



DISABILITY EQUALITY SCHEME

December 2006

As Leader of South Ayrshire Council I am pleased to welcome the development of the Disability Equality Scheme. South Ayrshire is an area where many people choose to retire to live and old age inevitably leads to disability for many.

I want to see disabled people playing a full part in the life of the community and believe that the Scheme will help to achieve this objective.

*Councillor Gibson T Macdonald
Leader, South Ayrshire Council*

South Ayrshire Council is fully committed to tackling the challenging issues identified to promote disability equality. Along with our disabled guests, the Member Officer Group identified the issues addressed in this scheme and scrutinised Council departments' responses. We do not underestimate the on-going challenges ahead, but as the Chairman of the Group, I welcome the prospect of ensuring equality for all.

*Councillor Brian Connolly
Chair of the Member Officer Group on Equality and Diversity*

Foreword by Chief Executive

South Ayrshire Council is committed to promoting disability equality. In an area with a large population of disabled people (circa 20,000) disability equality must be and is an important issue for both the Council and our community planning partners. The South Ayrshire Community Plan and the Council's Business Plan identify equality as a priority and the Disability Equality Scheme allows us to develop this theme in more detail and greater focus.

The task we have set ourselves represents a real challenge particularly at a time of serious budgetary constraints. We have to make better use of our budgets and work smarter to ensure that we build disability equality into our thinking, whether in policy development, service delivery or employment practices.

The issues and actions identified in the report cover all departments and services: disability equality reaches into all parts of the Council. As Chief Executive it is my responsibility to ensure that the commitments we have made are put into effect across the Council and I shall be monitoring progress to ensure that this happens.

Promoting disability equality is a journey for all of us to take, learning new ways of working as well as new approaches. I commend the approach adopted in the new Scheme to staff and the people of South Ayrshire.

Tom Cairns
Chief Executive

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1. Action Plan
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4. Research Paper on Number of Disabled People in South Ayrshire (C Doyle)

1 INTRODUCTION

The Disability Equality Duty

1.1 The Disability Discrimination Act 2005 requires the Council to actively promote disability equality. This means that the Council must, when carrying out its functions

have due regard to the need to:

- *promote equality of opportunity between disabled people and other people*
- *eliminate discrimination that is unlawful under the DDA*
- *eliminate disability-related harassment*
- *promote positive attitudes towards disabled people*
- *encourage participation by disabled people in public life*
- *take steps to meet disabled peoples needs, even if this requires more favourable treatment*¹

The duty covers all functions and activities, not just employment and service delivery, but budget setting, procurement, regulatory functions and setting the framework within which the organisation will deliver services. The Council has a specific duty to prepare a Disability Equality Scheme. This is a new duty and the Councils Disability Equality Scheme 2006 is the first such scheme prepared by the Council.

The Council's Commitment to Promote Equality

1.2 The Disability Equality Scheme forms part of the Council's overall approach to promoting equality. With its community planning partners the Council has agreed that promoting equality should be a key value. The South Ayrshire Community Plan states:

*We believe that everyone should be able to make the most of their lives. This means tackling discrimination connected with disability, race, gender or sexual orientation and making sure that everyone, whatever their personal beliefs and circumstances, has access to the opportunities and services that they need.*²

1.3 This partnership commitment is embodied in the Council's business plan.

*We are committed to tackling inequalities, so that everyone in South Ayrshire is able to realise their potential. This means tackling the barriers of poverty, remoteness, disability, racism and gender discrimination and ensuring that everyone, whatever their personal circumstances, has access to the opportunities and services that they need.*³

To help take forward this commitment in 2005 the Council's Corporate Management Team asked the Director of Social Work, Housing and Health to act as equalities

¹ See: *The Duty to Promote Disability Equality Statutory Code of Practice Scotland*, Disability Rights Commission, 2006

² A Better Future together, The South Ayrshire Community Plan 2006-2010

³ South Ayrshire Council Business Plan: April 2005 – March 2008

'champion'. The Council also agreed to establish a Member Officer Group on Equality and Diversity. Further details are given in section two below.

1.4 The Disability Equality Scheme along with the Race Equality Scheme 2005 and the proposed Gender Equality Scheme 2006 translates these general commitments into action. The Council has been working to promote disability equality for a number of years, both by trying to make its services accessible to all and by providing specific services for disabled people. This work has been audited twice recently. In 2005 the Council, with Frank Ennis of Strathclyde University, carried out an audit of this work. The audit concluded that good work was taking place in different services but that it needed to be better co-ordinated and managed as a whole.⁴

1.5 The Council's work on equalities was also examined by Audit Scotland as part of the Best Value Transitional Audit 2005. The auditors reported that good progress was being made in the promotion of equalities and did not highlight any specific areas of concern.⁵

⁴ *Implementation Of Disability Discrimination Act 1995 in South Ayrshire Council*, Audit Report by Frank Ennis, University Of Strathclyde, February 2005

⁵ *The audit of Best Value: 2005 transitional work*, Performance audit 2004-05, KPMG, 2006.

The Disability Equality Scheme

1.6 The Disability Equality Scheme 2006 has been prepared to help South Ayrshire Council promote disability equality across South Ayrshire. The structure of the scheme reflects in part the requirements of the Disability Discrimination Act 2005 and its associated guidance. The content has been 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, both to help strengthen its content and to help monitor its implementation.

1.7 Some of the requirements of the DDA 2005 are technical and complex - arrangements for impact assessment for example - but the underlying ethos is simple: to promote equality and to remove barriers to the full participation of disabled people in the life of the community.

- *Part 2* of the Scheme sets out how disabled people have been involved in its development and the issues that were identified as priorities from the process. It also sets out some of the evidence and data the Council has gathered on disability equality to help develop the Scheme.
- *Part 3* sets out the authority's arrangements for impact assessment – how new policies are examined to ensure that they take into account their likely impact on disabled people and other groups.
- *Part 4* is the detailed action plan. These are the actions we intend to take to promote disability equality over the next three years.
- *Part 5* sets out how the Council will promote disability equality in education. Guidance from the Disability Rights Commission requires us to pay special attention to education and identify it separately within the overall scheme.
- *Part 6* looks at employment and includes a monitoring statement showing how many disabled people are employed by the Council.
- *Part 7* explains how we will monitor and review progress in implementing the scheme.

1.8 The Scheme is being published both on paper and on the Council's website, where it can be accessed in different formats including through a 'Browsealoud' system. Comments and enquiries about the Scheme are welcomed: please contact Adrian Shaw in the Chief Executive's Department for further information.

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2 INVOLVEMENT AND ISSUES

2.1 South Ayrshire is fortunate in that there are prominent local organisations led by disabled people that can assist the Council and its community planning partners in this process. This paper sets out the main issues that have emerged from initial meetings with the South Ayrshire Forum on Disability, South Ayrshire Access Panel and other groups.

Involvement

2.2 The Council has involvement with a number of organisations representing disabled people. These include the following.

South Ayrshire Access Panel

2.3 The Council has worked with the Access Panel for a number of years and has had both officer and member involvement in its meetings. A special meeting was held with the Access Panel on 28 June 2006 to discuss the development of the DES.

South Ayrshire Forum on Disability.

2.4 The Council helped establish the Forum and has supported its work for a number of years. Continued involvement has included both a link officer in the Community Development Team of Social Work, Housing and Health Department. A special meeting was held with members of the Forum on 10 August 2006 to discuss the development of the DES.

South Ayrshire Elderly Forums Steering Group

2.5 This is a group that brings together representatives from five elderly forums in South Ayrshire many of whom are disabled. Disability equality issues and the development of the Scheme was discussed at a meeting of the Group on 28 September 2006.

Inclusion Scotland.

2.6 This a national organisation based in Paisley promoting disability inclusion. The Council has attended meetings with IS on 7 March 2006 and 15 June 2006 to help develop the DES.

Departmental links

2.7 There are a number of groups with interests in one or more council services that meet with departments on a regular basis.

- The *South Ayrshire Tenants and Residents Forum* includes a number of disabled people with interests in housing issues and other services. The Forum has discussed access issues on a number of occasions and, at a meeting held on 12 July 2006, a discussion was held specifically on issues relating to the DES.
- The *South Ayrshire Disability Resource Centre* also has contact with a number of groups, for example hearing impaired people. Through this

connection a meeting was held to discuss the development of the Scheme with members of the *South Ayrshire Lip Reading Class* on 1 November 2006.

- In Education the *Additional Support for Learning Strategy Group* has provided input by disabled people into the development of the Accessibility Strategy that has preceded the Disability Equality Scheme.
- The Council has worked closely with *South Ayrshire Access to Sport* over the past five years to identify improvements that the Council could make to promote disability equality in sport. This has led to the research noted below and several actions in the action plan.

Issues

2.8 Initial meetings have identified a broad series of issues that can form the starting point for the development of the DES. It is recognised that there are a very wide range of disabilities and the complexity of the subject means that these introductory meetings will not cover the whole range of issues that could be addressed. Continuing involvement across all departments will be required to address this and the Council's plans to do this are set out below.

2.9 Issues initially identified from different meetings were broadly consistent and reflected similar concerns but with different emphases. The dominant themes were: access to transport, to buildings, to services and effective communications. There was also a general concern that organisations providing public services, including the Council, its community planning partners and private businesses are not always aware of the needs and aspirations of disabled people and sometimes fail to respond appropriately. These issues are described in greater detail below.

Access to Public Transport: Buses, Trains and Taxis

2.10 There were many concerns expressed about the adequacy of bus services particularly those operated by Stagecoach. Although new and more accessible buses were becoming available participants felt that some bus drivers were unable or unwilling to take into account the needs of disabled passengers. For example some drivers did not understand the use of access ramps and the 'Thistle card' was not widely understood by drivers or others'. Similarly it was noted that drivers did not always allow passengers time to get on or properly seated before moving off making travel potentially dangerous for some disabled people. Some drivers cited the need to keep to time as the reason. Comparison was made with buses in Edinburgh whose drivers seemed to have a much higher level of awareness or training.

2.11 Train services were generally better but not all railway staff were fully aware of the issues disabled passengers face. It was reported that some taxi drivers were unwilling to take electric wheelchairs.

Accessible Parking, Streets and Pavements

2.12 There was considerable frustration with non disabled drivers parking in disabled spaces both on public streets and in the Council's own car parks. Questions were raised about the enforcement of this issue as it is a continuing nuisance and in some cases is preventing drivers from accessing services. A recent case of a skip blocking Dalrymple Street in Girvan for three weeks was highlighted. The complainant had not been able to find out whether the skip had permission to block the parking space, if so from whom and why it was allowed.

2.13 Concerns were raised from both wheelchair users and blind/partially sighted people about the condition of footpaths and obstacles such as display 'A' Boards left on pavements. These could cause barriers and could also be unsafe. It was accepted that there had been improvements on this issue but problems remain. Use of footpaths by cyclists and dual use paths (cyclepaths/ footpaths) can also be hazardous.

2.14 Parking on pavements and badly parked cars blocking access to raised kerb bus stops preventing buses from using the bus stops effectively was an issue. Poor street lighting was also mentioned as a concern.

Access to Buildings.

2.15 There is widespread disappointment with the quality of access to the new Ayr Central shopping development whose access ramps, cobbles and building entrances made access difficult. The grey colour scheme of the ground surface was also problematic for partially sighted people. There was particular frustration that this new development appeared to have discriminated against disabled people. It was suggested that these basic design flaws could have been identified and remedied by disabled people at an early stage. Within new shops, it was reported that there were problems of access unsafe flooring and poor disabled toilet access.

2.16 The view was expressed that council staff involved in approving such new major developments should be aware of these issues; that the Council should have a policy to ensure that major new developments were accessible to all; and that the policy should be enforced.

2.17 The new Accessible Ayr guide was welcomed and it was pointed out that disabled visitors to Ayr contribute a lot to the local economy.

