

Renfrewshire Council Gender Equality Scheme 2007-2010

1.0 Introduction

- 1.1 This is Renfrewshire Council's first Gender Equality Scheme. It covers a three year period from 2007 to 2010. The Scheme details how Renfrewshire Council will meet its commitment to promote gender equality and tackle discrimination on the grounds of Gender. It sets out a range of gender equality objectives, and the actions which will be undertaken by the Council between June 2007 and June 2010.

2.0 The Gender Equality Duty

- 2.1 The Scheme has been developed as a result of the Equality Act of 2006, which amends the Sex Discrimination Act of 1975. The legislation places a General Duty on all public authorities, including local authorities, when carrying out their functions to have due regard to:

• Eliminate unlawful discrimination and harassment

• To promote equality of opportunity between men and women.

- 2.2 As part of this duty public authorities are required to give due regard to the need to;

• Eliminate unlawful discrimination and harassment in employment and vocational training, for people who intend to undergo, are undergoing, or have undergone gender reassignment. The expression "transsexual people" is used to refer to the people who are covered by this element of the duty.

- 2.3 In addition to the General Duty the Council is subject to Specific Duties, which are laid down in the Sex Discrimination (Public Authorities) (Statutory Duties) (Scotland) Order 2007. The Regulations set out the specific steps which must be taken to assist public authorities to fulfil the General Duty. These Specific Duties are;

• To prepare and publish a gender equality scheme

• To consider the need to include objectives to address the causes of any gender pay gap

• To gather and use information on how an authority's policies and practices affect gender equality in the workforce and in delivery of services.

• To consult all key stakeholders and to take account of relevant information in order to determine gender equality objectives.

- ÿ To assess the impact of current and proposed policies and practices on gender equality
- ÿ To implement the actions set out in its scheme within three years
- ÿ To report on progress on an annual basis and review the Scheme at least every three years.

2.4 In addition the Council, acting in its role as an education authority has specific duties in relation to schools. These duties are to;

- ÿ Gather information on the effect of its policies and practices to the extent to which they promote equality between male and female pupils.
- ÿ Assess the impact of its policies and practices on equality between male and female pupils and;
- ÿ Report annually on the above.

2.5 Aligned with these specific duties is the requirement for public authorities, with more than 150 full time equivalent staff, to publish a statement which outlines the policy on equal pay between men and women

2.6 Renfrewshire Council's Gender Equality Scheme has been developed to show how we intend to fulfil the General and Specific Duties set out above.

3.0 Format of the Gender Equality Scheme

3.1 The format of the Gender Equality Scheme follows the outline of the Specific Duty to promote gender equality outlined above. The legal definition of gender is highlighted, which underpins both the legislation and the implementation of the General and Specific Duties.

3.2 The Scheme also contains additional sections to provide a clearer understanding of the national and local strategic context in which the gender equality scheme was developed. The Scheme also identifies who in the Council will be responsible for its implementation and where and how progress on implementing the Scheme will be reported.

4.0 Definition of Sex, Gender, Transgender, Transexual, Discrimination and Harassment

4.1 It is important the terms used throughout the Gender Equality Scheme are accurately defined and commonly understood. This section of the Scheme contains definitions of key words and phrases used in the context of the gender equality duty and within the gender equality scheme. The definitions which follow are provided by the Equal Opportunities Commission.

4.2 "Sex" refers to how people are born and describes the biological and physical differences between men and women.

- 4.3 “Gender” refers to the wider social roles, attitudes, values, and behaviours attributed to women and men by society which structures men’s and women’s lives. For example, traditionally, a gender role would suggest that women should look after children, while men continue to work.
- 4.4 “Transgender” refers to people who identify their gender to be different from the physical one into which they were born but who choose not to undergo medical treatment and simply live their life in their new gender are not subject to the same legal protection as transsexual people.
- 4.5 “Transsexual” refers to a person who intends to undergo, is undergoing or has in the past undergone gender reassignment (which may or may not involve hormone therapy or surgery), and it is this individual who receives protection under the law.
- 4.6 “Discrimination” refers to an instance when a woman, or man, is treated less favourably than a person of the opposite sex in comparable circumstances, is, or would be, because of her (or his) sex. This is called “direct discrimination”. “Indirect sex discrimination” occurs when a condition or requirement is applied equally to both women and men but, in fact, it affects a significantly greater proportion of women than men (or vice versa) and is not justifiable on objective grounds unrelated to sex.
- 4.7 “Harassment” is defined as either unwanted conduct on the grounds of the recipient’s sex or unwanted verbal, non-verbal or physical conduct of a sexual nature. In either case the conduct must have the purpose, or the effect of violating the recipient’s dignity, or of creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient.

5.0 National Context

- 5.1 The Gender Equality Duty, part of the Equality Act 2006 is not a new development in terms of equalities legislation. Rather it is a further development of equalities legislation and the equalities agenda through national legislation. The Gender Equality Duty has a great deal in common with earlier equalities Duties for Disability and Race. It extends the duty on public sector organisations to proactively promote equality and reduce discrimination and harassment for gender, as it has done for race and disability.
- 5.2 From April 2007 the Gender Equality Duty will come into force, with Gender Equality Schemes to be published by the end of June 2007. Alongside the race equality and disability equality duties, the gender equality duty will provide a substantial legal and policy framework to promote equality across the public sector. This will be supplemented with the launch of the Commission for Equality and Human Rights (CEHR) in October 2007.

The CEHR will incorporate the Disability Rights Commission and the Equal Opportunities Commission and from 2009 the Commission for Racial Equality. The CEHR will primarily be responsible for ensuring that the public sector meets the general and specific duties contained within the legislation and more broadly promoting equality and human rights.

6.0 Local Strategic Context

6.1 There are a range of local strategic initiatives which have a role to play in ensuring the General Duties of the Gender Equality Duty are put in place. A number of these initiatives involve the Council working closely with our Community Planning Partners to provide services, opportunities for engagement with people while others inform the development and implementation of these key initiatives. These include:

- ÿ Renfrewshire Community Planning Partnership
- ÿ Regeneration Outcome Agreement
- ÿ Workforce Plus Employability Framework
- ÿ Integrated Children's Service Plan
- ÿ Community Health Partnerships Joint Planning Performance and Implementation
- ÿ Inclusion Strategy
- ÿ Local Transport Strategy
- ÿ Antisocial Behaviour Strategy

7.0 Renfrewshire Council

7.1 Renfrewshire Council is committed to promoting equality for all our citizens through the services we provide, in our role as the largest single employer in the area and through our Community Planning Partnership. Our Corporate Statement details our commitment to tackling inequalities. Social Inclusion is one of the three Guiding Principles which underpin our Community Plan, and with it our commitment to promoting and enhancing equal opportunities.

