white ethnicity, none were interviewed or appointed. Reasons for this are being investigated.
- The proportions of applicants, interview candidates and successful appointees who were disabled were all above the proportion of disabled employees in the workforce.

4.3 ***Employees receiving training***

4.3.1 All employees who receive training are required to complete an Equal Opportunities Monitoring Form. The total number of employees receiving training by gender, ethnicity and disability during the period July to September 2008 is attached at *Appendix 3*.

4.4 ***Performance assessment***

4.4.1 The Council operates a Performance Development and Review (PDR) system. This system is not linked to salary review, and employees do not receive any financial benefit or detriment as a result of the system.

4.5 ***Grievance/ disciplinary procedures***

4.5.1 The total number of employees involved in disciplinary and grievance processes by ethnic background, gender and disability in the period July to September 2008 was as follows:

Grievance	17 recorded	13 males - all White Scottish, 1 disabled; 4 females - all White Scottish, 2 disabled
Disciplinary	8 recorded	2 males - all White Scottish, non disabled; 6 females – 5 White Scottish/ 1 White English; all non-disabled

4.5.2 In addition, one group grievance was submitted as follows:

- 8 females (5 White Scottish/ 2 White British/1 White English; all non-disabled).

4.5.3 The proportion of female, non-white and disabled employees involved in grievance and disciplinary procedures is proportionate to the make up of the workforce. There is no evidence of discrimination in grievance and disciplinary procedures on the basis of gender, ethnic origin or disability.

4.6 ***Employees leaving employment***

4.6.1 The number of leavers in the period July to September 2008 by gender, ethnicity and disability is outlined at *Appendix 4*. This confirms that:

- 72% of leavers were female and 28% of leavers were male;
- where recorded, no leavers were of non-white ethnicity;
- where recorded, 1.5% of leavers were disabled.

4.6.2 In general, the break down of leavers on the basis of gender, ethnic origin and disability is proportionate to the make up of the workforce

5. **Resource implications**

5.1 None.

6. **Results of public consultation**

6.1 There has been no public consultation about this report.

Background papers

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Date: 22 October 2008

South Ayrshire Council

Equalities Monitoring Statement As At 30 September 2008

The number of employees*, as at the date of the Statement, by ethnic background, gender and disability by department, is as follows:

Fig 1: Breakdown of Employees by Ethnicity

Department	Asian or Asian British - Indian	Asian or Asian British - Pakistani	Black or Black British - African	Black or Black British - Caribbean	Chinese	Mixed - Other	Other	White - British	White - English	White - Irish	White - Other	White - Scottish	White - Welsh	Not Recorded	Total
Chief Executives	1	0	0	0	0	0	0	7	10	3	1	288	0	1	311
Development Safety and Regulation	0	0	0	0	0	0	1	19	8	1	2	535	1	78	645
Education Culture and Lifelong Learning	0	1	1	1	3	2	9	337	75	26	61	2705	9	372	3602
Social Work Housing and Health	0	1	0	0	2	0	0	22	42	15	5	1527	2	21	1637
Total	1	2	1	1	5	2	10	385	135	45	69	5055	12	472	6195

Fig 2: Breakdown of Employees by Gender

Department	Female	Male	Total	% Female
Chief Executives	201	110	311	64.6
Development Safety and Regulation	187	458	645	29.0
Education Culture and Lifelong Learning	2798	804	3602	77.7
Social Work Housing and Health	1175	462	1637	71.8
Total	4361	1834	6195	70.4

Fig 3: Breakdown of Employees by Disability

Department	Not Disabled	Disabled	Not Recorded	Total	% Disabled
Chief Executives	308	3	0	311	1.0
Development Safety and Regulation	616	13	16	645	2.0
Education Culture and Lifelong Learning	3153	27	422	3602	0.7
Social Work Housing and Health	1594	27	16	1637	1.6
Total	5671	70	454	6195	1.1

- Please note that, for equalities monitoring purposes, the number of employees includes casual and other workers on the Council's payroll but not currently employed.

Appendix 2

Applicants for Employment	Total No: 1239	
Gender	Number	Proportion (%)
Male	265	21.4
Female	969	78.2
Not Disclosed	5	0.4
Ethnic Origin	Number	Proportion (%)
White Scottish	1101	88.9
White English	53	4.3
White Welsh	5	0.4
White Irish	10	0.8
Other White British	13	1.0
Any Other White Background	28	2.2
Any Mixed Background	2	0.2
Indian	2	0.2
Pakistani	2	0.2
Bangladeshi	0	0
Chinese	0	0
Any Other Asian Background	7	0.6
Caribbean	1	0.1
African	0	0
Any Other Black Background	0	0
Any Other Background	1	0.1
Not Disclosed	14	1.1
Disability	Number	Proportion (%)
Disabled	25	2.0
Not Disabled	1173	94.7
Not Disclosed	41	3.3

Selected for Interview	Total No: 363	
Gender	Number	Proportion (%)
Male	109	30.0
Female	253	69.7
Not Disclosed	1	0.3
Ethnic Origin	Number	Proportion (%)
White Scottish	325	89.5
White English	19	5.2
White Welsh	2	0.5
White Irish	2	0.5
Other White British	2	0.5
Any Other White Background	8	2.2
Any Mixed Background	0	0
Indian	0	0
Pakistani	0	0
Bangladeshi	0	0
Chinese	0	0
Any Other Asian Background	0	0
Caribbean	0	0
African	0	0
Any Other Black Background	0	0
Any Other Background	0	0
Not Disclosed	5	1.4
Disability	Number	Proportion (%)
Disabled	13	3.6
Not Disabled	325	89.5
Not Disclosed	25	6.9