2.18 Access to some council buildings was also criticised. The County Buildings could be better, particularly the disabled entrance to the reception area and Maybole Town Hall was also criticised as inaccessible. Public toilets were generally often inadequate - why could 'radar' keys not be used instead of disabled people having to seek an attendant to gain access to some toilets?

Awareness

2.19 Participants felt that there was a need to increase awareness of issues facing disabled people. Some council staff are very good but there are gaps in staff understanding about basic issues such as access to buildings.

2.20 Good progress has been made in some services, for example in leisure and recreation. Disabled people who approached councillors sometimes found that councillors did not understand or appreciate the issues they were raising.

Communications

2.21 There are some issues about communication between council staff and disabled people that need attention, both technical (such as the availability of loop systems etc) and training issues. Council staff were generally helpful and would try to make documents available in different formats when requested.

2.22 Disabled people who have access to the internet thought the Council site was good and appreciated the efforts made to make it accessible. One comment was

that he council should 'stay ahead of the game'. Others commented that there was limited take up from older people. The use of plain English would help in written communications.

2.23 Communication was of particular concern to people with hearing impairment. It was noted that many people working in shops and offices do not understand the needs of people with hearing impairment and do not know how to communicate effectively. Background noise is a particular problem. Deafness awareness training for staff would help as there are simple rules that would help. Good signage is also important reducing the need for people having to ask for directions.

Resources, Policy Development and Implementation

2.24 There was concern that cuts in resources fell disproportionately on disabled people who were more dependant on public services than non disabled people, for example in community development and welfare rights.

2.25 There were concerns that policies were not always being put into effect or being monitored properly. Examples related to disabled parking and access to buildings.

Continuing the Involvement of Disabled People

2.26 While the requirement of the DE duty is to involve disabled people in the development of the scheme it will be much more effective to make the involvement of disabled people a continuing part of the implementation and review of the DE Scheme. To this effect the following arrangements are proposed.

Member Officer Group on Equality and Diversity

2.27 In 2006 the Council's Policy and Resources Committee established a Member Officer Group on Equality and Diversity. The remit of the group is:

- to ensure that the Council takes all necessary steps to comply with current and forthcoming equalities legislation;
- to ensure that the Council's implementation of its equalities duties is consistent with best value; and
- to support and facilitate the mainstreaming of equalities work in all departments of the Council.

2.28 The group will have a central role in monitoring the effectiveness of the DE scheme and identifying improvements in the council's work. To help it in this role, at its first meeting the group agreed to invite representatives of disability groups to attend meetings when issues relating to disability equality are on the agenda. The Draft Scheme was discussed and scrutinised at a meeting of the Group on 15 November 2006 at which representatives from groups mentioned above were present and involved. It is envisaged that this involvement will continue in future meetings of the Group when disability equality is being discussed so that disabled people will continue to be involved in the corporate development and monitoring of disability equality work.

Education Disability Equality Group

2.29 Arrangement for the involvement of disabled people in developing and implementing the Education Disability Equality Scheme will be revised and strengthened to take account of new legislation on parental involvement. Details will be set out in the council's implementation plan for the new legislation.

Disabled Employees Forum

2.30 This is a new group that is being established to bring together disabled people from the Council's workforce. The remit of the group is both to allow disabled people to identify issues for discussion relating to employment and also to discuss issues relating to the DE scheme and its implementation. In this way the Council can draw upon the experience and skills of disabled people in the workforce to help strengthen its disability equality work.

South Ayrshire Disability Youth Forum

2.31 Following a successful conference for disabled young people held in Ayr in September 2006, the Council is investigating the creation of a Disability Youth Forum.

Access Panel

2.32 The Council has supported the South Ayrshire Access Panel for a number of years, particularly through the work of the Disability Liaison officer. As access to transport and buildings emerged as a priority from the meetings held in 2006 this arrangement is now being strengthened to ensure that concerns relating to planning and transportation identified by the Access Panel are addressed more effectively. The Council has also encouraged more disabled people to become involved, for example by making contact between the South Ayrshire Lip Reading Class and the Panel.

Gathering evidence from other sources: Research and Data

2.33 The Council has a number of methods through which it collects information about the needs of disabled people and about the impacts of its services. This includes research, the Social Work Information System, and the monitoring of incidents of harassment and hate crime.

Research

2.34 The Council has attempted to make an overall assessment of the number of disabled people in South Ayrshire and the main categories of disability. This is a difficult issue upon which to be precise.

- The DDA 2005 introduces a new and wider definition of disability that is not always internally consistent.
- There is no one source of information on the number of people who are disabled, rather there are a series of different sources relating to employment, benefits and medical conditions that must be used to build up a picture of the range of disabilities and their relative importance across South Ayrshire.

2.35 The research paper is included as an appendix. From its findings a number of points are of significance.

- Just under 20% of the population is disabled, a figure roughly consistent with the proportion that the DRC estimates are disabled across Scotland as a whole.
- Physical disabilities are the most common form of disability and access issues are likely to be important considerations for most disabled people, As South Ayrshire has one of the highest proportions of older people in Scotland, issues associated with an ageing population are likely to be important.
- Disability is associated with a greater risk of poverty or social exclusion, making disability an issue of importance for regeneration and social inclusion.

The research makes clear the large number of people in South Ayrshire who have some disability and the likely importance of access issues. This supports and corroborates the access issues identified by disabled people noted above.

Research into sport and leisure and disability equality

2.36 A major research project has also been carried out on leisure and sporting opportunities for disabled young people in South Ayrshire. The research attempted to identify their sporting needs within the community. In doing so it highlighted gaps in sporting provision for disabled children and young people and many of the barriers that they must overcome in order to be able to participate in sport and physical activity. This research (which has not yet been published) has led to a range of actions being identified to promote disability equality in sport which are recorded in the Action plan.⁶

Social Work Information System

2.37 One of the main ways by which the Council collects information on the needs of disabled people is through the process of 'single shared assessments'. This is a process through which clients needs and wishes are assessed to allow the Council to identify the needs and aspirations of clients and, subject to resources being available, put together a package of services to meet the client's needs. It also allows the Council, through the Social Work Information System (SWIS) to collate information on the needs of client groups as a whole. Disabled people are actively involved in this process, for example in the ongoing evaluation of services that have been contracted out to external providers. Most providers have quarterly service user consultation, and the evaluation of the service by the Council also includes interviews with clients and carers.

Monitoring of harassment and hate crime

2.38 The Council monitors reported incidents of harassment of employees through its 'Respect at Work' policy and incidents of violence and aggression directed against staff. Procedures are in place to respond to any such incidents and any incidents involving disabled people will be dealt with appropriately under these policies. It also monitors grievances and publishes these in its monitoring statement. See the

⁶ *Stumbling Blocks to Building Blocks*, Sport and Leisure for Young People with Additional Support Needs Living within South Ayrshire, unpublished research report by Colin Duthie, South Ayrshire Council, 2006

appendix on employment monitoring for further details. The Council works with Strathclyde Police to monitor hate crimes, including hate crimes directed against disabled people. No such hate crimes have been recorded against disabled people in South Ayrshire in 2006.

Gaps in our understanding

2.39 While information has been gathered from various sources in the preparation of this scheme it is unlikely to be comprehensive. There are likely to remain gaps in our understanding of the issues and the best course of action to promote disability equality in relation to different services. In order to improve our understanding of the issues and improve our performance on disability equality a number of mechanisms can help us learn and develop. The most important of these is likely to be the continued involvement of disabled people as described above, but there are other mechanisms that can help.

Risk management

2.40 If our understanding of the issues is imperfect there remains a risk that the Council could act in a way that is not fully compliant and possibly discriminatory. To alert all services to this the Council will incorporate a corporate risk of disability discrimination into its strategic and operational risk registers. This will then require all services to consider, when carrying out risk assessments, both the way services are being delivered and any employment practices that might be discriminatory and take appropriate action to minimise the risk.

Links with other authorities

2.41 The three Ayrshire councils along with the NHS Ayrshire and Arran, Strathclyde Police, Crown Office and Procurator Fiscal have worked together for a number of years to promote race equality through the Ayrshire Race Equality Partnership. The Partnership has been able to advise the three community planning partnerships in Ayrshire about equality work and has recently sought to broaden its role to include discussion of disability equality schemes. This has proved fruitful and the Partnership will now review its remit with a view to formally seeking to adopt a wider equality role. The Council also plays an active role in the Scottish Equalities Network (SCEN), through which it can learn and contribute to disability equality work Scotland wide.

3 IMPACT ASSESSMENT

3.1 The Council has developed a generic approach to impact assessment that includes disability equality impact assessment. The approach developed by the Council makes impact assessment part of the policy development process. Any major new policy or review of an existing policy will be impact assessed. The approach requires officers preparing policy reports for committee to consider the impact of their policy on people in South Ayrshire, whether on the community as a whole or on particular groups within the community, including disabled people. To assist officers in this process the Council has developed and piloted an impact assessment tool consisting of a checklist and supporting guidance. A copy of the impact assessment tool is included as an appendix to this scheme.

3.2 The impact assessment toolkit guides an officer through a checklist including questions such as the following.

- Who is the policy aimed at: everybody living in South Ayrshire or a particular group or a particular area?
- What will be the likely impact of the policy on disabled people, including both positive and negative impacts?
- In assessing the impact what evidence has been collected; for example, who was involved in developing the policy and who was consulted, when and how?
- What other evidence was used in developing the policy?

3.3 The impact assessment process is open to scrutiny – officers are encouraged to share their assessment with stakeholders, both partners and community groups to ensure that the information and assessment is accurate. The process offers the opportunity to revise policies before they are finalised to take account of unforeseen or adverse impacts and to learn from closer engagement with, for example, groups representing disabled people.

3.4 This is a new approach for the Council and is being introduced across all departments in 2006-7. Training will be provided to all departments to help them implement the new arrangements. A key concern for the Member Officer Group on Equality and Diversity during the period of this Scheme will be to review the progress of impact assessment and suggest any changes or improvements to ensure its effectiveness.

4 ACTION PLAN

4.1 All departments of the Council can contribute to disability equality so all departments have been required to contribute to the action plan. Departments were asked to consider

- actions currently underway within departments to promote disability equality;
- issues identified by disabled people; and
- further actions that might be needed to address the issues identified.

On this basis departments have prepared action plans that will help them promote disability equality. The actions are set out in full in the appendix. They are set out in a format that allows them to be incorporated directly into departmental service plans. For more details on service planning, see the section on business planning, monitoring and reporting below.

Actions currently underway within departments

4.2 There is a huge range of work underway in departments promoting disability equality. Examples include the following.

4.3 Social Work provide services to a large number of clients. In partnership with the NHS Ayrshire and Arran services are provided through the Joint Futures programme to elderly people, most of whom are disabled, to disabled adults of working age, and to children. Clients are assessed and services provided both directly by the Council or in partnership with other organisations, both statutory and voluntary.

4.4 Education provides services to disabled children. The Education (Additional Support for Learning)(Scotland) Act 2004 sets out a framework for providing support to children and young people who require additional help with learning.

4.5 The Council has carried out substantial building works to make its properties more accessible to meet the access requirements of the DDA 1995. Although this work is not complete and substantial additional resources would be required to ensure full accessibility, good progress has been made.

Actions to Promote Disability Equality

4.6 The paragraphs below introduce some of the main actions. **Full details are set out in the action plans included in the appendices.** Education is treated separately in section six below.

Chief Executive's Department

4.7 The objectives of the Chief Executive's Department are to provide a corporate lead in the promotion of disability equality and to support this role through the Corporate Policy, Human Resources, Finance and ICT. The Department will do this through support to the Member Officer Group on Equality and Diversity. This Group involves councillors, officers from all departments and representatives from disability groups and has a central role in monitoring progress in the implementation of the Disability Equality Scheme. The Group will receive regular progress reports from departments and will be able to identify and address new issues as they arise. The

group, which reports to the Council's Policy and Resources Committee provides a structure that can review and amend the scheme as appropriate.

4.8 An important task for the Department is to ensure that the arrangements for impact assessment are rolled out across the Council. This is a new and demanding approach to policy development and offers the opportunity to put disability equality at the centre of policy making.