7.2 We have 10 key objectives as set out by our Community Plan and Corporate Statement. These are;

- ÿ To provide and promote learning opportunities which meet the needs and aspirations of individuals, businesses and communities
- ÿ To support and sustain economic growth which generates work and health
- ÿ To make significant progress towards Renfrewshire being one of the healthiest areas in Scotland
- ÿ To provide the best possible support and care to vulnerable individuals
- ÿ To improve and maintain our neighbourhood and homes
- ÿ To create safe places to live, work and play
- ÿ To raise achievement, set standards and continually improve
- ÿ To ensure all our services are designed to meet the needs of our residents
- ÿ To modernise the way we work
- ÿ To develop services in ways which can be sustained

7.3 Gender equality cuts across all of our key objectives. One of the principal goals of the Gender Equality Scheme will be to ensure that gender equality is mainstreamed across the range of our key objectives. Mainstreaming equality is the systematic consideration of the particular effects of all policies, at the point of planning, implementation and evaluation on disadvantaged groups. Equality is the goal. Mainstreaming is a process that aims to achieve the goal.

7.4 Mainstreaming brings consideration of equality issues into the core of all policy work, so that they are central to all activities - policy development, research, advocacy, dialogue, legislation, resource allocation, planning, implementation and monitoring of services, policies and functions.

7.5 In addition the Gender Equality Scheme will form the basis to consult and involve schools, parent councils, and pupil forums to ensure that Gender Equality is promoted through the education system.

8.0 Procurement of Goods and Services

8.1 The Council procures a wide range of goods and services from a range of providers in the statutory, voluntary and commercial sectors. Under the Gender Equality Duty the Council has a responsibility to ensure that those we procure goods and services from meet the requirements of the Gender Equality Duty. The Council will review its current procurement processes to ensure that we are compliant with the gender equality duty.

9.0 Working with our Partners to Promote Gender Equality Across Renfrewshire

- 9.1 Renfrewshire Council works with a range of partners in the public, voluntary, community and private sectors to deliver services to people in Renfrewshire, and to work together to improve people's quality of life. Central to this is our role in leading the Community Planning Partnership. Renfrewshire Community Planning Partnership does not have its own legal identity, and as such the Duty for Gender Equality cannot cover the Community Planning Partnership.
- 9.2 Other public agencies which are part of the Renfrewshire Community Planning Partnership, such as NHS Greater Glasgow and Clyde Health Board, and Strathclyde Police, are covered by the Gender Equality Duty and have a duty to produce their own Gender Equality Schemes. Each individual agency which is covered by the Gender Equality Duty has a responsibility to meet the Duty when they work in partnership with other agencies.
- 9.3 We will work with our partners in the Renfrewshire Community Planning Partnership to ensure that Gender Equality is mainstreamed into how we plan and deliver our services. Working co-operatively in this manner will help all partner agencies meet the requirements of the Gender Equality Duty.

10.0 Key 20 Corporate Initiatives

- 10.1 The Council has identified its key 20 Corporate initiatives- a range of projects, strategies and developments which are the priority areas of work for us. Gender Equality is a cross cutting theme across our Top 20 Corporate initiatives. Within the top 20 Key corporate Initiatives there are two which have particular relevance to Gender Equality;

7. Single Status

19. Workforce Planning and Implementation of the diversity strategy

11.0 Single Status and Equal Pay

- 11.1 A key objective of the 1999 "red book" agreement between Scottish local authority employers (including Renfrewshire Council) and the trade unions was the introduction of a fair and non discriminatory pay and grading structure based on the outcomes of a jointly agreed job evaluation scheme. The Council agreed to use the job evaluation scheme which had been agreed at a Scottish level between the employers and the trade union. A project team was established to undertake the job evaluation exercise and develop a pay and grading model which removes historic pay inequalities. This pay and grading model was agreed in 2006.

- 11.2 As part of the implementation of this Single Status agreement, an equality impact assessment was undertaken on the pay and grading structure by an independent consultant to the CoSLA Job Evaluation Consortium and the Scottish Joint Council for Local Government Services. The Equality Impact Assessment found that the pay and grading structure proposed, and subsequently adopted by the Council, addressed previous pay inequalities and is non-discriminatory.
- 11.3 The new pay and gradings model was implemented, on a back dated basis, from 1 April 2006. An appeals process based on the Council's grading model has been agreed and will be undertaken during 2007, to ensure fairness and equality for all employees.
- 11.4 The Council's terms and conditions of employment have also been consulted on with the various trade unions in order to achieve agreement for a package of revised core conditions of service. The overarching aim is to formulate and agree a revised pay, grading and conditions package which will support equality in employment and also support a flexible approach to providing services in Renfrewshire.
- 11.5 Discussions on terms and conditions of service are ongoing, as of May 2007. It is the Council's intention to reach agreement on a revised terms and conditions package by the end of 2007.

12.0 An Equal Pay Policy

- 12.1 Under the specific duty for Gender Equality, all public authorities with 150 or more full time equivalent staff are required to publish an equal pay statement. The equal pay statement must set out the authorities policy on equal pay between men and women. There has been substantial work already undertaken by Renfrewshire Council in developing an equal pay model for the authority, as identified above.
- 12.2 Renfrewshire Council will publish an equal pay policy statement by 28 September 2007, as required by the specific gender equality duties. We will review and report on our equal pay policy statement on a three yearly basis, starting from three years after the publication date of the equal pay statement i.e. the first report on Renfrewshire's equal pay statement will be made in September 2010.

13.0 Responsibility for and Reporting on the Gender Equality Scheme

- 13.1 The Gender Equality Scheme, with its commitment to meeting the General and Specific Duties of the Gender Equality Duty, is a corporate document. The responsibility for implementing the Scheme lies with the Council. The Council's Corporate Management Team (CMT) consisting of the Chief Executive and the Director's of each service department have endorsed the approach set out in the Gender Equality Scheme.

- 13.2 The Chief Executive's Department has lead responsibility for ensuring that the Gender Equality Scheme is submitted the Council's Leadership Board, and that the actions and outcomes detailed in the Scheme are undertaken and achieved.
- 13.3 Reporting on progress of the Council's Gender Equality Scheme will be addressed using a number of methods. Firstly, and most significantly, progress on the Gender Equality Scheme will be reported to the Council's Leadership Board. The Leadership Board provides strategic leadership for the Council and ensures consistency across the Council's policy objectives.
- 13.4 Progress will also be reported through the Council's Public Performance Reporting framework, which includes features in the Renfrewshire magazine, and information being posted on the Council's web portal.

14.0 Renfrewshire Gender Profile

- 14.1 Renfrewshire Council serves a population of slightly over 170,000 people. The majority of the population live in the main towns of, Paisley, Johnstone, Renfrew and Erskine. Renfrewshire is the ninth largest local authority area in Scotland.
- 14.2 The following section provides information on the Gender profile of Renfrewshire. It provides data and information on a number of themes and areas where gender features significantly. The profile included below illustrates some key areas relating to gender equality in Renfrewshire and shows a Scottish comparison, where possible.
- 14.3 The purpose of this section of the Scheme is to illustrate some of the key difference in outcomes for men and women in Renfrewshire in areas such as educational attainment, employment, income, health and housing. It is important to note that there is a significant gap in data availability relating to transsexual people, across the whole spectrum of the profile outlined below. This is an issue for the public sector across the UK, not just in Renfrewshire. No data sets are currently available which describes transsexual people experience as an employee, a user of public services and so on. It should also be noted that no data sets on transsexual people exist in private sector employment either.
- 14.4 The Scottish comparison is drawn from a Scottish Executive Research publication "A gender audit of statistics: Comparing the position of women and men in Scotland". Other information is drawn from the Scottish Neighbourhood statistics website.

