

RYEDALE
DISTRICT
COUNCIL



One Council for Everyone
Equality Scheme 2010 - 2013
September 2010

Promoting Equality
Valuing Diversity

Single Equality Scheme 2010 - 2013

Welcome

Welcome to Ryedale District Council's Corporate Equality Scheme, which sets out our equality objectives. The Council is committed to eliminating discrimination and harassment within the workplace and amongst our community.

This scheme incorporates our Disability Equality Scheme, Gender Equality Scheme, Race Equality Policy and our work to promote equality in relation to the characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

This Equality Scheme takes into consideration our statutory responsibilities and incorporates our work programme for achieving the highest possible level of the Equality Framework for Local Government.

For details of how this scheme incorporates our statutory Disability Equality Scheme, Gender Equality Scheme and Race Equality Policy, please see Annex B. For further information about equality and diversity at Ryedale District Council, visit our website at www.ryedale.gov.uk

Comments or questions about this equality scheme should be sent for the attention of the Head of Organisational Development.

Ryedale District Council
Ryedale House
Malton
North Yorkshire
YO17 7LL

Tel: 01653 600666
Fax: 01653 600234
Email: hr@ryedale.gov.uk

If you would like to receive the information in this scheme in an alternative format to meet your needs, please use the details above to contact us.

Single Equality Scheme 2010 - 2013

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Message from the Chief Executive

It gives me great pleasure to present to you Ryedale District Council's first Single Equality Scheme. The Scheme incorporates all our existing equality schemes and sets out commitments to support the Council's aims to deliver quality services in Ryedale. The scheme draws on excellent development work and consultation which has resulted in an updated Action Plan to make it even more relevant for the work that we do and how we do it.

The Council is committed to ensuring the actions identified are undertaken. Our aim is to achieve the highest possible level of the Equality Standard, which will help us to identify and work to eliminate disadvantage in all aspects of policy making, service delivery and employment. We will continually review our performance and progress to ensure that we meet our own high standards.

We will work hard on our commitment to ensure equality and diversity across our services and in our employment practices and we will continue to seek the views and opinions of everyone at Ryedale - Members, officers and the residents of the district.

This year will see the first of a planned series of reports going to Council that will report on our progress in the equality and diversity field. We will aim to integrate equalities into every aspect of the work that we do and publish how well, or how badly we are doing, in an open, honest and transparent way.

Janet Waggott
Chief Executive

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Context

The Race Relations (Amendment) Act 2000 placed statutory responsibilities on all public authorities to promote good race relations. From the 31 May 2002 all authorities had a duty to publish a Race Equality Scheme. In order to meet our duties under the Act, Ryedale District Council published its first Race Equality Scheme in 2003.

To take account of changes in legislation the Equality Scheme was reviewed and in March 2006 we published the Generic Equality Scheme to set out our commitment to the broad equality agenda, taking account of all of the equality strands.

The Equality Scheme was due for review at the end of 2009 and as a result the Council produced a Single Equality Scheme designed to meet all the Council's responsibilities under the relevant legislation. This scheme was published for consultation and reviewed again in September 2010 to ensure it met all the duties under the new Equality Act 2010.

One Council – for Everyone

Our Vision

Ryedale as a place where all residents can enjoy a good quality of life, with strong, prosperous and welcoming communities

Our Mission

Working with you to make a difference

Our vision and commitment is to work to create the best opportunities and quality of service, for the people of Ryedale, caring for the local environment and driving the local economy. Our community and their needs and aspirations are at the heart of everything we do.

Underpinning this approach is a commitment to taking into account peoples' views and ensuring that our vision is translated into practice within a performance management framework.

One of the key objectives in our programme is to be a Council that practises accessibility, promotes equality and values diversity in everything we do; in providing or commissioning services, in partnership and as an employer.

Ryedale District Council will work towards providing an appropriate and professional service to all its citizens and visitors to the District, regardless of colour, culture, ethnic origin, nationality, gender, disability, age, marital status, sexual orientation, religion or belief. We aim to provide facilities that encourage inclusion of all sections of the community and to develop practices that will strengthen and enable all groups to contribute effectively.