4.9 Effective communications are vital, both through the Council's publications and other written documents and ICT. New technology has an important contribution to make to promoting disability equality, for example by using new technology to promote better communications for people with sensory impairment.

4.10 Details relating to Human Resources are given in the section on employment below.

Development, Safety and Regulation

4.11 DSR covers a wide range of regulatory and other services. The Department has identified a range of ways in which it can promote disability equality both in promoting better access to Council infrastructure such as kerbs and pavements, in regulation and strategy development, planning and in the provision of community services. The department has substantial experience of promoting disability equality through the role of Disablement Liaison Officer. This role will continue to support the development of the new Scheme and to provide liaison, advice and guidance to services and other stakeholders.

4.12 The Planning Service is responding to issues identified by disabled people in recent meetings by raising access issues with the managers of the Ayr Central shopping centre and by seeking to involve disabled people more closely in the development control process. Transport managers are responding to concerns about local bus services by raising these issues with SPT and bus operators and by closer involvement of disabled people in development of the local transport strategy.

4.13 The sustainable development team will design disabled access into play areas, parks and new footpaths wherever possible.

Social Work, Housing and Health

4.14 Social work provides a range of services to disabled people across South Ayrshire. This is one of Social Work's most important roles and represents a substantial commitment of the Council's resources: upwards of £30 million a year. The department also provides a range of support to promote and sustain groups of disabled people and their carers.

4.15 Because of the importance of the services provided by Social Work to disabled people this section is included to demonstrate how the services help promote disability equality. The services are organised around a number of client groups

- Older people with assessed needs
- Young people with disabilities and their families

- People with Mental Health problems and their carers.
- People who are physically disabled and their carers.
- People who have a dual diagnosis – one of which is a disability.

The largest care group of all is older people, many of whom experience multifaceted and complex problems due to age. In particular a significant issues for older people are physical frailty/difficulties and enduring mental health problems.

4.16 For all care groups services are designed and delivered in partnership, the principal partner being NHS Ayrshire & Arran. The strategic planning for and of services is undertaken in consultation with major stakeholders and this puts service users and their carers at the heart of the planning process. Service delivery also places the service user and carers at the heart of the process.

4.17 Major retractions (the movement of people out of institutional care into the community) in Mental Health and Learning Disabilities have facilitated both the closure of long-term health beds and development of funded packages of care in the community. Such a 'shift' in the balance of care from institution to community has been developed in partnership especially with Health; Housing; Housing Providers; Care Providers. These are significant projects in the promotion of disability equality.

4.18 The current 'spend' on such services within the department is as follows

Services to disabled people	Current expenditure (£)
Occupational Therapy (SW)	1,304,511
Occupational Therapy (HRA plus Adaptations)	217,037
Older People	24,163,000
Learning Disabled	9,491,000
Physical Disability	2,650,000
Children with Special Needs	978,563

4.19 The Department also leads on Housing & Regeneration issues. Housing Services provide housing for a range of disabled people and the allocation policy has been reviewed to give priority in allocation for all Community Care Groupings. In its direct role with Communities Scotland and other Housing Providers particular emphasis is placed on adaptation to meet particular and unique needs during the building process and this has been a vital component in for example, retraction programmes. 'Dementia friendly housing ' has been designed/developed to enable older people and their family to remain in the Community with specialised support.

4.20 Regeneration is promoted via community planning partners through the implementation of a Regeneration Outcome Agreement with Communities Scotland. Promoting disability equality is part of this process and one in which active discussions are taking place with Communities Scotland to integrate equality more firmly into the process.

5 Education, Culture and Lifelong Learning

Disability Equality Scheme

5.1 The Disability Discrimination Equality Duty as listed in the Disability Discrimination (Public Authorities) (Statutory Duties) (Scotland) Regulations 2005 requires education authorities to produce a Disability Equality Scheme. The Disability Equality Scheme outlined below provides a clear statement of commitment by Education, Culture and Lifelong Learning with regard to the promotion of equality of opportunity for pupils, parents and staff. The Duty to Promote Disability Equality Education Action Plan in South Ayrshire can be read as a single department response to the requirements of this duty whilst being included within the overall South Ayrshire Disability Equality Duty Action Plan. Some sections of the ECLL DED Action Plan will be cross-referenced within the corporate action plan, for example monitoring in relation to recruitment, development and retention of disabled employees.

5.2 Education, Culture and Lifelong Learning has demonstrated, over a number of years, ongoing commitment to inclusive education. The new Disability Equality Duty introduces specific duties for education authorities which apply beyond educational functions to cover employment, services to parents, carers and to the wider community.

5.3 The Disability Equality Duty will enable ECLL to build on existing strategies under current disability legislation in relation to schools including the duty to increase access to schools by making reasonable adjustments over time.

5.4 ECLL will review policies, procedures to remove barriers and ensure greater recruitment and retention of disabled staff; further promote the involvement of disabled children and young people and their parents/carers in all aspects of school and community life.

5.5 This Action Plan states our framework for ***gathering and using evidence; assessing the impact of our policies and involving disabled people in key processes to identify and prioritise service improvements.***

5.6 Key legislative changes have already enabled inclusive approaches for children and young people who experience barriers to learning both in school and in the community. The most significant of these in respect of the Disability Equality Duty in Education are:

- Disability Discrimination Act 1995
- Standards in Scottish schools (etc) 2000
- Education (Disability Strategies and Pupil's Educational Records) (Scotland) Act 2002
- Education (Additional Support for Learning) Act 2004

5.7 SAC have in place a number of strategic planning processes which the DED will have an impact on and links to departmental and corporate objectives will be clearly referenced in the ECLL Action Plan:

- Community Plan
- Integrated Children's Service Plan
- ECLL Service Plan
- School Development Planning

5.8 This DED Action Plan states the department's commitment to fulfil the requirements of the Equality Duty through the following processes:

- Promoting equality of opportunity between disabled persons and other persons
- Eliminating discrimination that is unlawful under the Act
- Eliminating harassment of disabled persons that is related to their disabilities
- Promoting positive attitudes towards disabled people
- Encouraging participation by disabled people in public life
- Taking steps to take account of disabled persons disabilities, even where that involves treating disabled persons more favourably than other persons

5.9 This Action Plan identifies clear objectives to enable schools to include the promotion of the Disability Equality Duty in their development planning process, linking key tasks from the annual statement of ECLL improvement objectives.

5.10 In the preparation of this scheme due regard has been paid to the audits and information already gathered under the Accessibility Strategy. The three main strands of the Accessibility Strategy, ***Improving Communication of School information; Improving Access to the Curriculum; Improving Access to the Physical Environment*** are seen as central strands in taking forward the promotion of the disability equality duty.

5.11 The strategic planning forum taking forward the attached action plan will be an enhanced Accessibility Strategy Group. The group will be extended to include parental representation and further create strategic policy connection with the Parental Involvement Strategy Working Group. Representation by disabled persons is already in place and the further involvement of parents will enable the strategy group to create further links with key groups and stakeholders who are either disabled or represent disabled people living in South Ayrshire.

5.12 The Additional Support for Learning Strategy Group is also working to promote inclusion in a proactive and collaborative framework, supporting children, young people and their parents to overcome barriers to learning. Within this framework networks with parents and voluntary organisation help to provide information and feedback on service provision. The work under the Additional Support for Learning will also be a strong source of information to link into our monitoring and evaluation of the DED Action Plan's effectiveness.

5.13 ECCL will use the Impact Assessment tool developed by South Ayrshire Council. Full details of the Impact Assessment process can be found in the South Ayrshire Council Disability Equality Scheme.

5.14 Performance Management in ECLL is handled through the SAC Performance Management systems (CPMS). Full details of this system are set out in section 7 of the Council's Disability Equality Scheme.

6 EMPLOYMENT

6.1 The Council has arrangements in place to monitor the make up of the work force by ethnicity, gender and disability. Data is updated regularly and reported to the Human Resources Committee of the Council. The monitoring process raises a number of important questions for the Council.

- The number of people identified as disabled in the Council's workforce is very small. There is considerable evidence to suggest that the Council employs many more disabled people than the figures suggest, particularly given the wide definition of disability introduced by the DDA 2005. The figures are therefore probably not an accurate reflection of the proportion of the workforce that is disabled.
- The DRC has suggested that unemployment among disabled people is much higher than among the rest of the workforce, so it may still be the case that disabled people are underrepresented in the workforce. If this is the case, an issue for the Council is how it attracts more disabled people into the workforce and how it supports and develops disabled employees.

The Council is planning to establish a disabled employees forum. This will be a forum through which the Council can gather information on the effect of its policies and practices on the recruitment, development and retention of disabled employees. The forum also provides a structure through which disabled employees and the Council can address these issues.

6.2 Detailed actions relating to employment can be found in the action plan. A copy of the most recent equalities monitoring statement is included as an appendix.

7 BUSINESS PLANNING, MONITORING AND REPORTING

7.1 The Council has adopted a system of business planning that comprises four elements:

- The Corporate Business Plan
- Departmental Service Plans
- Performance Management
- Public Performance Reporting

The Council's *Business Plan 2005-2008* sets out the corporate objectives of the Council. Equalities are included as a cross cutting theme. *Service plans* are prepared by all departments every year to set out how they will take forward commitments set out in the business plan and put them into effect.

7.2 Delivering these commitments and ensuring that they are achieved requires effective *performance management*. Any issues or problems that may affect progress need to be dealt with as they arise. The Council's Performance Management System (CPMS) helps to achieve this. Departments must report quarterly on progress in implementing action plan commitments. Summary reports on progress are presented to council committees to allow council members to scrutinise progress. Performance is reported to the public in three ways. A Calendar is published annually providing an overview of Council services and where further information can be obtained. Twice a year the newsletter called Update is distributed, providing more information on the performance of a selection of services. The third and most detailed level consists of performance and audit reports that provide most detailed information on how the Council is performing.

7.3 The Disability Equality Scheme forms an integral part of these arrangements.

- The Council's Business Plan commits the Council to promoting equality as whole.
- The Disability Equality Scheme takes forward this commitment and sets out actions that will be taken to promote disability equality.
- The actions set out in the Scheme are integrated into department service plans and the actions are monitored through CPMS.
- Performance is reported to the Council's Member Officer Group on Equality and Diversity. The group includes representatives from disabled groups.

This process allows stakeholders to monitor progress, identify new opportunities and challenges. It also allows the Council to collate information for the annual review and subsequent schemes. The first review of progress will be prepared on this basis in twelve months time and submitted to the Member Officer Group and stakeholders for scrutiny.

It is essential that the Disability Equality Scheme is seen not as a standalone commitment but as part of the Council's business planning process as a whole and therefore integral to its work to achieve best value.