15.0 Health

Table 1 Life expectancy for men and women in Renfrewshire and Scotland 1999-2001 to 2003-05

Year of Birth	Renfrewshire		Scotland	
	Male	Female	Male	Female
1999-01	71.7	77.7	73.1	78.6
2000-02	71.9	78.2	73.3	78.8
2001-03	71.9	78.1	73.3	78.9
2002-04	71.8	78.2	73.8	79
2003-05	72.6	78.2	74.2	79.2

- 15.1 As the table illustrates, women's life expectancy in Renfrewshire is markedly higher than men's. Internationally, across all developed nations, women's life expectancy is higher than men's. It should be noted however that there has been a slight narrowing of the gap in average life expectancy between men and women in Renfrewshire between 1999-01 and 2003-05. The gap has narrowed from 6 years to 5.6 years.

Table 2 Education

Academic attainment for S4 Pupils in Renfrewshire and Scotland in 2004 and 2005, Average Tariff Scores

Year	Renfrewshire		Scotland	
	Male	Female	Male	Female
2004	163	182	162	178
2005	168	189	164	181

- 15.2 The academic attainment for S4 boys and girls shows a widening gap in performance between 2004 and 2005. Although both boys and girls average tariff scores are improving over the two years illustrated, girls performance is improving more quickly than boys. Renfrewshire is similar to Scotland in that girls academic performance is better than boys at S4 level. Similarly the gap in attainment level is also getting larger in Scotland as a whole, between 2004 and 2005.

Housing

Table 3 Percentage of Households applying for local authority housing, by household type in 2005-06 for Renfrewshire and Scotland

Household Type	Renfrewshire (%)	Scotland (%)
Single Person Male	45	42
Single Person Female	20	21
Single Parent Male	5	4
Single Parent Female	21	20
Couple without Children	3	5
Other household without children	1	1
Couple with Children	3	5
Other household with children	2	2

- 15.3 The table shows that single men are the largest percentage of households which apply for local authority housing in Renfrewshire and Scotland. The next largest household type, in Renfrewshire, are female single parents.

Community Safety

Domestic Violence

Table 4 Incidents of Domestic Abuse recorded by Police 1999-00 to 2005-06 in Renfrewshire and Scotland, Rate per 10,000 population

Year	Renfrewshire	Scotland
2005-06	881	899
2004-05	896	859
2003-04	930	815
2002-03	647	710
2001-02	641	696
2000-01	571	687
1999-00	516	648

(Scottish Executive Statistical Publication, September 2006)

- 15.4 No gender breakdown by perpetrator of the offence is available from Strathclyde Police. However, the Scottish Executive estimates that over 90% of all domestic abuse is carried out by men against women. As the figures in Table 4 illustrate, there has been a substantial and sustained increase in the incidence of domestic violence in Renfrewshire and Scotland, between 1999-2000 and 2005-06. This large increase is partial due to a change in Police recording procedures during 2002-03, however the table illustrates that the incidence of this crime were rising prior to 2002-03.

16.0 Renfrewshire's labour market

The most up to date figures for the labour market in Renfrewshire and Scotland, which can be disaggregated by gender, are for 2004. Table 5 illustrates the employment rate, economic inactivity rate and unemployment claimant rate for men and women in Renfrewshire. The Scottish average is shown as a comparison.

Table 5 Renfrewshire Employment, Economic Inactivity and Unemployment Claimant Rate, by Gender 2004

	Gender	Renfrewshire	Scotland
Employment Rate	Male	76%	78%
	Female	74%	72%
	Lone parent	56%	55%
Economic Inactivity	Male	20%	17%
	Female	24%	25%
Unemployment Claimant	Male	6%	5%
	Female	2%	2%

16.1 The rate of employment for men is greater than for women in Renfrewshire and Scotland, however the gap is narrower in Renfrewshire compared to the Scottish average. Similarly the economic inactivity rate for men is lower than for women in Renfrewshire. The higher rate of economic inactivity among women is due in part to traditional patterns of care, of both children and elderly relatives. Conversely, the unemployment benefit claimant rate is significantly higher for men compared to women in Renfrewshire and in Scotland.

16.2 Table 6 Employees average gross weekly earning for men and women in Renfrewshire and Scotland 2005

	All employees	Men	Women	Female earnings as a % of Male earnings
Renfrewshire	£412.90	£510.50	£321.00	63
Scotland	£393.50	£482.00	£317.00	66

16.3 Table 6 provides information on the average gross weekly income of men compared to women in Renfrewshire and Scotland. The final column in the table also illustrates the gap in earnings between men and women in Renfrewshire and Scotland. What Table 6 shows is that there is still a substantial gap between the gross weekly earnings of men and women in Renfrewshire and Scotland. Average gross earnings in Renfrewshire are higher than in the rest of Scotland for both men and women, however the gap between men and women's earning in Renfrewshire is slightly larger than Scotland as a whole.

16.4 Public Life

In the 2007 Local Government election, Renfrewshire returned 11 female and 29 male elected members. The proportion of female councillors, 27.5%, is the same as in 2003. This is slightly above the Scottish average of 22% female elected members.

17.0 Renfrewshire Council's workforce profile

17.1 Information on the Council's workforce is drawn from data held by the Resourcelink personnel and payroll system, unless otherwise stated.

17.2 In 2006/07 Renfrewshire Council employed 8994 staff. 70.17% of the Council's employees are female and 29.83% are male

17.3 In 2005/06 27.4% of the highest paid 2% of Council employees were women. This has increased from 24.5% in 2003/04. (Audit Scotland Performance Indicators)

17.4 In 2005/06, 36.8% of the highest paid 5% of Council employees were women. This has increased from 29.7% in 2003/04. (Audit Scotland Performance Indicators)

- 17.5 Both these performance indicators show an improvement in the percentage of women in the highest paid posts within the Council between 2003/04 and 2005/06.
- 17.6 In 2006/07, 2824 staff were employed on a part time basis, the vast majority of which were women, 2602 compared to 222 men.
- 17.7 In 2006/07, 505 staff were employed on a job share basis, again with the vast majority of them being women, 485 compared to 20 men working job share.
- 17.8 There were significant differences between the rates of employment for men and women across the Council departments. For example, 84.9% of Social Work staff (from a total of 1846) were women, as of April 2007. This compares to only 21.3% of Planning and Transport staff (from a total of 385) who are women. Similarly 83% of Education and Leisure Services staff were women (from a total of 3126) compared to 30.8% of Housing and Property Services staff (from a total of 786).
- 17.9 These large differences in the gender profile of the Council's service departments relate to historic trends in the type of work undertaken by men and women. For example, women have historically worked in the caring and teaching sectors, as evidenced by the significant majority of female employees in the Social Work and Education and Leisure Services Department.
- 17.10 By way of contrast, women have, historically, not been employed in the technical, planning, craft and building sectors. This is illustrated by the relatively small percentage for female employees in both the Planning and Transport and Housing and Property Services Departments. "Gender segregation" as it is referred to is common across public sector employers. The Council will undertake a review of gender segregation in employment as part of the implementation of the Gender Equality Scheme.