Our Aims

- To meet housing need in the Ryedale District Council Area
- To create the conditions for economic success
- To have a high quality, clean and sustainable environment
- To help all residents to achieve a healthy weight by encouraging an active lifestyle, in communities where everyone feels welcome and safe
- To transform the Council by understanding our communities and meeting their needs and to develop the leadership, capacity and capability to deliver future improvements.

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Values and Behaviours

Achieving our mission requires great people who take pride in Ryedale, are committed to continuously improving the quality of life in the district and who possess the following values

Honesty and Openness

Value - We are open and honest in our relationships and in our communications

Brave and Decisive

Value - We are willing to make brave decisions, to take on big challenges and see them through

Positive

Value - We will nurture the positive and celebrate our successes

Respect

Value - We value every individual, respecting people for who they are and for their unique knowledge, skills and experience recognising they are part of our strength as a team.

Passionate

Value - we are passionate about our communities and the services we deliver.

Above all, we are proud, we act with integrity, striving to uphold the highest professional standards, providing sound advice and maintaining our impartiality.

Equality objectives

- To strengthen the Council's approach to meeting the needs of its diverse communities
- To improve communications and demonstrate our commitment to equality
- To strengthen the council's arrangements for partnership working and procurement
- To maintain equality monitoring systems for information about service take-up and satisfaction, developing an evidence base to support effective Equality Impact Assessments.
- To strengthen the performance management of equalities across the council and promote a culture of equality.

These actions are designed to improve equality for both employees of the District Council and residents in the community and the Council will ensure that it meets the requirements of the following relevant legislation and guidance:

- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Race Relations Act 1976 (Amendments 2000 and 2003)
- Disability Discrimination Act 1995
- Sex Discrimination Act (Amendment 1999 Gender Reassignment)
- Human Rights Act 2000
- Employment Equality (Sexual Orientation, Religion and Belief) Regulations 2003
- Civil Partnership Act 2004
- Employment Equality (Age) Regulations 2006
- Equality Act 2006
- Gender Equality Duty 2007
- Sexual Orientation Regulations 2007
- Equality Framework for Local Government 2009
- Equality Act 2010

Equality Statement

Ryedale District Council is committed to providing equal access to its services regardless of any of the characteristics relating to an individual, such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

With regard to employees, the Council is committed to provide fair and equal employment opportunities to all.

The Council will take action to:

- Eliminate discrimination;
- Promote equality of opportunity; and
- Promote good relations between people of different cultural or racial groups

The Council will regularly review all policies and functions; including new and proposed policies to see if there is any evidence that:

- Different groups of people could be affected differently;
- There are different service outcomes for different groups of people; and
- There is any public concern that council functions are being operated in a discriminatory manner.

The Council recognises that an individual may be more vulnerable as a result of discrimination. In applying all policies the Council will be aware of additional levels of vulnerability.

Profile of Ryedale

Ryedale is a predominantly rural area covering some 575 square miles (148,900 hectares) in North Yorkshire. Geographically the largest district in North Yorkshire, Ryedale comprises a rich agricultural area, as well as including part of the North York Moors National Park. The district population 50,872 (2001 Census) is centered mainly in the twin towns of Malton and Norton, where the administration centre has been established, and the market towns of Pickering, Kirkbymoorside and Helmsley. Ryedale is divided into twenty wards, made up from 115 parishes.

A striking characteristic of Ryedale is the outstanding quality of its countryside, villages and market towns. These are reflected in the designation of the North York Moors National Park and the Howardian Hills Area of Outstanding Natural Beauty.

Ryedale has a higher percentage of people aged over 55, (34%) than the national average and people with limiting long-term illnesses account for 16.8% of the population. The percentage of the population from minority black and ethnic groups other than white British is very low (2.15%) and other languages spoken in the area include Mandarin Chinese, Thai, Bengali, Polish and Portuguese. The authority also has a small, resident and transient, gypsy and traveller community. The council wishes to avoid interpreting small communities as invisible communities by understanding their needs and aspirations and ensuring that their voices are heard throughout the District.

Ryedale District Council is committed to reaching groups who have been overlooked in the past and fosters a policy of social inclusion that includes all people.