APPENDICES

- 1. ACTION PLAN**
- 2. ARRANGEMENTS FOR IMPACT ASSESSMENT**
- 3. EQUALITIES MONITORING STATEMENT
SEPTEMBER 2006**
- 4. RESEARCH PAPER ON NUMBER OF DISABLED
PEOPLE IN SOUTH AYRSHIRE (C DOYLE)**

Appendix 1

ACTION PLAN

Disability Equality Scheme – Departmental Action Plan

Department	Chief Executive's	Service/Section	Corporate Policy & Communication
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Objective Number 1	Objective: Promote disability equality through implementation of the Disability Equality Scheme 2006			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
	Support Member Officer Group on Equality and Diversity through provision of regular updates on progress and annual reports on progress with Disability Equality Scheme.	Jan 2007	Dec 2009	Lorraine Finlayson
	Ensure that Equality and Diversity impact assessment process is rolled out to all departments of the Council	Jan 2007	Dec 2007	Adrian Shaw
	Introduce into the Council's strategic and operational risk registers the risk of disability discrimination, both in employment practices and in the provision of services; and ensure that all departments are aware of and respond appropriately deal with the risk.	Jan 2007	Mar 2008	Adrian Shaw
	To review the Council's Communications Strategy to ensure that the Council's publications are accessible to all.	Jan 2007	Dec 2007	Bob Joyner

Disability Equality Scheme – Departmental Action Plan

Department	Chief Executive's	Service/Section	Finance and ICT - Administration
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Objective Number	Objective: Ensure the Accessibility of the County Buildings, Town Buildings and premises used as Polling Stations.			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
CB 1	Complete the Reception Area upgrading including the provision of fully automatic entrance doors.	Sep 06	Oct 06	William Pollock
CB 2	Continue to work with Historic Scotland to test a pilot staircase stair tread highlights and thereafter evaluate the findings.	Mar 06	Jun 07	William Pollock
CB 3	Continue the programme of lighting improvements in the Main Reception, corridors and staircases.	In progress	Jun 07	William Pollock
CB 4	Develop an access project for County Buildings to ensure full access for all wheelchairs including non-standard powered wheelchairs and seating systems.	Dec 06	Dec 09	William Pollock
CB 5	Continue to pursue funding for provision of disabled access for electrically powered wheelchair users (Review undertaken Nov/Dec 2005).	Dec 06	On-going	William Pollock
CB 6	Seek funding to complete provision of wheelchair accessible toilets on all floors of the County Buildings.	Dec 06	Dec 09	William Pollock
TB1	Conclude refurbishment of the Town Buildings including the improved lighting system and new floor coverings in designated areas.	Oct 06	Apr 07	William Pollock
TB 2	Continue to monitor accessibility of the Town Buildings following major refurbishment that included improved disabled access.	Dec 06	On- going	William Pollock
TB 3	Develop a project for the provision of wheelchair access to the Town Hall stage.	Dec 06	Dec 09	William Pollock
PS 1	Undertake a review of Polling Stations in South Ayrshire to ensure disabled access.	Sep 06	Dec 06	William Pollock

Disability Equality Scheme – Departmental Action Plan

Department	Chief Executive's	Service/Section	Finance and ICT – Revenue & Benefits
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Objective Number 1	Objective: To provide high quality accessible revenues and benefits services
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Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
1.1	Ensure that all policies and procedures of the department comply with equalities legislation.	Nov 2006	Ongoing	Billy Phillips
1.2	Ensure that staff are aware of equalities issues and deliver services which comply with South Ayrshire Council's policy.	Nov 2006	Ongoing	Billy Phillips
1.3	Ensure that the offices inhabited by Revenues and Benefits staff are accessible to individuals with physical disability.	Nov 2006	April 2009	Billy Phillips
1.4	Ensure that communication equipment and/ or translators/ additional assistance are available for service users when required.	Nov 2006	April 2007	Billy Phillips

Disability Equality Scheme – Departmental Action Plan

Department	Chief Executive's	Service/Section	Finance and ICT - ICT
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Objective Number	Objective	Scheduled Start Date	Scheduled End Date	Lead Officer
1	Aim to achieve WAI Accessibility Standards for the council public website.	Sep 2006	Dec 2009	Arnold van de Brug
2	Participate in regular feedback sessions with disabled organisations and individuals, arranged corporately, on the accessibility of ICT Services.	Jan 2007	Dec 2009	Gordon Muir
3	Participate in regular feedback sessions with disabled employees, arranged corporately, on the accessibility of ICT Services.	Jan 2007	Dec 2009	Gordon Muir
4	Maintain and review the speech enabling facility "Browse Aloud" software on the external website and internal intranet.	Sep 2009	Dec 2009	Arnold van de Brug
5	Continue to review the monthly disability access performance report (SiteMorse) and take appropriate improvement actions.	Sep 2006	Dec 2009	Arnold van de Brug

Disability Equality Scheme – Departmental Action Plan

Department	Chief Executive's	Service/Section	Human Resources		
Objective Number 1	Objective: Enhance access to employment opportunities for disabled applicants and ensure equal treatment of applicants in the recruitment and selection process.				
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer	
1.1	Identify advertising sources/methods to reach potential disabled applicants.	Jan 2007	Dec 2010	Lorraine Boyd	
1.2	Review training in Recruitment and Selection procedures inclusive of those for Excepted Posts to include awareness of disability equality issues.	Oct 2006	Dec 2006	Jane Larmour	
1.3	Review equal opportunities monitoring forms and give consideration to including categories of disability broken down by impairment type.	Jan 2007	Dec 2010	Lorraine Boyd	
1.4	Monitor applications for employment from disabled applicants/candidates, investigate trends/patterns and take appropriate action.	Jan 2007	Dec 2010	Lorraine Boyd	

Objective Number 2	Objective: Ensure disabled employees have equal ability to continued employment and access to all types of post, promotion opportunities, flexible working and working beyond retirement				
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer	
2.1	Review appropriate Council policies to ensure information relating to disability equality is included and evaluate application of policies.	Jan 2007	Dec 2010	Lorraine Boyd	
2.2	Develop and publicise guidelines and employee information on "Supporting People with a Disability in South Ayrshire Council" to promote disability equality.	Jan 2007	Dec 2010	Lorraine Boyd	
2.3	Monitor % of disabled employees applying for internal posts, flexible working, and working beyond retirement and take action on any issues emerging.	Jan 2007	Dec 2010	Lorraine Boyd	

Disability Equality Scheme – Departmental Action Plan

Objective Number 3	Objective: Ensure disabled employees are treated equally with regard to termination of employment			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
3.1	Review exit interview process and supporting documentation to ensure it identifies equalities (including disability) issues.	Jan 2007	Dec 2010	Lorraine Boyd
3.2	Evaluate application of above policy and provide refresher training if required.	Jan 2007	Dec 2010	Lorraine Boyd
3.3	Monitor disabled employees leaving the Council and investigate reasons for leaving, taking action to address any issues.	Jan 2007	Dec 2010	Lorraine Boyd

Objective Number 4	Objective: Ensure equal treatment of disabled employees in accessing development opportunities			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
4.1	Raise awareness of PDR process for all employee groups and evaluate application of procedures to ensure an equal and consistent approach across the Council. As with other polices allow for reasonable adjustments in the procedure to accommodate disabled employees.	Jun 07	Oct 07	Jane Larmour
4.2	Review access to training for disabled employees giving consideration to the potential issues with e.g., delivery methods, venues.	Feb 07	Aug 07	Jane Larmour
4.3	Review application for training monitoring form and give consideration to including categories of disability broken down by impairment type.	Oct 07	Dec 07	Jane Larmour
4.4	Monitor disabled employees applying for and receiving training and take action to address any issues.	Jan 06	ongoing	Jane Larmour

Disability Equality Scheme – Departmental Action Plan

Objective Number 5	Objective: Ensure that terms and conditions and policies and procedures, including job grading/salary and benefits are communicated and applied equally to disabled employees.			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
5.1	Ensure that all council policies and procedures and conditions of service are communicated effectively and applied equally to all employees including disabled employees. Evaluate application of policies and procedures.	Jan 2007	Dec 2010	Lorraine Boyd
5.2	Review Council policies and procedures to reflect current legislation and responsibilities to disabled employees and amend where required.	Jan 2007	Dec 2010	Lorraine Boyd
5.3	Ensure that training in Council policies and procedures includes awareness of responsibilities towards disabled employees.	Oct 06	Mar 07	Jane Larmour
5.4	Carry out an impact assessment of all new HR policies and procedures as part of the current policy review cycle.	Jan 2007	Dec 2010	Lorraine Boyd
5.5	Monitor discipline, grievance and respect at work cases and take action to address any issues.	Jan 2007	Dec 2010	Lorraine Boyd

Objective Number 6	Objective: To promote disability equality awareness across the Council and comply with relevant legislation			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
6.1	Liaise with departments to establish disability equality training needs, e.g., awareness training and/or job specific training.	Oct 06	ongoing	Jane Larmour
6.2	Source appropriate and cost effective disability equality awareness training provision and support its delivery.	Oct 06	ongoing	Jane Larmour
6.3	As part of the Best value Equality and Diversity Seminar Programme arrange an elected members seminar on Disability Equality.	May 07	Oct 07	Jane Larmour
6.4	In conjunction with Policy and Community Planning Manager establish an Equalities and Diversity Employees forum to take forward appropriate disability equality objectives and tasks	Jan 2007	Dec 2010	A Shaw / L Boyd

Disability Equality Scheme – Departmental Action Plan

Objective Number 7	Objective: To establish monitoring, reviewing and reporting processes to ensure compliance with the Councils Disability Equality Scheme			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
7.1	Review the annual Equalities Monitoring Statement to allow a fuller interrogation of the data and facilitate a more accurate interpretation of the findings.	Jan 2007	Dec 2010	Lorraine Boyd/ John Singleton
7.2	Review the criteria descriptions of disability on Oracle and consider including categories of disability broken down by impairment type.	Jan 2007	Dec 2010	John Singleton
7.3	Analyse disability equality data to examine differentials with non-disabled employees and thereafter report on how this information will improve employment practices.	Jan 2007	Dec 2010	Lorraine Boyd
7.4	Examine methods of gathering information about barriers to employment e.g. staff surveys supported through the Equalities and Diversity Employee forum.	Jan 2007	Dec 2010	Lorraine Boyd
7.5	Provide regular reports to HR Committee on the interpretation of disability equality data with recommendations for improvement actions.	Jan 2007	Dec 2010	John Singleton/ Lorraine Boyd
7.6	Publish the approved Annual HR Committee Equalities Monitoring Statement and Report on the intranet and the Council Website.	Jan 2007	Dec 2010	Lorraine Boyd/ John Singleton

Disability Equality Scheme – Departmental Action Plan

Department	Development, Safety and Regulation	Service/Section	Community Safety
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Objective Number 1	Objective: Promote Equalities				
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer	
	Acquire portable loop system for use by Anti-Social Behaviour Team and Community Support Officers when dealing with hearing impaired clients.	Apr 2007	Apr 2007	Linda Hill	
	Train all Anti-Social Behaviour and Community Support Team Members in Disability Awareness.	1Apr 2007	Mar 2008	Louise Fyfe	

Department	Development, Safety and Regulation	Service/Section	Corporate Safety
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Objective Number 1	Objective: Promote Equalities				
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer	
	Fire Risk Assessments (Rolling Programme).	Oct 06		Hamilton Welsh	
	Fire Evac Chair Training.	Oct 06		Hamilton Welsh	

Disability Equality Scheme – Departmental Action Plan

Department	Development, Safety and Regulation	Service/Section	Enterprise (Economic Development)
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Objective Number 1	Objective: Promote Equalities			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
	Ensure all business grant & loan offers are conditional on the recipients certifying that they will adhere at all current & future employment legislation.	Nov 2005 (up-dated October 2006)	Ongoing	A B Weir

Department	Development, Safety and Regulation	Service/Section	Neighbourhood Services
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Objective Number 1	Objective: Promote Equalities			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
	Review the provision of disabled public convenience provision and the use of radar key facilities.	Apr 2007	Jun 2008	Eric Monson
	Review Council play areas in relation to DDA.	Jul 2007	Sept 2007	Eric Monson

Disability Equality Scheme – Departmental Action Plan

Department	Development, Safety and Regulation	Service/Section	Roads Maintenance
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Objective Number 1	Objective: Promote Equalities			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
	To review requests for dropped kerb crossing points and to install where required.	Apr 2007	Mar 2008	Gordon Hill

Department	Development, Safety and Regulation	Service/Section	Building Standards
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Objective Number	Objective: Promote Equalities			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
1.	Continue to support disabled people with the Private Sector Housing Grants for Disabled Persons scheme.	Ongoing	Ongoing	Mervyn Toshner
	Continue and develop the Link Officer role with Ayr Shopmobility.	Ongoing	Ongoing	Mervyn Toshner
	Continue and develop the Disablement Liaison Officer role with the South Ayrshire Access Panel.	Ongoing	Ongoing	George Brown
	Continue to give disability advice to the private/public sectors.	Ongoing	Ongoing	George Brown
	Continue and support the department's Web development work for the benefit of the disabled community.	Ongoing	Ongoing	George Brown
	Respond to emerging legislation, policy guidance and best practice on inclusive design, as appropriate.	Now	Ongoing	Mervyn Toshner