18.0 Consultation

- 18.1 As part of the development of the Gender Equality Scheme, the Council has undertaken consultation with service users, partner agencies and other key stakeholders. Key partner agencies were consulted on gender equality priorities. These agencies include Greater Glasgow and Clyde Health Board, Strathclyde Police, and the voluntary sector.
- 18.2 A questionnaire was circulated to key partners and stakeholders requesting their input to our Gender Equality Scheme. We asked a range of questions regarding how, in our stakeholders view the Council could best promote gender equality, and most effectively reduce discrimination and harassment.

18.3 We also consulted our stakeholders on some key service and policy areas as a means of identifying gender equality priorities for the Council. These included, the violence against women agenda, access to information education and training opportunities, housing and childcare and caring responsibilities. The information drawn from the consultation process has been used to inform some of the key areas for action as part of the implementation of the Gender Equality Scheme.

19.0 Further Consultation

19.1 The Council will be undertaking a follow up a staff survey, in line with the one undertaken in 2004. The staff survey will ask a range of questions about the Council as an employer, as a place to work and develop, about the opportunities available to staff and about ways we can improve how we work.

19.2 This data from the staff survey will be disaggregated and analysed by gender. This will provide the Council with the most comprehensive and detailed overview of the differences that exist in male and female staff perceptions about how we operate. The results of the staff survey will help to inform the development and implementation of the Gender Equality Scheme. It is our intention to repeat the staff survey on a regular basis, to enable the Council to track effectively staff perceptions of the Council as an employer and a service provider.

20.0 Gender Equality Objectives

Renfrewshire Council is committed to delivering on the gender equality agenda. To do so effectively we need to be able to demonstrate that the implementation of the Gender Equality Scheme has positive impact for men and women in Renfrewshire. The gender equality objectives outlined below have been drawn from a combination of the consultation process, the Council's own strategic priorities and national priorities.

20.1 The objectives we want to achieve through the Gender Equality Scheme are;

1. Ensure that the Council promotes Gender Equality in its role as an employer.
2. Tackle harassment and sex discrimination on the grounds of gender for our staff and service users
3. Ensure the Council promotes gender equality through access to, and provision of, high quality services
4. Work with partners to address the violence against women agenda in Renfrewshire

- 20.2 One of the early tasks which requires to be undertaken is to establish robust baseline information for a number of the objective indicators identified in Annex 1 of the Scheme.
- 20.3 The Gender Equality Scheme Action Plan, contained in Annex 2 of this document, identifies a range of tasks which the Council will undertake over the next three years to achieve these objectives.

21.0 Impact Assessment

- 21.1 Central to the implementation of the Gender Equality Scheme is the need for the Council to carry out gender equality impact assessments on all new and current Council policies, strategies and services. Equality impact assessment is a statutory requirement of the Gender Equality Duty. The Council and other public sector organisations have to conduct equality impact assessments to be compliant with the General and Specific Duties.
- 21.2 An equality impact assessment is a process of assessing the effects that a proposed or existing policy, strategy or service is likely to have on different groups in the community. The assessment includes monitoring the effect of the policy, service or strategy once it has been put into practice.
- 21.3 Equality impact assessments are designed to anticipate and identify the consequences for different equality groups of particular policy initiatives, ensuring that as far as possible any negative consequences for a particular group or sector of the community are eliminated or minimised. Renfrewshire Council's approach to equality impact assessment is one which covers all six strands of the equality agenda;
- ÿ Gender
 - ÿ Disability
 - ÿ Race
 - ÿ Age
 - ÿ Sexual orientation
 - ÿ Faith/ religious belief
- 21.4 The Council's impact assessment model has a comprehensive approach, which helps to ensure that all policies and services are impact assessed in a single cycle across all the equality strands, rather than repeatedly reviewing policies and services by individual equality strands. Equality impact assessments need to be built in to the early stages of the development on new policies, services and strategies. Working in this way is the most effective means of integrating and mainstreaming the equalities agenda into the way the Council works.

22.0 10 Stages of Equality Impact Assessment

Renfrewshire Council's model of equality impact assessment has 10 stages. These are;

1. Specify the aims of your policy or function
2. Consider the data and research available to assess the likely impact across the different equality strands
3. Complete the rapid impact assessment checklist and decide if a further, full impact assessment is required.
4. Assess the likely impact of the policy or function on equality strands. Is it discriminatory? Is it unlawful? Is it justifiable in law? Does it advance or restrict equality?
5. Consider the alternative ways of delivering a policy or function in order to minimise a negative impact or eliminate unlawful discrimination
6. Assess whether any further research or consultation is needed to investigate the impacts of the proposed policy on different groups in the community.
7. Consult relevant stakeholders
8. Make a decision on the proposed policy or service
9. Make arrangements to monitor and review the impact of the policy or service including any negative impacts
10. Provide feedback to all stakeholders by publishing the results of the impact assessment

23.0 Implementation of Impact Assessment

- 23.1 Each Council department will undertake equality impact assessment of existing policies and services, as identified in Annex 3. The officers responsible for undertaking equality impact assessments will be identified by the Senior Management Teams (SMTs) of each department as having a remit for strategy, policy and service development within their department. In the main these officers will be at middle and senior management level.
- 23.2 One of the critical elements of ensuring a successful impact assessment process is that the officers who are tasked with conducting them have the appropriate training and support. A series of equality impact assessment workshops will be rolled out across service department SMTs to explain the process involved. The officers identified by SMTs will receive training on the impact assessment process, and ongoing advice and support from officers within the Chief Executive's Department.

- 23.3 All draft equality impact assessments will be agreed with the Chief Executive's Department prior to implementation. An equality impact assessment resource will be developed for the Council's intranet to provide further information and support to managers undertaking equality impact assessments.
- 23.4 As part of the development of the Scheme all Council departments identified services and policies relevant to the General Duty. Departments undertook an assessment of the relevance of services and policies to the General duty and gave them a rating; high medium or low.
- 23.5 This rating will form the basis of the programme of impact assessments which will be undertaken over the period of the first Gender Equality Scheme. The full assessment of the Council's services and policies is identified in Annex 3. The impact assessment programme will be reviewed at the end of the first year of implementation to ensure its effectiveness. We will ensure that the programme is both manageable and effective in meeting the duty for gender equality.

24.0 Gathering Information

- 24.1 The Gender Equality Duty gives clear guidance on the information the Council needs to gather to fulfil the Specific Duties on gender equality. The Statutory Code of Practice states that public sector organisations need to "gather information on the effects of its policies and practices on men and women". Specifically, for the Council to meet the requirements of the General and Specific Duties information needs to be gathered on;

- Y The extent to which we promote equality between male and female staff
- Y The extent to which the services we provide and functions we perform take account of the needs of men and women.

- 24.2 All data will be collected and reported on with due regard to Data Protection legislation.

24.3 Recruitment, Development and Retention of Employees

- 24.4 The Council's personnel and payroll system, Resourcelink, can provide information in the following categories with regard to gender. This information will be disaggregated by Council Department for;

- Y Applications
- Y Successful candidates
- Y Number of people in post
- Y Number of people working part-time
- Y Number of people working job-share
- Y Number of staff going on maternity leave
- Y Number of staff returning from maternity leave
- Y By grade of employment
- Y Grievance

- ÿ Disciplinary
- ÿ Incidents of sexual harassment
- ÿ People receiving training
- ÿ Staff leaving the Council

24.5 Educational Opportunities, Achievement and Attainment of Pupils

24.6 The Council's Education and Leisure Services Department uses SEEMIS, a database which will be developed to provide the following information on school pupils in Renfrewshire disaggregated by gender.