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Contextual Indicators

Demographic Structure

District's estimated population	<p>53,500 (2008)</p> <p>Source NYCC Population Estimates June 2008. Population figures are sourced from the Registrar General's Revised Mid-Year Estimates for 2001 & Mid-Year Estimates for 2007; ONS; Crown Copyright</p>												
Ethnic Group	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">White</td> <td style="text-align: right;">99.4%</td> </tr> <tr> <td>Mixed</td> <td style="text-align: right;">0.3%</td> </tr> <tr> <td>Asian</td> <td style="text-align: right;">0.1%</td> </tr> <tr> <td>Black or Black British</td> <td style="text-align: right;">0.1%</td> </tr> <tr> <td>Chinese or other Ethnic Group</td> <td style="text-align: right;">0.2%</td> </tr> </table> <p>Source: Ryedale District Council, A Profile of Ryedale (May 2004)</p>	White	99.4%	Mixed	0.3%	Asian	0.1%	Black or Black British	0.1%	Chinese or other Ethnic Group	0.2%		
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Black or Black British	0.1%												
Chinese or other Ethnic Group	0.2%												
Disability	<p>The 2001 Census reported that 16.85% of the population of Ryedale considered themselves as having a limiting long-term illness or disability; 7.75% of residents classed themselves as not having good general health.</p> <p>2.24% of the population were claiming either Incapacity Benefit or Severe Disablement Allowance (2009)</p> <p>Source 2001 Census, ONS</p>												
Gender	<p>The proportion of females (51%) and males (49%) within Ryedale is in line with the proportion of females and males within the region (Yorkshire and the Humber) and England.</p> <p>Source 2001 Census, ONS</p>												
Faith	<p>Information from the 2001 Census showed that 82.28% residents in Ryedale declared their religion Christian; 10.66% declared no religion, whilst 6.63 did not state their religion. Relatively low numbers of the population were attributed to all the other main religious groups; the highest being Buddhist (0.12%).</p> <p>Source: 2001 Census, ONS</p>												
Age Profile	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">Under 16</td> <td style="text-align: right;">18.6%</td> </tr> <tr> <td>16 – 19</td> <td style="text-align: right;">4.3%</td> </tr> <tr> <td>20 – 29</td> <td style="text-align: right;">8.3%</td> </tr> <tr> <td>30 – 59</td> <td style="text-align: right;">42.1%</td> </tr> <tr> <td>60 – 74</td> <td style="text-align: right;">17.1%</td> </tr> <tr> <td>75 and over</td> <td style="text-align: right;">9.6%</td> </tr> </table> <p>Source: Ryedale District Council, A Profile of Ryedale (May 2004)</p>	Under 16	18.6%	16 – 19	4.3%	20 – 29	8.3%	30 – 59	42.1%	60 – 74	17.1%	75 and over	9.6%
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20 – 29	8.3%												
30 – 59	42.1%												
60 – 74	17.1%												
75 and over	9.6%												

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Sexuality	At present we have no accurate way of determining the number of gay or bi-sexual people within our district, though the 2001 Census showed that 44 people were living in a same-sex couple.
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Socio Cultural Issues