Disability Equality Scheme – Departmental Action Plan

Department	Development, Safety and Regulation	Service/Section	Planning
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Objective Number 1	Objective: Promote Equalities			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
	Consult with Local Access Panel regarding Planning & Transportation Policies and Strategies.	Various as arise		Ian M Johnson
	Consult with Local Access Panel weekly on Planning applications received.	Weekly		Ian M Johnson
	Raise awareness of disability/inclusive design issues through local architects' forum.	Apr 2007	Mar 2008	Ian M Johnson
	Respond to emerging legislation, policy guidance and best practice on inclusive design, as appropriate.	Now	Ongoing	Ian M Johnson
	Consider requiring developers to provide an Access Statement in support of certain types of planning applications.	Apr 2007	Jun 2007	Ian M Johnson

Department	Development, Safety and Regulation	Service/Section	Planning and Transportation
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Objective Number 1	Objective: Promote Equalities			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
	Train all Planning & Transportation Staff in Disability Awareness.	Apr 2007	Apr 2008	Ian McLarty
	Meet with Local Access Panel to review service consultation arrangement.	Nov/Dec 2006		Ian McLarty
	Discuss with Local Access Panel and Developer issues arising from Ayr Central Redevelopment Project.	Nov 2006	Nov 2006	Ian McLarty
	Raise awareness of disability/inclusive design issues through local architects' forum.	Apr 2007	Mar 2008	Ian McLarty

Disability Equality Scheme – Departmental Action Plan

Department	Development, Safety and Regulation	Service/Section	Roads and Transportation
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Objective Number 1	Objective: Promote Equalities			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
	Raise issue of bus driver conduct in relation to disabled passengers.	Nov/Dec 2006		Robert McVeigh
	Consult with Local Access Panel on preparation and finalisation of Local Transport Strategy.	Jan 2007	Jul 2007	Robert McVeigh
	Consult with Local Access Panel regarding Planning & Transportation Policies and Strategies.	Various as arise		Robert McVeigh
	Respond to emerging legislation, policy guidance and best practice on inclusive design, as appropriate.	Now	Ongoing	Robert McVeigh

Department	Development, Safety and Regulation	Service/Section	Licensing
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Objective Number 1	Objective: Promote Equalities			
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Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
	Discuss inclusion of representatives of South Ayrshire Access panel in the Taxi Forum.	Dec 2006	Jun 2007	Morag Douglas
	Improve Disability awareness within the Taxi Drivers Course at Ayr College.	Dec 2006	Jun 2007	Morag Douglas

Disability Equality Scheme – Departmental Action Plan

Department	Development, Safety and Regulation	Service/Section	Sustainable Development
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Objective Number 1	Objective: Promote Disability Equality			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
	Provide disability awareness/inclusive design training for all Environment and Conservation staff involved in project design, development or assessment.	Apr 2007	Mar 2008	Ken Gibb
	Respond to emerging legislation, policy guidance and best practice on inclusive design, as appropriate.	Now	Ongoing	Ken Gibb
	Review existing path networks to determine what component routes are suitable/could reasonably be rendered suitable for disabled access, with a view to making at least 1 route within each network compliant.	Apr 2007	Mar 2010	Neil Feggans /David Gray
	Ensure the needs of disabled are considered at the outset of the process of designing and developing new path networks.	Now	Ongoing	Neil Feggans /David Gray
	Continue to review the design and layout of existing play areas, parks and open spaces with a view to redesigning them to make them accessible to all.	Now	Ongoing	Karen McLure
	In designing and developing new play areas and public open spaces ensure consideration continues to be given at the outset to inclusive design.	Now	Ongoing	Karen McLure
	In assessing South Ayrshire Waste and Environment Trust grant applications, consider whether applicant projects have made adequate provision for inclusive design.	Now	Ongoing	Fiona Ross

Disability Equality Scheme – Departmental Action Plan

Department	Education, Culture and Lifelong Learning	Service/Section	EAQD/Resource Support/Lifelong Learning
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Objective Number 1	Objective: To provide an inclusive learning environment for disabled children and young people.			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
1.1	Impact assess all policies and procedures within ECLL to ensure compliance with Equalities legislation.	Dec 2006	Mar 2007	C Quinn/ Section Representatives
1.2	Ensure all staff receive training on DED.	Jan 2007	Aug 2007	C Quinn
1.3	Ensure information on educational achievement of disabled pupils is produced by schools.	Mar 2007	Ongoing	A Kelly
1.4	Review Community Education Service to ensure compliance with the Disability Equality Duty for young people.	Feb 2007	Jan 2008	M Burns
1.5	Review accessibility of Museums and Galleries services including information, facilities and events to ensure inclusion and participation of all young people.	Jan 2007	Dec 2009	E Kwasnik
1.6	Investigate the feasibility of establishing an Inclusion Squad Network across South Ayrshire.	Dec 2006	Mar 2007	P Wilson

Disability Equality Scheme – Departmental Action Plan

Objective Number 2	Objective: To remove barriers to ensure greater participation of disabled pupils, parents and staff.			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
2.1	Ensure all sections use the audit tool to identify barriers to services.	Feb 2006	May 2007	C Quinn
2.2	Ensure all sections work effectively to improve services for disabled stakeholders.	Feb 2006	Ongoing	C Quinn
2.3	To develop plans to involve disabled pupils, parents and others in planning processes.	Dec 2006	Jul 2007	C Quinn
2.4	Review transport arrangements in relation to DED.	Jun 2007	Jun 2008	D Strang
2.5	Raise awareness and train on Audit tool with Pre 5 staff.	Mar 2007	Mar 2008	A Valenti
2.6	Use the Inclusion Spectrum Model to maximise opportunities for people with disabilities to participate in sport and physical activity.	Dec 2006	Ongoing	P Wilson
2.7	To develop sporting pathways for people with disabilities.	Dec 2006	Ongoing	P Wilson
2.8	To provide training opportunities for staff that maximises opportunities for people with disabilities to participate in sport and physical activity.	Dec 2006	Ongoing	P Wilson

Objective Number 3	Objective: To further improve physical access to schools.			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
3.1	To re-launch the Accessibility Strategy Group.	Nov 2006	Dec 2006	C Quinn
3.2	To take forward identified tasks from audit of Primary Schools.	Dec 2006	Ongoing	C Quinn / D Strang
3.3	To prepare audit tool for all ECLL sections.	Jan 2006	Feb 2007	C Quinn

Disability Equality Scheme – Departmental Action Plan

Department	Social Work, Housing and Health	Service/Section	Social Work
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Objective Number 1	Objective: To provide high quality accessible social work and social care services.
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Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
1.1	Ensure that all policies and procedures of the Department comply with equalities legislation.	Oct 2006	Ongoing	N Watson J Dunne
1.2	Ensure that staff are aware of equalities issues and deliver services which comply with South Ayrshire Council's policy.	Oct 2006	Ongoing	N Watson
1.3	Ensure that the offices inhabited by Social Work and Social Care staff are accessible to individuals with physical disability.	Oct 2006	Apr 2009	N Watson
1.4	Ensure that communication equipment and/or translators are available for service users when required	Oct 2006	Apr 2007	N Watson

Objective Number 2	Objective: To provide quality services for individuals with "assessed needs".			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
21.	Work with Partners in our services and with the private/voluntary sector to ensure appropriate provision of targeted services.	Now	Ongoing	N Watson
2.2	To provide aids/adaptations based on assessed need in an efficient and accessible manner.		Ongoing	M Hutchison

Disability Equality Scheme – Departmental Action Plan

Department	Social Work, Housing and Health	Service/Section	Social Work
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Objective Number 3	Objective: Ensure effective service user involvement/participation in the delivery of assessed/ targeted services
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Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
3.1	Ensure that there are mechanisms in place across all service areas which provide ongoing customer feedback.	Oct 2006	2008	N Watson A Scobie A Stewart A Sinclair M Hutchison H Sim
3.2	Ensure any organised consultation events take into account: Transport issues Access Communication issues To all full service user participation	Oct 2006	Ongoing	N Watson

Disability Equality Scheme – Departmental Action Plan

Department	Social Work Housing and Health	Service/Section	Regeneration and Housing Policy and Strategy)
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Objective Number 1	Objective: To provide high quality accessible housing management services			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
1.1	Ensure that all housing policies and procedures comply with Equalities legislation.	Sept 2006	On-going	Jill Cronin
1.2	Ensure that staff are aware of equalities issues and deliver services in compliance with the policy.	Sept 2006	On-going	Michael Alexander
1.3	Ensure that the Council's housing offices are accessible to people with physical disabilities, including installation of loop systems at public service counters.	Jul 2006	Apr 2007	Michael Alexander

Objective Number 2	Objective: To provide affordable housing for people in housing need			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
2.1	Ensure inclusion of proportion of amenity housing within strategic housing investment programme in identified areas on an on-going basis.	Jul 2003	On-going	Jill Cronin
2.2	Work with Private Sector to investigate options of providing barrier free housing through adaptations and / or specific off the shelf purchases.	Jan 2007	Mar 2008	Damien Griffith
2.3	Identify council housing suitable for barrier free conversion within the modernisation programme. Target is to convert 5 properties per year.	Jul 2003	On-going	Bill Gray
2.4	Provide aids and adaptations to council housing as required to improve accessibility.	Jul 2003	On-going	Michael Alexander

Disability Equality Scheme – Departmental Action Plan

Objective Number 3	Objective: Ensure effective tenant participation
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Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
3.1	Ensure that registered tenants organisations promote equalities and are accessible to all tenants. On-going over the planning period.		On-going	TBC
3.2	Ensure that the following facilities are available as appropriate at organised events to enable all tenants to attend and participate fully: <ul style="list-style-type: none"> o Transport o Wheelchair access to venues o Loop system 		On-going	TBC

Department	Social Work, Housing and Health	Service/Section	Regeneration and Housing - Regeneration
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Objective Number 1	Objective: Regeneration of disadvantaged communities			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
1.1	Support to Older People Forum and Disability Forum	Oct 2006	Ongoing	Dave Sherlock
1.2	Ensure that all housing support policies and procedures comply with Equalities legislation.	Oct 2006	Ongoing	Dave Sherlock
1.3	Joint work with Communities Scotland and partners on awareness raising on equalities issues for regeneration.	Oct 2006	Ongoing	Dave Sherlock

Disability Equality Scheme – Departmental Action Plan

Department	Social Work, Housing and Health	Service/Section	Property and Design
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Objective Number ELP46/05	Objective: To ensure that the Council's non-housing buildings comply with the requirements of the DDA			
Task Ref	Task	Scheduled Start Date	Scheduled End Date	Lead Officer
1	Survey all council owned buildings to establish compliance with DDA requirements.	Sept 2003	Ongoing	Bill Gray
2	Prioritise a programme of adaptations and alterations to comply with DDA requirement.	Apr 2004	Ongoing	Bill Gray
3	Deliver programme of adaptations and alterations through Capital Programme allocations of approximately £100,000 per annum for General Services and £130,000 for Schools.	Apr 2004	Ongoing	Bill Gray

Appendix 2

ARRANGEMENTS

FOR

IMPACT ASSESSMENT



EQUALITY AND DIVERSITY IMPACT ASSESSMENT

Guidance and Checklist

2006

**SOUTH AYRSHIRE COUNCIL
EQUALITY AND DIVERSITY IMPACT ASSESSMENT 2006**

Section One: Policy Details*

Name of Policy	
Lead Officer (Name/Position)	
Review Team (Names/Positions)	

*Policy could include strategy, project or application: see guidance below.

What are the main aims of the policy?	
What are the intended outcomes of the policy	

Section Two: What are the Likely Impacts of the Policy?