- ÿ The number of pupils on the school roll
- ÿ Educational attainment of pupils at key levels
- ÿ Exclusion rates
- ÿ Absence levels
- ÿ Leaver destinations

24.7 The extent to which the Services the Council Provides takes into Account people's different needs

24.8 The Council's Public Service Panel provides a demographically accurate cross section of the population of Renfrewshire. As such, the panel's membership is gender balanced with approximately 50% men and 50% women represented in its membership of 2000 people.

24.9 The Public Service Panel is used on a quarterly basis to provide information on a range of themes, such as community safety, and as a way to gauge customer satisfaction with a wide range of services and functions undertaken by the Council. The Public Service Panel provides information on how our service users view our performance, which can be disaggregated by gender. This provides useful information on gaps in service satisfaction, differences in service use by men and women, and it helps to identify particular areas of service which are not meeting people's needs.

24.10 Linked to the Public Services Panel are focus groups which will be used on a regular basis to gather qualitative information on Council services and how well they are performing. Qualitative information provides a useful resource for services as it is possible to get a much richer picture of the strengths and weaknesses of our services. Focus groups will be undertaken on an annual basis to provide a gender perspective on the Council's service performance.

24.11 The Council complaints system has been reviewed and relaunched, to allow complaints to be monitored and analysed by equality strand. The Council's new complaints system will provide data for analysis which will identify areas where services are not meeting the needs of users, and in the context of the Gender Equality Scheme, where service users are encountering particular barriers or problems.

25.0 Using Information

- 25.1 Accurate, relevant information is central to effective policy making and to service development and improvement. The information we collect on gender equality will be analysed to assess how well we are performing in meeting the General and Specific Duty on Gender Equality, and against our stated gender equality objectives.
- 25.2 The Council will use the information it gathers on gender equality in an active way. Information will be used to inform policy and service planning, and critically, in changing the way we deliver services to help ensure greater gender equality.

26.0 Implementing the Scheme

- 26.1 The Gender Equality Scheme will be implemented between 2007 and 2010. The Action Plan will form the basis of the implementation of the Scheme. This identifies the departments within the Council that are responsible for undertaking specific tasks.
- 26.2 The progress made implementing the Gender Equality Scheme will form the basis of the development of the Council's second gender equality scheme. The second Gender Equality Scheme will replace the first scheme no later than June 2010.

27.0 The Action Plan

- 27.1 The action plan in annex 2 is set out by gender equality objective. The action plan details which department in the Council will have the lead responsibility for the task. Each task has a link to the General Duty for gender equality. The action plan also details the timescale for implementing each task and the outcome indicator we will use to monitor the successful implementation of the task.

27.2 In addition, there are a range of tasks which will be undertaken to deliver the Gender Equality Scheme. These tasks are detailed in section 1 of the action plan. These tasks are in line with the requirements of the statutory code of guidance produced by the Equal Opportunities Commission

28.0 Reporting

28.1 Progress on the action plan will be reported on an annual basis to the Council's Leadership Board. The first annual report will be published in June 2008. The tasks in the action plan will be refreshed on an annual basis, as new policies and services are developed, and to reflect the changing strategic and policy context. This will help to ensure that the Gender Equality Scheme remains a "live" document, which will inform our planning and service delivery activity over the next three years.

29.0 General Duty Linkages

29.1 The outcome indicators and action plan makes clear linkages between tasks and the General Duty of Gender Equality. These are represented on the action plan as an abbreviation. The key for the abbreviation is included below;

General Duty	Abbreviation Code
Eliminate unlawful discrimination	EUD
Eliminate sex harassment	ESH
Promote equality of opportunity between men and women	PEO

Annex 1: Objective Indicators template for Gender Equality Scheme 2007-2010

Ref.	Objective	General Duty Linkage	Outcome Indicator(s)	Source	Baseline	Target
1	Ensure that the Council promotes Gender Equality in its role as an employer.	EUD ESH PEO	1. % highest paid 2% and 5% of earners among Council employees who are women 2. Level Staff satisfaction with the Council as an employers	Audit Scotland Statutory Performance Indicator Staff Survey	2005/06 Highest 2% 27.4% Highest 5% 36.8% To be determined	Council does not set a target for this indicator No significant difference in satisfaction levels between male and female employees
2	Tackle all forms of sexual harassment of Council staff, including transsexual and transgender staff	EUD ESH PEO	Number of sexual harassment incidents per year	Council's Discipline and Grievance recording through Resourcelink	To be determined	To be determined following baseline established
3	Ensure the Council promotes gender equality through access to and provision of high quality services	EUD ESH PEO	Gender disaggregated satisfaction rating for key Council services	Annual Public Service Users Panel Survey of access to and satisfaction with key Council services	To be determined	Men and women report equal levels of satisfaction with access to and delivery of key Council services
4	Work with partners to address the violence against women agenda in Renfrewshire	EUD ESH PEO	Number and Rate per 100,000 population of domestic violence incidents reported by the Police	Scottish Executive Department Statistical Division annual report	2005/06 Number; 1,497 Rate per 100,000 pop. 881	To be determined through the agreement of a Tackling Violence Against Women Strategy

Annex 2 Gender Equality Scheme Action Plan 2007-2010

1. Produce and Implement the Gender Equality Scheme 2007-2010

Ref.	Task	Lead Responsibility	General Duty linkage	Timescale	Outcome/ Indicator
1.1	Publish a Gender Equality Scheme	Chief Executive's Department	EUD ESH PEO	June 2007	Gender Equality Scheme published to timescale
1.2	Publish an Equal Pay Policy Statement	Corporate Service	EUD ESH PEO	September 2007	Equal Pay Policy statement published to timescale
1.3	Publish a compact version of the Gender Equality Scheme	Chief Executive's Department	EUD ESH PEO	August 2007	Compact version of the Scheme published to timescale
1.4	Make the Gender Equality Scheme available in a range of formats and languages.	Chief Executive's Department	PEO	August 2007	Gender Equality scheme is available on request in an accessible format
1.3	Develop and implement a training programme on the Gender Equality Duty and the Gender Equality Scheme with Staff and Elected members	Corporate Services	PEO	September 2007	Training programme developed and implemented. Number and percentage of staff, and elected members receiving training
1.5	Training key managers on equalities impact assessment and how to undertake them.	Chief Executive's Department	EUD PEO	Ongoing from August 2007	All appropriate departmental managers have received equality impact assessment information and training
1.6	Develop an Intranet resource to support the equality Impact assessment process	Chief Executive's Department	EUD PEO	October 2007	An Intranet training resource on equality impact assessment is available