Successful Appointments	Total No: 96	
Gender	Number	Proportion (%)
Male	27	28.1
Female	69	71.9
Not Disclosed	0	0
Ethnic Origin	Number	Proportion (%)
White Scottish	89	92.7
White English	4	4.2
White Welsh	1	1.0
White Irish	0	0
Other White British	1	1.0
Any Other White Background	0	0
Any Mixed Background	0	0
Indian	0	0
Pakistani	0	0
Bangladeshi	0	0
Chinese	0	0
Any Other Asian Background	0	0
Caribbean	0	0
African	0	0
Any Other Black Background	0	0
Any Other Background	0	0
Not Disclosed	1	1.0
Disability	Number	Proportion (%)
Disabled	3	3.1
Not Disabled	86	89.6
Not Disclosed	7	7.3

Applicants for Promotion		Total No: 272	
Gender			
	Number	Proportion (%)	
Male	64	23.5	
Female	208	76.5	
Not Disclosed	0	0	
Ethnic Origin			
	Number	Proportion (%)	
White Scottish	248	91.2	
White English	16	5.9	
White Welsh	2	0.7	
White Irish	0	0	
Other White British	1	0.4	
Any Other White Background	3	1.1	
Any Mixed Background	0	0	
Indian	0	0	
Pakistani	0	0	
Bangladeshi	0	0	
Chinese	0	0	
Any Other Asian Background	1	0.4	
Caribbean	0	0	
African	0	0	
Any Other Black Background	0	0	
Any Other Background	0	0	
Not Disclosed	1	0.4	
Disability			
	Number	Proportion (%)	
Disabled	4	1.5	
Not Disabled	258	94.9	
Not Disclosed	10	3.7	

Selected for Interview		Total No: 153	
Gender			
	Number	Proportion (%)	
Male	39	25.5	
Female	114	74.5	
Not Disclosed	0	0	
Ethnic Origin			
	Number	Proportion (%)	
White Scottish	139	90.8	
White English	9	5.9	
White Welsh	2	1.3	
White Irish	0	0	
Other White British	1	0.6	
Any Other White Background	2	1.3	
Any Mixed Background	0	0	
Indian	0	0	
Pakistani	0	0	
Bangladeshi	0	0	
Chinese	0	0	
Any Other Asian Background	0	0	
Caribbean	0	0	
African	0	0	
Any Other Black Background	0	0	
Any Other Background	0	0	
Not Disclosed	0	0	
Disability			
	Number	Proportion (%)	
Disabled	2	1.3	
Not Disabled	143	93.5	
Not Disclosed	8	5.2	

Successful Appointments		Total No: 51	
Gender			
	Number	Proportion (%)	
Male	10	19.6	
Female	41	80.4	
Ethnic Origin			
	Number	Proportion (%)	
White Scottish	48	94.1	
White English	2	3.9	
White Welsh	1	2.0	
White Irish	0	0	
Other White British	0	0	
Any Other White Background	0	0	
Any Mixed Background	0	0	
Indian	0	0	
Pakistani	0	0	
Bangladeshi	0	0	
Chinese	0	0	
Any Other Asian Background	0	0	
Caribbean	0	0	
African	0	0	
Any Other Black Background	0	0	
Any Other Background	0	0	
Not Disclosed	0	0	
Disability			
	Number	Proportion (%)	
Disabled	0	0	
Not Disabled	50	98.0	
Not Disclosed	1	2.0	

Total No. Receiving Training in July – September 2008		
421		
	Receiving	
Gender	Number	Proportion (%)
Male	165	39
Female	256	61
Not Disclosed	0	0
Ethnic Origin	Number	Proportion (%)
White Scottish	413	98.2
White English	1	0.2
White Welsh	0	0
White Irish	1	0.2
Other White British	0	0
Any Other White Background	5	1.2
Any Mixed Background	0	0
Indian	0	0
Pakistani	0	0
Bangladeshi	0	0
Chinese	0	0
Any Other Asian Background	0	0
Caribbean	0	0
African	0	0
Any Other Black Background	0	0
Any Other Background	1	0.2
Not Disclosed	0*	0*
Disability	Number	Proportion (%)
Disabled	7	2
Not Disabled	414	98
Not Disclosed	0**	0**

* Where staff have not disclosed their ethnic origin we have used the default “White Scottish”.

** Where staff have not disclosed if they are disabled or not we have used the default “Not Disabled”.

Appendix 4

<i>Department</i>	<i>Unknown</i>	<i>White - British</i>	<i>White - English</i>	<i>White - Irish</i>	<i>White - Other</i>	<i>White - Scottish</i>	<i>White - Welsh</i>	<i>Not Recorded</i>	<i>Total</i>
Chief Executives	0	0	0	0	0	14	0	0	14
Development Safety and Regulation	0	0	0	0	0	10	0	2	12
Education Culture and Lifelong Learning	25	18	8	5	7	187	2	6	258
Social Work Housing and Health	0	0	2	0	0	27	0	0	29
Total	25	18	10	5	7	238	2	8	313

<i>Department</i>	<i>Female</i>	<i>Male</i>	<i>Total</i>
Chief Executives	7	7	14
Development Safety and Regulation	1	11	12
Education Culture and Lifelong Learning	200	58	258
Social Work Housing and Health	18	11	29
Total	226	87	313

<i>Department</i>	<i>Not Disabled</i>	<i>Disabled</i>	<i>Not Recorded</i>	<i>Total</i>
Chief Executives	5	0	9	14
Development Safety and Regulation	11	1	0	12
Education Culture and Lifelong Learning	222	3	33	258
Social Work Housing and Health	28	0	1	29
Total	266	4	43	313