Will the policy impact upon the whole population of south Ayrshire <i>or</i> particular groups within the population (please specify)	
---	--

Considering the following themes, what likely impacts or issues does the policy have for the group. List any likely positive or negative impacts

Race equality: Issues relating to ethnic minorities, including gypsy travellers and migrant workers	
Gender equality: Issues specific to women or men	
Disability equality: Issues relating to disabled people	
Age equality: Issues relating to older people or children and young people	
Other groups (please specify)	

Section Three: Evidence Used in Developing the Policy

In assessing the impact set out above what evidence has been collected from involvement, engagement or consultation? <i>Who</i> did you involve, <i>when</i> and <i>how</i> ?	
In assessing the impact set out above what evidence has been collected from research or other data. Please specify <i>what</i> research was carried out or data collected, <i>when</i> and <i>how</i> this was done.	
Have you identified any gaps or uncertainties in our understanding of the issues or impacts that need to be explored further?	

On the basis of the above assessment should the policy go ahead or is further work needed first?

Yes policy should go ahead

No policy should be subjected to more development work

Any comments?

Section Four: Performance monitoring and reporting

Considering the policy as a whole, including its equality and diversity implications:

When will the policy come into effect?	
How long will the policy have effect?	
When will the policy be reviewed?	
Which committee will have oversight of the policy?	
Will any additional staff training be required to put the policy into effect? (please specify)	

Impact assessment agreed on (date)	
Content agreed by Head of Service (Name/position)	

South Ayrshire Council Equality and Diversity Impact Assessment Guidance

What is Equality and Diversity Impact Assessment (IA)?

IA is an open process by which the Council or any other public body can assess and demonstrate the likely impact of its policies, projects or procedures on different groups that make up the population of the area. It is an evidence based approach that can be used to help the Council meet its best value duties and its equality duties.

Why carry out impact assessment?

IA is now a statutory responsibility for public bodies. It was introduced by the Race Relations Amendment Act 2000; is now required under the Disability Discrimination Act 2005 and will be included as a future requirement under Gender and Age Equality legislation. To quote from the DDA

A public authority must include in its Disability Equality Scheme a statement of the authority's methods for assessing the impact of its policies and practices, or the likely impact of its proposed policies and practices, on equality for disabled persons.

The Council therefore has to demonstrate that it has arrangements for IA in place and is putting them into effect. It is also a tool that can help the Council meet its best value objectives, not only in relation to equalities but also to support evidence based policy development.

What the impact assessment is designed to show?

IA is a self-assessment process that is carried out when developing or reviewing policies. The purpose is both to ensure that an authority's decisions and activities do not disadvantage any particular group within the population, and also to identify how they might promote equality of opportunity. It should therefore show the likely impact of any policy on different groups and the evidence used by the Council in making the assessment.

What should an IA contain?

A good IA should contain details of the:

- Aims and intended outcomes of the policy
- Likely impacts on different groups
- Evidence from consultation, research or other sources that was used in the assessment
- Any further engagement, consultation or research that is needed
- How the policy will be taken forward, managed and monitored.

Who should carry out an impact assessment?

Any officer developing a new policy should be aware of the duty and arrange to carry out an IA before the policy goes to committee. The procedure should not be onerous and, if the policy has been

- well thought out in advance

- has clear aims and outcomes and is
- based on sound evidence,

then the IA should be completed quickly.

At the outset it is recommended that the IA checklist should be completed by at least two people – the main author of the policy and an external assessor from another service or department (or even from outside the Council) who is familiar with IA. This will help ensure a degree of scrutiny in the process.

When should IA be applied?

In theory all policies, strategies and procedures of the council should be impact assessed. The most practical approach is to assess new policies, strategies or other major developments as they are being developed or as they come up for review. The best approach is to consider the likely impacts of a new policy as it is being developed – make this part of the policy development process.

IA should certainly be applied as a priority :

- If you believe that the policy you are developing will have significant implications for people living in South Ayrshire and you need to spell out what those implications could be;
- If the policy is likely to have a particular impact on one or more groups living in South Ayrshire;
- If the policy has major strategic importance for a service or the Council
- If you believe that an existing procedure or practice might disadvantage some individuals or particular group.

There may be other cases where IA is necessary or could be helpful.

- Grant applications to the Scottish Executive, Communities Scotland or other funding bodies may require IA to be carried out. A funding application will certainly be stronger if it can demonstrate that equalities implications have been taken into consideration; and IA is an effective way to demonstrate this.
- Project management may benefit from an IA, particularly if external funding is being sought.

IA Should be an Open Process

The process of IA should be open to scrutiny. Ideally, if an IA assessment is carried out early in the policy development process, then the results should be shared with stakeholders, both partner organisations and community groups involved in the development of the process for their comment and possibly revision. This will help strengthen the policy making process. The finalised IA statement should be made public, for example by presenting to committee as part of a report, or by publishing it on the Council's website.

Helpful hint: The Scottish Executive is subject to the same requirement to publish Impact Assessments for its policies and strategies as the Council. If the policy you are developing relates to a Scottish Executive initiative, such as regeneration or community safety then it might be helpful to ask the Scottish Executive for a copy of the IA they have prepared on the initiative. The same applies to Communities Scotland or government agencies.

**South Ayrshire Council
Equality and Diversity Impact Assessment Guidance**

Completing The IA checklist

(The checklist is available as a word document so that individual boxes can be expanded as required.)

Section One: Policy Details

Name of policy: give the name of the policy, strategy, project, funding application or other initiative.

Lead officer: the lead officer should be the officer who is responsible for developing the policy. The Review Team should be the team carrying out the IA. This should include at least one person involved in developing the new policy and one person from another service or department who has *not* been involved in developing the policy. If wider expertise is needed it may be helpful to consider inviting one or two other others to join the assessment including representatives from outwith the Council if appropriate.

Aims and Outcomes: give a brief summary of the aims and expected outcomes of the policy. The aims and intended outcomes should include reference to other relevant documents such as the Departmental Service Plan, Council Business Plan, Community Plan, or Scottish Executive documents.

Section Two: What are the Likely Impacts of the Policy?

In this section the checklist should be used to identify the main impacts that the policy could have on different groups.

The first question asks whether the policy will affect the whole population or part of the population. (*The Council's Youth Strategy, for example, is aimed at primarily at young people*)

This section gives the opportunity to spell out any impacts or issues that the policy raises for specific groups. The groups listed relate to the new statutory requirements of equalities legislation: race, gender, disability, age. For each group identify any particular impact or issue that the policy has for the group. Impacts could be positive or negative. A new policy may set out to improve service provision for a particular group, but it might also have unintended consequences for other groups or it might face particular challenges in relation to a particular group. (*For example in the Youth strategy, under gender, it was identified that there is a low take up of sports opportunities among girls. The strategy has identified this an issue and will seek to address it.*)

Impact assessment is not a precise science and it will not be possible to identify all the possible consequences of a policy. Circulating the draft to stakeholders, both partners and community groups might help to identify unforeseen impacts.

There may be other people not listed in the checklist that are relevant and should be mentioned. For example policies may have particular implications for rural areas; if this is the case it would be worth identifying under 'other groups'.

Section Three: Evidence Used in Developing the Policy

Section three provides the opportunity for the respondent to set out the evidence on impacts that has been collected in the development of the policy.

First, in the development of the policy; who has been consulted or involved in its development? Both the relevant equalities legislation and the duty to achieve best value demand effective consultation and engagement. This question allows the policy maker to describe how this was achieved. (*The Youth Strategy for example has been developed in the context of involvement of young people over many years and makes a commitment to establish new structures to take forward this engagement. The recent development of rural service priority areas has involved consultation in particular localities on local priorities and needs.*)

Auditors will expect to see evidence of engagement with relevant groups where policies are targeted those groups. For example if a policy has been developed for a group of people with a particular disability, have people from that group been involved in its development?

Similarly this is an opportunity to set out the data or research that has been used, whether local or national, in the development of the policy. It may be worth mentioning any relevant government guidance that has influenced the development of the policy.

Gaps

Few policies are developed in the context of perfect information or understanding of an issue. The checklist offers an opportunity to mention these gaps and set out, if necessary, whether steps can be taken to remedy these and fill in any gaps. (*For example in the development of the Council's Race Equality Scheme 2005 it was clear that we did not have the ability to engage fully with small and dispersed populations in South Ayrshire. The RE scheme dealt with this by including a commitment to improve engagement in order to get better information and understanding of needs in the future.*)

Section Four Performance Monitoring and Reporting

This section allows the respondent to describe how the policy will be taken forward. This will act as a record for future reviews, monitoring, and for identifying any training requirements. Finally it is recommended that, when completed, the IA is signed off by the relevant Head of Service.

It is recommended that a copy of the completed IA is kept on an open file in a way that it easily accessible both to auditors and the public upon request.

Comments on this policy

Equality and Diversity IA is a new policy tool and 2006 is the first year it has been formally used in South Ayrshire Council. If you have any questions or comments please contact Adrian Shaw, Chief Executive's Department on 01292 612134 or at adrian.shaw@south-ayrshire.gov.uk

Appendix 3

EQUALITIES MONITORING STATEMENT

SEPTEMBER 2006

SOUTH AYRSHIRE COUNCIL

EQUALITIES MONITORING STATEMENT AS AT SEPTEMBER 2006

1. Employees In Post

The number of staff in post, 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 - Other	Black or Black British - African	Black or Black British - Caribbean	Black or Black British - Other	Mixed - Other	Other	Unknown	White - British	White - English	White - Irish	White - Other	White - Scottish	White - Welsh	Not Recorded	Total
Chief Executives	1	0	0	0	0	0	0	0	6	9	2	2	259	0	0	279
Development Safety and Regulation	0	1	0	1	0	0	2	0	0	9	1	3	309	1	3	330
Education Culture and Lifelong Learning	0	0	1	0	1	1	2	255	248	42	23	59	1649	8	211	2500
Environment and Infrastructure	0	0	0	0	0	0	0	3	104	5	0	3	1639	0	77	1831
Social Work Housing and Health	0	1	0	0	0	0	0	0	4	30	10	3	1298	1	9	1356
Total	1	2	1	1	1	1	4	258	362	95	36	70	5154	10	300	6296

- Where recorded, 0.2% of the Council's employees are of non-white ethnicity, from a non-white proportion (2001 Census) of 0.7% of the population of South Ayrshire
- In neighbouring Authorities where figures are available, the proportion of non-white staff is 0.2% (2003 figures), also from a non-white population of 0.7%

Fig 2: Breakdown of Employees by Gender

Department	Female	Male	Total
Chief Executives	180	99	279
Development Safety and Regulation	190	140	330
Education Culture and Lifelong Learning	2011	489	2500
Environment and Infrastructure	942	889	1831
Social Work Housing and Health	1107	249	1356
Total	4430	1866	6296

- 70.4% of the Council's employees are female, and 29.6% are male

Fig 3: Breakdown of Employees by Disability

Department	Not Disabled	Disabled	Not Recorded	Total
Chief Executives	273	2	4	279
Development Safety and Regulation	324	6		330
Education Culture and Lifelong Learning	2020	7	473	2500
Environment and Infrastructure	1717	12	102	1831
Social Work Housing and Health	1336	17	3	1356
Total	5670	44	582	6296

- Where recorded, 0.7% of the Council's employees are disabled

2. Applicants for Employment/Promotion

All applicants for employment are required to complete an Equal Opportunities Monitoring Form. Information from these forms is collated on a quarterly basis by Corporate Human Resources.

This information is currently recorded in a discrete HR database, from which the relevant information can be extracted. This recording will subsequently transition to the Oracle HRMS system as part of the planned software implementation.