Annex 2 Gender Equality Scheme Action Plan 2007-2010

1. Produce and Implement the Gender Equality Scheme 2007-2010

Ref.	Task	Lead Responsibility	General Duty linkage	Timescale	Outcome/ Indicator
1.7	Develop a promotional campaign for the public on gender equality.	Chief Executive's Department	PEO	September 2007	Public informed of gender equality.
1.8	Link with Community Planning Partners to ensure gender equality is mainstreamed into Community Planning processes.	Chief Executive's Department	EUD ESH PEO	From Summer 2007 onwards	Report to Community Plan Management Group
1.9	Publish results from Consultation on the Council website.	Chief Executive's Department	PEO	From Summer 2007 onwards	Increased information on Gender equality available to service users
1.1	Incorporate the Gender Equality Duty into the service plan guidance	Chief Executive's Department	PEO	Autumn 2007	Contribute to mainstreaming of the Gender Equality Duty into Council planning processes.
1.11	Ensure Standing orders for Contracts are consistent with the Duty for gender equality	Corporate Services	EUD PEO	Summer 2007	Mainstream the Gender Equality Duty into the Council contracting processes
1.12	Ensure that the Council's terms and conditions of grant are consistent with the Duty for gender equality.	Corporate Services	EUD PEO	Summer 2007	Mainstream the Gender Equality Duty into Council Grant processes.
1.13	Ensure the Council's procurement processes are consistent with the Duty for Gender Equality	Corporate Services	EUD PEO	Summer 2007	Mainstream the Gender Equality Duty into the Council procurement processes

Annex 2 Gender Equality Scheme Action Plan 2007-2010

2. Gender Objective: Ensure that the Council promotes Gender Equality in its role as an employer

Ref.	Task	Lead Responsibility	General Duty linkage	Timescale	Outcome/ Indicator
2.1	Fully implement the new pay and grading model	Corporate Services	EUD PEO	By end of 2007	Pay and Grading model fully implemented
2.2	Implement job evaluation appeals process	Corporate Services	EUD PEO	Summer 2007 onwards	Appeals process concluded
2.3	Rationalise terms and conditions of employment	Corporate Services	EUD PEO	December 2007	Terms and conditions of employment agreed and implemented
2.4	Review current recruitment and retention policies for gender equality	Corporate Services	PEO	Summer 2007	Policies are brought in line with the Gender Equality Duty
2.5	Training key staff on revised recruitment and retention policies	Corporate Services	PEO	Ongoing from Summer 2007	Key staff have received training on new policies and practices.
2.6	Implement the Council's employment diversity strategy	Corporate Services	PEO	Upto March 2008	Diversity strategy implemented increasing employment and promotion opportunity for people across the equality strands.
2.7	Fully Implement the Council's flexible working pilots	Corporate Services	PEO	June 2007 onwards	Flexible working pilots operational across all departments.
2.8	Working with partners to implement the employability framework for Renfrewshire.	Chief Executive's Department	PEO	June 2007-March 2009	Employability Framework in place - increased number of people accessing employment - including with the Council.
2.9	Maintain up to date and accurate gender data of the Resourcelink personnel and payroll system	Corporate Services	PEO	June 2007 onwards	Accurate data available on number of disabled staff in Council.

Annex 2 Gender Equality Scheme Action Plan 2007-2010

Ref.	Task	Lead Responsibility	General Duty linkage	Timescale	Outcome/ Indicator
2.1	Review Council job advertising process	Corporate Services	EUD PEO	Autumn 2007	Council's advertising maximises potential of disabled people to apply
2.11	Ensure the Council's employment policies do not discriminate against Transgender and Transexual staff	Corporate Services	ESH PEO	Summer 2008	Council policies reviewed
2.12	Review potential causes of gender segregation in the Council's workforce	Corporate Services	PEO EUD	Summer 2008	Review completed

Annex 2 Gender Equality Scheme Action Plan 2007-2010

3. Gender Objective Tackle harassment and sex discrimination on the grounds of gender for our staff and service users

Ref.	Task	Lead Responsibility	General Duty linkage	Timescale	Outcome/ Indicator
3.1	Baseline established on the level of sex harassment people in Renfrewshire	Chief Executive's Department	ESH EUD	March 2008	baseline established
3.2	Review Council's harassment and intimidation/violence at work policy.	Corporate Services	ESH EUD	May 2008	Council policy in line with the Gender Equality Duty
3.3	Ensure Council's Antisocial Behaviour Strategy identifies issues of harassment by gender	Chief Executive's	ESH EUD	April 2008	Antisocial Behaviour Strategy in line with the Gender Equality Duty
3.4	Provide staff with training on harassment issues relating to gender	Corporate Services	ESH EUD	April 2008 onwards	Staff have increased awareness of and skills to deal with this issue.
3.5	Ensure school bullying policies incorporate gender equality	Education and Leisure Services	ESH EUD	August 2008	Anti-bullying policies are in line with the Gender Equality Duty
3.6	Establish a monitoring system through ASIST team to identify gender as part of the ASB monitoring process.	Housing and Property Services	ESH EUD	April 2008	Monitoring system in place
3.7	Monitor incidents of harassment on a six monthly basis	All Departments	ESH EUD	April 2008 Onwards	Monitoring system operational, and monitoring system acted on
3.8	Report incidents of harassment on grounds of gender on an annual basis.	All Departments	ESH EUD	June 2008	Incidents of harassment reported to relevant Policy Board

Annex 2 Gender Equality Scheme Action Plan 2007-2010

Ref.	Task	Lead Responsibility	General Duty linkage	Timescale	Outcome/ Indicator
3.9	Consult with the community on the best ways of tackling harassment	Chief Executive's Department	ESH PEO	February 2008	Reduce the level of harassment

Annex 2 Gender Equality Scheme Action Plan 2007-2010

4. Ensure the Council promotes gender equality through access to and provision of high quality services

Ref	Task	Lead Responsibility	General Duty Linkage	Timescale	Outcome Indicator
4.1	Develop baseline information on levels of service satisfaction by gender	Chief Executive's	PEO	Autumn 2007	Survey undertaken in Public Services Panel
4.2	Consult with men and women, and transsexual people on barriers to service provision	Chief Executive's	PEO EUD	Winter 2007	Consultation focus groups are undertaken and reported on
4.3	Undertaken equality impact assessment programme on existing and new policies and services for gender impact	All Departments	PEO EUD	Summer 2007 onwards	Equality Impact assessment programme undertaken
4.4	Review service planning and provision following equality impact assessment	All Departments	PEO EUD	Summer 2007 onwards	Service Planning review undertaken
4.5	Monitor and report on customer complaints by gender	Chief Executive's	PEO EUD	Annual report June 2008	Report on customer complaints
4.6	Develop service uptake monitoring for key service areas	All Department's	PEO	April 2008 onwards	Service monitoring systems in place
4.7	Ensure "Customers Matter" customer care strategy promotes gender equality	Corporate Services	EUD	November 2007	Customers Matter strategy updated

Annex 2 Gender Equality Scheme Action Plan 2007-2010

5 Work with Partners to address the violence against women agenda

Ref	Task	Lead Responsibility	General Duty Linkage	Timescale	Outcome Indicator
5.1	Develop an multi-agency violence against women strategy for Renfrewshire	Chief Executive's Department	ESH PEO	October 2007	Multi-agency strategy agreed
5.2	Implement a multi-agency violence against women strategy for Renfrewshire	Chief Executive's Department	ESH PEO	October 2007-2010	Strategy implemented
5.3	Ensure the Strategy links to the wider Community Safety agenda	Chief Executive's Department	ESH PEO	October 2007	Appropriate linkages made with the Community Planning process
5.4	Monitor and report on the incidence of violence against women on an annual basis	Chief Executive's Department	ESH PEO	June 2008	Report to the appropriate policy board
5.5	Consult with key stakeholders on the development and implementation of the strategy	Chief Executive's Department	ESH PEO	Summer 2007 onwards	Consultation events held