The total number of external applicants by ethnic background, gender and disability for the most recent quarter for which figures are available (July-Sept 06) was as follows: -

- The proportions of male and female applicants, interview candidates and successful appointees were generally consistent throughout the recruitment process
- The proportions of non-white applicants, interview candidates and successful appointees were above the population proportion, and were generally consistent throughout the recruitment process

Applicants for Employment		Total No: 378	
Gender			
	Number	Proportion (%)	
Male	121	32	
Female	255	67.5	
Not Disclosed	2	0.5	
Ethnic Origin			
	Number	Proportion (%)	
White Scottish	338	89.4	
White English	25	6.6	
White Welsh	0	0	
White Irish	3	0.8	
Other White British	1	0.3	
Any Other White Background	0	0	
Any Mixed Background	0	0	
Indian	1	0.3	
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	0.3	
Not Disclosed	9	2.3	
Disability			
	Number	Proportion (%)	
Disabled	6	1.6	
Not Disabled	358	94.7	
Not Disclosed	14	3.7	

Selected for Interview		Total No: 196	
Gender			
	Number	Proportion (%)	
Male	50	25.5	
Female	146	74.5	
Ethnic Origin			
	Number	Proportion (%)	
White Scottish	178	90.8	
White English	12	6.1	
White Welsh	0	0	
White Irish	3	1.5	
Other White British	0	0	
Any Other White Background	0	0	
Any Mixed Background	0	0	
Indian	1	0.5	
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	2	1.0	
Disability			
	Number	Proportion (%)	
Disabled	3	1.5	
Not Disabled	185	94.4	
Not Disclosed	8	4.1	

Successful Appointments		Total No: 55	
Gender			
	Number	Proportion (%)	
Male	11	20	
Female	44	80	
Ethnic Origin			
	Number	Proportion (%)	
White Scottish	53	96.4	
White English	1	1.8	
White Welsh	0	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	1	1.8	
Disability			
	Number	Proportion (%)	
Disabled	0	0	
Not Disabled	53	96.4	
Not Disclosed	2	3.6	

The total number of internal applicants for promotion by ethnic background, gender and disability for the most recent quarters for which figures are available (July-Sept 06) was as follows: -

- The proportions of male and female internal applicants, interview candidates and successful appointees were all in line with the proportions of male and female staff (see Section 1 above)
- The proportions of non-white and disabled internal applicants, interview candidates and successful appointees were all above or in line with the proportions of non-white and disabled staff (see Section 1 above)

Applicants for Promotion		Total No: 148
Gender	Number	Proportion (%)
Male	42	28.3
Female	106	71.7
Ethnic Origin	Number	Proportion (%)
White Scottish	133	89.9
White English	11	7.4
White Welsh	0	0
White Irish	3	2.0
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	1	0.7
Disability	Number	Proportion (%)
Disabled	0	0
Not Disabled	146	98.6
Not Disclosed	2	1.4

Selected for Interview		Total No: 111
Gender	Number	Proportion (%)
Male	29	26.1
Female	82	73.9
Ethnic Origin	Number	Proportion (%)
White Scottish	100	90.1
White English	8	7.2
White Welsh	0	0
White Irish	3	2.7
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	110	99.1
Not Disclosed	1	0.9

Successful Appointments		Total No: 33
Gender	Number	Proportion (%)
Male	7	21.2
Female	26	78.8
Ethnic Origin	Number	Proportion (%)
White Scottish	32	97
White English	1	3
White Welsh	0	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
Unknown	0	0
Disability	Number	Proportion (%)
Disabled	0	0
Not Disabled	33	100
Not Disclosed	0	0

3. Employees Applying for and Receiving Training

All applicants for, and employees who receive training are required to complete an Equal Opportunities Monitoring Form. Arrangements are being adjusted to ensure that this information is recorded at an earlier stage in the process by Corporate HR.

This information is currently recorded in a discrete HR database, from which the relevant information can be extracted. This recording will subsequently transition to the Oracle HRMS system as part of the planned software implementation.

The total number of employees receiving training by ethnic background, gender and disability for the year to date (**Dec 05 – Nov 06**) was as follows: -

Employees applying for and receiving training			Total No. 1,207	
	Applying		Receiving	
Gender	Number	Proportion (%)	Number	Proportion (%)
Male	307	25.4	224	24.8
Female	900	74.6	678	75.2
Ethnic Origin	Number	Proportion (%)	Number	Proportion (%)
White Scottish	926	76.7	660	73.2
White English	32	2.7	23	2.6
White Welsh	4	0.3	3	0.3
White Irish	3	0.2	2	0.2
Other White British	2	0.2	2	0.2
Any Other White Background	0	0	0	0
Any Mixed Background	0	0	0	0
Indian	0	0	0	0
Pakistani	0	0	0	0
Bangladeshi	0	0	0	0
Chinese	0	0	0	0
Any Other Asian Background	0	0	0	0
Caribbean	0	0	0	0
African	0	0	0	0
Any Other Black Background	0	0	0	0
Any Other Background	0	0	0	0
Unknown	240	19.9	212	23.5
Disability	Number	Proportion (%)	Number	Proportion (%)
Disabled	3	0.2	2	0.2
Not Disabled	947	78.5	677	75.1
Not Known	257	21.3	223	24.7

4. Performance Assessment

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

5. Grievance/Disciplinary Procedures

The total number of employees involved in Disciplinary and Grievance processes by ethnic background, gender and disability, in the period April – September 2006, was as follows: -

- Grievance: 13 recorded (5 female, 8 male all White Scottish, 13 not disabled)
- Disciplinary: 5 recorded (2 female, 3 male, all White Scottish, 4 not disabled, 1 not recorded)

In addition a group of approximately 40, mainly female employees raised a group grievance regarding Equal Pay Settlements.

6. Employees Leaving Employment

The number of leavers in the period April – September 2006 by ethnic background, gender and disability by department is as noted below.

Fig 1: Breakdown of Leavers by Ethnicity

Department	Asian or Asian British - Other	Unknown	White - British	White - English	White - Irish	White - Other	White - Scottish	Not recorded	Total
Chief Executives						1	19		20
Development Safety and Regulation				1			19		20
Education Culture and Lifelong Learning		20	34	4	4	8	328	127	525
Environment and Infrastructure		1	12	1			152	68	234
Social Work Housing and Health	1			1		2	61	1	66
Total	1	21	46	7	4	11	579	196	865

- Where recorded, 0.2% of leavers were of non-white ethnicity

Fig 2: Breakdown of Leavers by Gender

Department	Female	Male	Total
Chief Executives	9	11	20
Development Safety and Regulation	12	8	20
Education Culture and Lifelong Learning	419	106	525
Environment and Infrastructure	84	150	234
Social Work Housing and Health	47	19	66
Total	571	294	865

- 66% of leavers were female
- 34% of leavers were male

Fig 3: Breakdown of Leavers by Disability

Department	Not Disabled	Disabled	Not Recorded	Total
Chief Executives	9		11	20
Development Safety and Regulation	18	1	1	20
Education Culture and Lifelong Learning	292	2	231	525
Environment and Infrastructure	208	2	24	234
Social Work Housing and Health	61		5	66
Total	588	5	272	865

- Where recorded, 0.8% of leavers were disabled

Appendix 4

**RESEARCH PAPER ON NUMBER OF
DISABLED PEOPLE IN SOUTH AYRSHIRE**

(C DOYLE)

ESTIMATES OF THE DISABLED POPULATION IN SOUTH AYRSHIRE 2006

Research Paper by Chris Doyle Chief Executive's Department, South Ayrshire Council

Background

No reliable figures exist on the numbers of disabled people in South Ayrshire. In the first place, most definitions of a "disability" are rather imprecise. Thus, the UK Disability Discrimination Act 2005 (DDA) defines a disabled person as "*someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities*". However, it then precedes to state that people with HIV, cancer and multiple sclerosis will be deemed to be "disabled" for the purposes of the Act from the point that they are diagnosed with the ailment rather than from when the condition has an adverse effect on their ability to carry out normal day-to-day activities.

A baseline survey conducted by Glasgow University for the Disability Rights Commission Scotland in 2001¹ estimated that around 800,000 people or 16% of the population were disabled. This figure appears to come from the *Scottish Health Survey 1998*, where a sample of individuals were asked two questions:

- Do you have any long-standing illness, disability or infirmity?
- If yes, does this illness or disability limit your activities in any way?

While this approach has the merits of not using a rigorous medical definition of "disability", it still conflates illness with disability; a point challenged by the "social model of disability", which sees disability arising from the social and economic context of the individual. The problem with this latter approach to defining disability is that it does not provide any greater precision about who is "disabled" and who is not. Against this background, it has been decided to use the definitions of "limiting long-term illness" in the *2001 Census* and the *Scottish Health Survey 2003* as the most appropriate starting point for estimating the disabled population in South Ayrshire. To provide a check, data on those claiming benefits have also been used.

Estimates of the Total Number of Disabled People in South Ayrshire

Estimates from the Census and the Scottish Household Survey

The 2001 Census sought information on all people "who perceive that they have a limiting long-term illness, health problem or disability which limits their daily activities or the work that they can do, including problems that are due to old age". 23748 people in South Ayrshire reported that they had so-called *limiting long-term illness*. The age breakdown of these people, together with the percentage of the age group accounted for by them, is presented in Table 1. Nearly half are over pension age. Based on self-reported assessments of disability, these figures imply that 21.9 per cent of the population in South Ayrshire are disabled, either physically or mentally, to a greater or lesser degree.

¹ S Riddell and P Banks (2001). *Disability in Scotland: A Baseline Study*. Strathclyde Centre for Disability Research, Glasgow University.

Table 1
Age Distribution of the Population in South Ayrshire with Limiting Long-Term Illness in South Ayrshire

Age Group	% of All People with Limiting Long-Term Illness	% of Age Group
0-4	0.6	2.4
5-15	2.9	4.4
16-34	7.9	7.5
35-49	13.8	12.7
50-59	16.9	24.4
60-64	10.7	37.1
65-84	40.7	49.5
85+	6.5	74.2

Although only based on a sample of the population, an estimate of the disabled population can also be gained from the *Scottish Household Survey 2003/04*. This seeks to distinguish those with long-term illnesses from those with a disability. However, as responses are self-assessed, it is open to question whether the distinction can be interpreted with any confidence, especially as 6% of the population claim to have a disability, but not a long-term illness (see Table 2). For Scotland as a whole, the results of the survey indicate that around 17 to 18% of people have a long-term illness or disability. Accepting a similar percentage for South Ayrshire would imply an equivalent figure of 20000. Whether all of these can be regarded as “disabled” is open to debate, as only about 40% of those with a long-term illness also classified themselves as disabled. Against this, the DDA 2005 definition of disability has been extended to include people with early-stage cancer, HIV and multiple sclerosis, who may regard themselves as having a long-term illness, but not a disability.

Table 2
Percentage of People in Scotland of a Given Age with a Disability, a Long-Term Illness or Both According to the 2003/04 Scottish Household Survey

Age Group	% with a Disability Only	% Having a Long-Term Illness Only	% with Both a Disability and a Long-Term Illness
0-9	2	2	0
10-19	3	3	0
20-29	2	3	1
30-39	3	5	2
40-49	5	6	3
50-59	8	11	5
60-69	12	18	7
70+	17	22	11
All ages	6	8	3

Estimates from Benefits Uptake

A very different approach to estimating the size of the disabled population in South Ayrshire is to concentrate on those whose disability is sufficiently severe that they qualify for state assistance in the form of one or other benefits. While there is always a problem of whether all those entitled to a particular benefit have claimed it, the advantage is that the procedures used for assessing benefit are formal and consistent. In particular, the Scottish Executive

publishes every 6 months the total number of people who qualify for key benefits², because of their sickness or disability. There are essentially, three groups of benefits:

- The *Disability Living Allowance*, payable to people who become disabled before the age of 65 and need help with personal care and/or getting around.
- The *Attendance Allowance*, payable to people aged 65 and over, who are so severely disabled, physically or mentally, that they need someone to help with their personal care.
- *Incapacity Benefit*, payable to anyone assessed as being incapable of work and who meets certain National Insurance contribution criteria.

In addition, there are still some people in receipt of *Severe Disability Allowance*, which was paid to those aged 16 and over, who did not qualify for Incapacity Benefit. However, no new claimants have been able to register for this benefit since April 2001. The total number of claimants in South Ayrshire for these four benefits in February 2004 (the latest detailed published estimates) are shown in Table 3.