Annex 3 Gender Equality Scheme Action Plan 2007-2010

Department: Chief Executive's

Service or Policy	Relevance to the General Duty 1. Eliminate Unlawful Discrimination 2. Eliminate Unlawful Harassment 3. Promote Equality of opportunity between men and women	Could the Function/ Policy have a Gender impact Yes/ No/ Don't Know	Is there potential public concern about the function/ policy in relation to gender equality	Relevance to Gender Equality 1. High 2. Medium 3. Low
Community Plan	3	No	No	2 Medium
Antisocial Behaviour Strategy	2, 3	No	No	1 High
Community Safety Strategy	2, 3	Yes	Yes	1 High
Regeneration Outcome Agreement	3	Yes	No	2 Medium
Employability Framework	3	Yes	No	2 Medium
Community Portal	3	No	No	3 Low
External funding strategy	3	No	No	3 Low
Best Value Service Review Programme	3	No	No	3 Low
Communications Strategy	3	No	No	2 Medium
Media and Communications Services	3	No	No	2 Medium
Service Planning Guidance	1, 2, 3	No	No	2 Medium
Corporate Statement	3	No	No	2 Medium

Annex 3 Gender Equality Scheme Action Plan 2007-2010

Department: Corporate Services

Service or Policy	Relevance to the General Duty 1. Eliminate Unlawful Discrimination 2. Eliminate Unlawful Harassment 3. Promote Equality of opportunity between men and women	Could the Function/ Policy have a Gender impact Yes/ No / Don't Know	Is there potential public concern about the function/ policy in relation to gender equality	Relevance to Gender Equality 1. High 2. Medium 3. Low
Recruitment and Selection policy	1, 2, 3	Yes	No	2 medium
Grievance and Discipline Policy	1, 2, 3	Yes	No	2 Medium
Employment Diversity Strategy	1, 2, 3	Yes	No	1 High
Flexible working policy	1, 2, 3	Yes	No	1 High
Training and Development	1, 2, 3	Yes	No	2 Medium
Management Development Programme	1, 2, 3	Yes	No	1 High
Violence and Aggression at Work policy	1, 2, 3	Yes	No	2 Medium
Special Leave Policy	1, 2, 3	Yes	No	2 Medium
Flexible Leave Policy	1, 2, 3	Yes	No	1 High
Absence Policy	1, 2, 3	Yes	No	2 Medium
Harassment, Discrimination and Victimisation policy	1, 2, 3	Yes	No	1 High

Annex 3 Gender Equality Scheme Action Plan 2007-2010

Service or Policy	Relevance to the General Duty 1. Eliminate Unlawful Discrimination 2. Eliminate Unlawful Harassment 3. Promote Equality of opportunity between men and women	Could the Function/ Policy have a Gender impact Yes/ No/ Don't Know	Is there potential public concern about the function/ policy in relation to gender equality	Relevance to Gender Equality 1. High 2. Medium 3. Low
Pensions	1, 2, 3	Yes	Yes	2 Medium
"Whistleblowing" Policy	1, 2, 3	Yes	No	2 Medium
Community Council Scheme	3	Yes	No	3 Low
Registration Services	1	Yes	No	2 Medium
Council Grant Scheme	3	Yes	No	2 Medium
Administration Services	1	No	No	3 Low
Job Evaluation and Single Status	1, 2, 3	Yes	Yes	1 High
Licensing and District Court	1	No	No	3 Low
Legal Services	1, 2	No	No	3 Low
Job Share Scheme	1, 2, 3	Yes	Yes	1 High
Maternity Leave Policy	1, 2, 3	Yes	Yes	1 High

Annex 3 Gender Equality Scheme Action Plan 2007-2010

Department: Finance and IT

Service or Policy	Relevance to the General Duty 1. Eliminate Unlawful Discrimination 2. Eliminate Unlawful Harassment 3. Promote Equality of opportunity between men and women	Could the Function/ Policy have a Gender impact Yes/ No/ Don't Know	Is there potential public concern about the function/ policy in relation to gender equality	Relevance to Gender Equality 1. High 2. Medium 3. Low
Council Tax service	3	No	No	3 Low
Housing Benefit Service	3	No	No	3 Low
Non-Domestic Rates Service	3	No	No	3 Low
IT Services	3	No	No	3 Low
Procurement services	1 , 3	No	No	3 Low
Customer Services	3	No	No	2 Medium

Annex 3 Gender Equality Scheme Action Plan 2007-2010

Department: Environmental Services

Service or Policy	Relevance to the General Duty 1. Eliminate Unlawful Discrimination 2. Eliminate Unlawful Harassment 3. Promote Equality of opportunity between men and women	Could the Function/ Policy have a Gender impact Yes/ No/ Don't Know	Is there potential public concern about the function/ policy in relation to gender equality	Relevance to Gender Equality 1. High 2. Medium 3. Low
Refuse Collection	None	No	No	3 Low
Special Uplift Service	None	No	No	3 Low
Pull Out Service	3	No	No	3 Low
Garden Assistance Scheme	3	No	No	3 Low
School Catering	3	Yes	No	2 Medium
Social Work Catering	3	Yes	No	2 Medium
Janitorial Services	3	Yes	No	2 medium
Food Safety Service	3	No	No	3 Low
Health and Safety Services	3	No	No	3 Low
Trading Standards; Consumer Advice	3	No	No	3 Low
Trading Standards; Enforcement Services	3	No	No	3 Low

Annex 3 Gender Equality Scheme Action Plan 2007-2010

Department: Environmental Services

Service or Policy	Relevance to the General Duty 1. Eliminate Unlawful Discrimination 2. Eliminate Unlawful Harassment 3. Promote Equality of opportunity between men and women	Could the Function/ Policy have a Gender impact Yes/ No/ Don't Know	Is there potential public concern about the function/ policy in relation to gender equality	Relevance to Gender Equality 1. High 2. Medium 3. Low
Health Promotion	3	No	No	3 Low
Public Health and Housing	3	No	No	3 Low
Neighbourhood Noise	3	No	No	3 Low
Cemeteries	3	No	No	3 Low
Parks	3	Yes	No	2 medium
Play Areas	3	Yes	No	2 medium
Recreation Facilities	3	Yes	No	2 medium
Playing Fields	3	Yes	No	2 medium

Annex 3 Gender Equality Scheme Action Plan 2007-2010

Department: Education and Leisure Services

Service or Policy	Relevance to the General Duty 1. Eliminate Unlawful Discrimination 2. Eliminate Unlawful Harassment 3. Promote Equality of opportunity between men and women	Could the Function/ Policy have a Gender impact Yes/ No/ Don't Know	Is there potential public concern about the function/ policy in relation to gender equality	Relevance to Gender Equality 1. High 2. Medium 3. Low
Teaching and Learning	1, 3	Yes	Yes	1 High
Attainment progress and Assessment	1, 3	Yes	Yes	1 High
Behaviour Discipline and Exclusion policies	1, 2, 3	Yes	Yes	1 High
Admission and attendance policies	1, 3	Yes	Yes	1 High
Curriculum	1, 2, 3	Yes	Yes	2 Medium
Social Inclusion policy	1, 2, 3	Yes	Yes	1 High
Personal development and pastoral care	1, 2, 3	Yes	Yes	1 High
Working with parents and communities	1, 3	Yes	No	2 Medium
Harassment and Bullying policies	1, 2, 3	Yes	Yes	1 High
Assessment is for Learning	3	Yes	No	2 Medium
Determined to Succeed	1, 3	Yes	No	2 Medium

Annex 3 Gender Equality Scheme Action Plan 2007-2010

Department: Education and Leisure Services

Service or Policy	Relevance to the General Duty 1. Eliminate Unlawful Discrimination 2. Eliminate Unlawful Harassment 3. Promote Equality of opportunity between men and women	Could the Function/ Policy have a Gender impactYes/ No/ Don't Know	Is there potential public concern about the function/ policy in relation to gender equality	Relevance to Gender Equality 1. High 2. Medium 3. Low
Pupil support, including support for Additional Needs	1, 2, 3	Yes	Yes	1 High
Parental Involvement including the development of Parent Councils	1, 2, 3	Yes	Yes	2 medium
Community Facilities	1, 3	Yes	Yes	1 High
Community Learning and Development Services	1, 3	Yes	No	2 Medium
Libraries	3	No	No	3 Low
Placing requests in Primary and Secondary Schools	3	Yes	Yes	1 High
Staff Recruitment and professional development	1, 2, 3	Yes	Yes	1 High
Psychological Services	3	No	No	3 Low
Childcare Provision- Pre 5	1, 3	Yes	Yes	2 medium
Procurement and Out Sourcing	1, 3	Yes	Yes	1 High
Leisure Services	1, 3	Yes	Yes	1 High
Arts and Museum Services	3	No	No	3 Low

Annex 3 Gender Equality Scheme Action Plan 2007-2010

Department: Housing and Property Services

Service or Policy	Relevance to the General Duty 1. Eliminate Unlawful Discrimination 2. Eliminate Unlawful Harassment 3. Promote Equality of opportunity between men and women	Could the Function/ Policy have a Gender impact Yes/ No/ Don't Know	Is there potential public concern about the function/ policy in relation to gender equality	Relevance to Gender Equality 1. High 2. Medium 3. Low
Allocations Policy	1, 3	Yes	Yes	3 Low
Local Housing Strategy	1, 2, 3	Yes	Yes	1 High
Aids and Adaptations	3	Yes	Yes	3 Low
ASIST and Mediation	1, 2, 3	Yes	Yes	2 Medium
Neighbourhood Wardens	3	Yes	Yes	3 Low
Estate Management	3	Yes	Yes	3 Low
Homelessness Unit	1, 3	Yes	Yes	2 Medium
Tenant Participation	3	Yes	Yes	3 Low
Building Services	3	Yes	No	3 Low
Sheltered Accommodation	3	Yes	Yes	2 Medium
Management of Council owned and leased premises	3	Yes	Yes	2 Medium
Arrears	3	Yes	No	3 Low

Annex 3 Gender Equality Scheme Action Plan 2007-2010

Department: Housing and Property Services

Service or Policy	Relevance to the General Duty 1. Eliminate Unlawful Discrimination 2. Eliminate Unlawful Harassment 3. Promote Equality of opportunity between men and women	Could the Function/ Policy have a Gender impact Yes/ No/ Don't Know	Is there potential public concern about the function/ policy in relation to gender equality	Relevance to Gender Equality 1. High 2. Medium 3. Low
Repairs and Maintenance	3	Yes	No	3 Low
Common Housing Register	3	Yes	Yes	2 Medium

Annex 3 Gender Equality Scheme Action Plan 2007-2010

Department: Planning and Transport

Service or Policy	Relevance to the General Duty 1. Eliminate Unlawful Discrimination 2. Eliminate Unlawful Harassment 3. Promote Equality of opportunity between men and women	Could the Function/ Policy have a Gender impact Yes/ No/ Don't Know	Is there potential public concern about the function/ policy in relation to gender equality	Relevance to Gender Equality 1. High 2. Medium 3. Low
Local Transport Strategy	3	Yes	No	2 Medium
Access Strategy	3	Yes	No	2 Medium
Area Development Frameworks	3	Yes	No	2 Medium
Development Control	None	No	No	3 low
Building Control	None	No	No	3 low
Architect Services	None	No	No	3 low
Planning Services	None	No	No	3 low
Roads and Footway maintenance	None	No	No	3 low
Street Lighting	None	No	No	3 low
Car Parking	None	No	No	3 low
Town Centre Maintenance and Management	3	Yes		

Annex 3 Gender Equality Scheme Action Plan 2007-2010

Department: Planning and Transport

Service or Policy	Relevance to the General Duty 1. Eliminate Unlawful Discrimination 2. Eliminate Unlawful Harassment 3. Promote Equality of opportunity between men and women	Could the Function/ Policy have a Gender impact Yes/ No/ Don't Know	Is there potential public concern about the function/ policy in relation to gender equality	Relevance to Gender Equality 1. High 2. Medium 3. Low
Asset Management Policy	3	No	No	3 Low
Design and Maintenance of road structures	None	No	No	3 Low
Street Tree Maintenance	None	No	No	3 Low
Advertising Signs	None	No	No	3 Low
Occupation of roads (Skips, pavement cafes etc.)	None	No	No	3 Low
Traffic Lights/ Street Furniture	None	No	No	3 Low
Economic Development	1, 2, 3	Yes	No	2 Medium
Employability Projects	1,2, 3	Yes	Yes	2 Medium

Annex 3 Gender Equality Scheme Action Plan 2007-2010

Department: Social Work

Service or Policy	Relevance to the General Duty 1. Eliminate Unlawful Discrimination 2. Eliminate Unlawful Harassment 3. Promote Equality of opportunity between men and women	Could the Function/ Policy have a Gender impact Yes/ No/ Don't Know	Is there potential public concern about the function/ policy in relation to gender equality	Relevance to Gender Equality 1. High 2. Medium 3. Low
Joint Health Improvement Plan	3	Yes	No	2 Medium
Integrated Children's Service Plan	3	Yes	No	2 Medium
Services for Adults with Learning Difficulties	3	Yes	No	2 Medium
Services For Adults with mental Health problems	3	Yes	No	2 Medium
Home Care Services	3	Yes	No	2 Medium
Day Care Services	3	Yes	No	2 Medium
Income Maximisation Service	3	Yes	No	2 Medium
Commissioning and Contracting Services	3	Yes	No	2 Medium

Annex 3 Gender Equality Scheme Action Plan 2007-2010

Service or Policy	Relevance to the General Duty 1. Eliminate Unlawful Discrimination 2. Eliminate Unlawful Harassment 3. Promote Equality of opportunity between men and women	Could the Function/ Policy have a Gender impact Yes/ No/ Don't Know	Is there potential public concern about the function/ policy in relation to gender equality	Relevance to Gender Equality 1. High 2. Medium 3. Low
Childcare services	3	Yes	No	2 Medium
Criminal Justice Services	3	Yes	No	1 High
Looked after children services	3	Yes	No	2 Medium
Disability Resource Centre	3	Yes	No	2 Medium
Visually impaired unit	3	Yes	No	2 Medium
Hearing Impaired Unit	3	Yes	No	2 Medium