Table 3

Number of Claimants in South Ayrshire in February 2004 for Incapacity Benefit, Disability Benefit, Attendance Allowance and Severe Disability Allowance

	Incapacity Benefit	Disability Living Allowance	Attendance Allowance	Severe Disability Allowance
Total Claimants	5500	5900	3800	1000

However, it is not possible to simply sum the claimants for all four key benefits, as an individual maybe in receipt of more than one of the benefits. The number of individuals in receipt of benefits for sickness or disability in South Ayrshire is around 14500². This is made up of 7000 people of working age (16-64) and 7500 of pension age (65+). As such, 11 per cent of the working age population and 30 per cent of the population of pensionable age are claiming State benefits connected with sickness or disability.

Nevertheless, included in this figure are a number of people, who are not disabled, but are in receipt of short-term sickness benefit. Thus, Incapacity Benefit is paid not only to people with longer-term illness, which may prevent them from working, but also to those experiencing short-term illness, originally covered by *Sickness Benefit* before April 1995. For Scotland, as a whole, 17.8 per cent of claimants of Incapacity Benefit in February 2004 had been in receipt of the benefit for less than a year. However, 47.2 per cent had been in receipt for more than 5 years. Assuming that illness justifying the payment of Incapacity Benefit for more than one year represents disability, this suggests that around 950 of those in South Ayrshire in receipt of sickness or disability benefits might not be regarded as disabled. For the area, this gives a corrected figure of 13550 or 12% of the population.

However, this estimate of the numbers of disabled, based on key benefit claimants has a number of caveats. First, the benefits are only paid to those who are assessed to need help with personal care or getting around. It is unclear, for instance, whether all those registered as having hearing impairment or blindness qualify for benefit payments. In South Ayrshire, in 2003 579 people were registered as blind, while a further 276 were registered as "partially

² *Benefits and Tax Credits in Scotland. Report for February 2004.* Scottish Executive.

sighted"³. An equivalent breakdown of the figures for those with hearing impairment in the area is not available, though it is reported that 300 of those registered as visually impaired had some form of hearing impairment⁴. Another group, where there is doubt over whether they are fully represented in the key benefit figures, is those with learning difficulties. Around 550 people in South Ayrshire were in receipt of support for learning difficulties in 2003⁵. The second caveat relates to children with disability. Strictly, with the exception of the Disability Living Allowance (DLA), the benefits identified are only paid to those who are 16 and over. Whether the DLA captures all the children with disabilities is doubtful. Some support for disabled children is probably routed through payments to carers. Unfortunately, of the 1000 people in South Ayrshire in receipt of the *Carers Allowance* in 2004, it is not possible to identify those caring for disabled children.

Type of Disability

Trying to get estimates of numbers with different types of disability is very difficult. No single source of information exists. However, during 1999, the Scottish Executive used the Labour Force Survey to gain estimates of the proportion of the working age population by type of disability⁶. The profile of disability within the population of working age in Scotland is shown in Table 4. From this it would appear that the physically disabled comprise the largest proportion of the disabled workforce. However, the addition of those diagnosed with cancer, HIV or multiple sclerosis by the DDA 2005 to those considered disabled potentially affects this observation. In the case of HIV and multiple sclerosis, the numbers of people are small, with only around 5000 cases of people being HIV-positive⁷ and around 6400 people with multiple sclerosis in Scotland⁸. However, the prevalence of cancer is much higher. Table 5 shows the reported prevalence of cancer by age group in Scotland. Using these rates, estimates have been made of the numbers of people in South Ayrshire with cancer and these are shown in Table 5. With an estimated total of 3000 people with cancer, equivalent to around 12-15% of the population with a limiting long-term health condition, cancer must also be recognised as an important category of disability, especially among those aged over 65, who account for 70% of all cancer cases.

Information on disabilities in the population of pensionable age (65+) is more fragmented. However, some impression of the range of disabilities among older people in Scotland can be gauged from a breakdown of people over 65 receiving home care in 2002, as reported in the *Community Care Statistics*⁹. These figures are presented in Table 6 for both Scotland and South Ayrshire. From this it can be seen that physical disabilities account for well over 70 per cent of the cases, but as noted above these figures exclude people with cancer, which affects 1 in 10 of all residents aged over 65.

The preponderance of disabilities connected with mobility is borne out by the results of 2003 *Scottish Household Survey*. Among those adult respondents reporting that they had a long-standing illness or disability, Table 7 shows the proportions of those who had difficulties with particular tasks. Except for the last, namely use of the phone, the majority of activities involve physical movement. Moreover, as shown in Table 8, the proportion experiencing difficulties with more than one task increased with age.

³ Data from Scottish Neighbourhood Statistics Website.

⁴ Scottish Executive *Community Care Services for Adults with a Sensory Impairment*. January 2004

⁵ *Progress with Complexity: The 2003 National Overview Report. The Chief Social Work Inspector's 3rd Annual Report*. Scottish Executive.

⁶ *Equality in Scotland – Disabled People*. Scottish Executive, 2000.

⁷ HIV Scotland, <http://www.hivscotland.com/stats.htm>

⁸ ISD Practice Team Information, October 2005.

⁹ *Scottish Community Care Statistics, 2002*. Scottish Executive, 2003.

Financial Well-Being of the Disabled

The findings of the *Scottish Household Survey 2003/04* suggests that there is a strong correlation between household economic status and the presence of one or more adults with either a disability or long-term illness. Figure 1 compares the percentage of all Scottish households with one or more adults with a disability or long-term illness by annual household income with the distribution of all households in Scotland by income class. It is evident that households where one or more adults are disabled or have a long-term illness are over-represented in the low income classes and under-represented in the high income groups. This impression is reinforced, if the percentage of all households in a particular income class that require regular help or care is examined (see Table 9). This shows that a disproportionate percentage of low-income households in Scotland require formal care services. From this it is evident that there is a link between poverty and disability/long-term illness.

Summary

- Approximately 1 in 5 people in South Ayrshire are disabled
- The proportion of the population that are disabled rises rapidly from under 10 per cent of the population aged 16-25, to 25 per cent of the population aged 50-59, 50 per cent of the population aged 65-84 and 75 per cent of the population aged 85+.
- Physical disabilities account for very high proportion of the cases. However, at least in the population of working age (16-65), only about 3 in 10 disabled people have mobility problems,
- Chest and heart problems account for 3 in 10 disabled people in the working age population.
- Above the age of 65, physical disability, arising from frailty, is the most common form of disability, but as many as 1 in 5 people with a long-term illness or disability may have cancer.
- There is a fairly strong link between poverty and disability/long-term illness, with a greater probability that a household with one or more adults with a disability or having a long-term illness will fall into the lower income classes.

Further Information

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Table 4

**Percentage of Disabled People of Working Age in Scotland
by Type of Main Health Problem, 1999**

Type of Health Problem	% of Disabled Population
<i>Physical Impairments</i>	
Arms, hands, legs & feet (incl Arthritis & Rheumatism)	31
Chest, breathing problems, asthma, bronchitis	17
Heart, blood pressure, circulation	13
Stomach, liver, kidney, digestion	6
Diabetes	4
Skin conditions, allergies	3
Other physical disabilities	8
<i>Hearing or Visual Impairments</i>	
Difficulty in seeing (with glasses) or hearing	5
<i>Speech impairment</i>	
Difficulty with speech	Not recorded
<i>Mental Disorders</i>	
Depression, bad nerves	5
Mental illness, phobias, panics & other nervous disorders	3
Epilepsy	2
<i>Learning Difficulties</i>	
Learning difficulty	2
<i>Progressive illness</i>	
Cancer, multiple sclerosis, symptomatic HIV, Parkinson's Disease, muscular dystrophy	3
Total	100

Source: Labour Force Survey 1999

Table 5

Prevalence of Cancer in South Ayrshire by Age Group

Age Group	Prevalence Rate per 100,000	Population of South Ayrshire	Estimated Number of People with Cancer
< 45	374.4	60730	227
45-64	2143.1	29940	642
65 +	9554.0	21427	2047
All ages	-	112097	2916

Source: NHS Cancer in Scotland, September 2006

Table 6

Client Group Breakdown of People Aged 65+ Receiving Home Care in Scotland and South Ayrshire in 2002

Client Group	Scotland		South Ayrshire	
	Numbers	% of All Home Care Clients	Numbers	% of All Home Care Clients
People with dementia	3339	6	176	17
People with mental health problems	1064	2	40	4
People with learning disabilities	1620	3	13	1
People with physical disabilities, including frailty due to old age	42402	77	783	77
People with HIV/AIDS, alcohol or drug problems	291	1	7	1
People in other vulnerable groups	5914	11	1	0
Total	54630	100	1020	100

Source: Scottish Community Care Statistics 2002

Table 7

Percentage of All Those with A Long-Term Illness or Disability Experiencing Difficulties with A Specific Task, All-Scotland Figures

Task	% of All Disabled/III People
Climbing stairs	50
Walking for at least 10 minutes	46
Standing for at least 10 minutes	42
Doing housework	37
Using a bus	28
Using a train	20
Preparing main meals	19
Dressing	11
Using a taxi	11
Using a car	10
Washing oneself	9
Using a telephone	4

Source: Scottish Household Survey 2003/04

Table 8

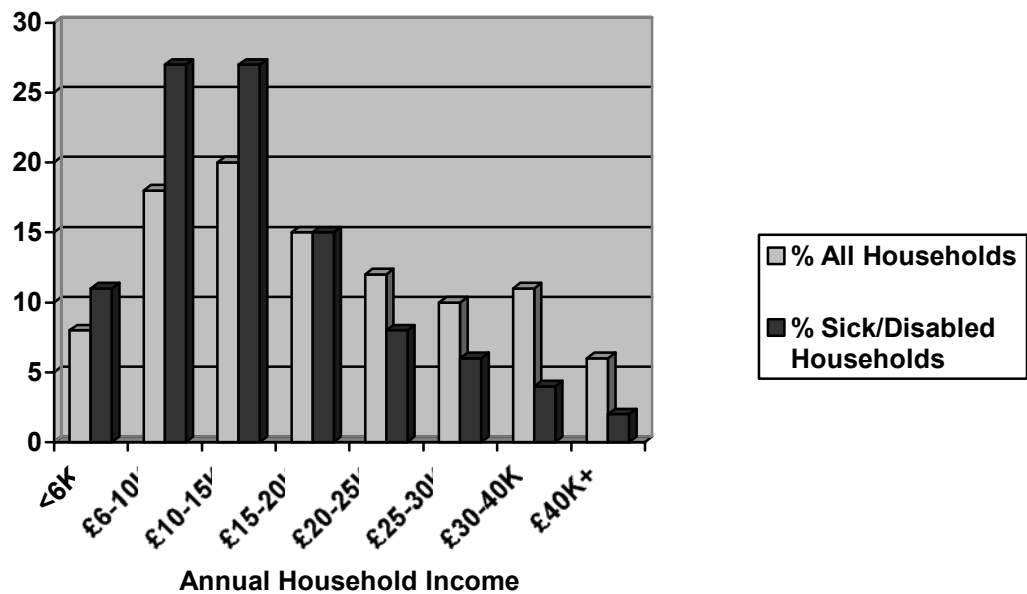
Percentage of All Those with a Long-Term Illness or Disability Experiencing Difficulty with a Number of Tasks by Age Group, All-Scotland Figures

Age Group	Number of Activities Presenting A Problem		
	1-2	3-5	5+
25-34	17	20	11
35-44	23	21	12
45-59	23	26	17
60-74	25	28	17
75+	24	30	26

Source: Scottish Household Survey 2003/04

Figure 1

Percentage of All Scottish Households and All Households with One or More Adults with a Disability or Long-Term Illness by Annual Household Income, 2003/04



Source: Scottish Household Survey 2003/04

Table 9

Percentage of Scottish Households Needing Regular Help or Care by Annual Household Income, % of Households in Income Group

Annual Household Income							
<£6K	£6-10K	£10-15K	£15-20K	£20-25K	£25-30K	£30-40K	£40K+
11	16	17	12	8	5	4	2

Source: Scottish Household Survey 2003/04