Resident Working Age Population (Estimated)	30,800 (57.5%) NOMIS web site Source: 2008 ONS mid-year estimate								
Unemployment Level	3.9% (total number of claimants 1100) NOMIS web site Source: ONS annual population survey Apr 2008 – Mar 2009								
Unemployed aged 16-74 as Long Term Unemployed	28.04% Source: 2001 Census, ONS								
Unemployed aged 50 or over	29.58% Source: 2001 Census, ONS								
Unemployed aged 16-24	21.19% Source: 2001 Census, ONS								
Never Worked	3.09% Source: 2001 Census, ONS								
Average Rank of Deprivation	13,270.33 (32,482 = least deprived) Source: DCLG, English indices of Deprivation 2007 (via ONS)								
Rank of Local Concentration Local Concentration is a population weighted score to measure 'hot spots' of deprivation	Ranked 307 (1 is the most deprived and 354 is the least deprived) Source: DCLG, English indices of Deprivation 2007 (via ONS)								
Students	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Total number of students and school children aged 16 to 74</td> <td style="text-align: right;">1,630</td> </tr> <tr> <td>Percentage of total resident population</td> <td style="text-align: right;">3.2%</td> </tr> <tr> <td>Total number aged 16-17</td> <td style="text-align: right;">1,033</td> </tr> <tr> <td>Total number aged 18-74</td> <td style="text-align: right;">597</td> </tr> </table> <p>Source: 2001 Census, ONS</p>	Total number of students and school children aged 16 to 74	1,630	Percentage of total resident population	3.2%	Total number aged 16-17	1,033	Total number aged 18-74	597
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Qualifications	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Had no qualifications</td> <td style="text-align: right;">30.5%</td> </tr> <tr> <td>Qualified to degree level or higher</td> <td style="text-align: right;">19.3%</td> </tr> </table>	Had no qualifications	30.5%	Qualified to degree level or higher	19.3%				
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	Source: 2001 Census, ONS						
Homelessness	Homeless applications between 1 April 2008 – 31 March 2009 TBC Source: Ryedale Housing Department (P1E(AS)Form)						
Household Composition	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">Households with dependent children</td> <td style="text-align: right;">25.5%</td> </tr> <tr> <td>Lone pensioner household</td> <td style="text-align: right;">16%</td> </tr> <tr> <td>Lone person households (non-pensioners)</td> <td style="text-align: right;">10.9%</td> </tr> </table> <p>Source: RDC – A Profile of Ryedale 2004</p>	Households with dependent children	25.5%	Lone pensioner household	16%	Lone person households (non-pensioners)	10.9%
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Economic Issues

Total employee jobs	23,033 Source: 2001 Census, ONS																				
The average annual gross full time earnings in Ryedale	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">Male</td> <td style="text-align: right;">£21,268.00</td> <td style="text-align: right;">£409.00 per week</td> </tr> <tr> <td>Female</td> <td style="text-align: right;">£18,306.08</td> <td style="text-align: right;">£352.04 per week</td> </tr> </table> <p>Source: ONS annual survey of hours and earnings – workplace analysis Note: Median earnings in pounds for employees working in the area 2009</p>	Male	£21,268.00	£409.00 per week	Female	£18,306.08	£352.04 per week														
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Ryedale households with an income below the National average of £22,000	64% Source: North Yorkshire Household Surveys, 2000, Yorkshire Futures																				
Economic Activity Rates	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">Male</td> <td style="padding-right: 20px;">Economically active</td> <td style="padding-right: 20px;">87.3%</td> <td style="padding-right: 20px;">In employment</td> <td style="text-align: right;">84.2%</td> </tr> <tr> <td>Age 16-65</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Female</td> <td>Economically active</td> <td>77.2%</td> <td>In employment</td> <td style="text-align: right;">77.2%</td> </tr> <tr> <td>Age 16-59</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Source: NOMIS, ONS annual population survey April 2008 – March 2009</p>	Male	Economically active	87.3%	In employment	84.2%	Age 16-65					Female	Economically active	77.2%	In employment	77.2%	Age 16-59				
Male	Economically active	87.3%	In employment	84.2%																	
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Age 16-59																					
Top 3 employment sectors (% of workforce employed by sector)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-right: 20px;">Distribution, Hotels and Restaurant sector</td> <td style="text-align: right;">20.9%</td> </tr> <tr> <td>Public Administration, Education and Health</td> <td style="text-align: right;">17.4%</td> </tr> <tr> <td>Manufacturing</td> <td style="text-align: right;">16.0%</td> </tr> <tr> <td>Transport and Communications</td> <td style="text-align: right;">19.9%</td> </tr> <tr> <td>Tourism Related</td> <td style="text-align: right;">11.3%</td> </tr> </table> <p>Source: NOMIS 2008 Employee jobs Note: Tourism consists of industries that are also part of the services industry</p>	Distribution, Hotels and Restaurant sector	20.9%	Public Administration, Education and Health	17.4%	Manufacturing	16.0%	Transport and Communications	19.9%	Tourism Related	11.3%										
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Achieving Equality in Ryedale

The Council proposes to take a number of specific actions to meet its legal duties and achieve equality for both employees and the local community.

The Equality Action Plan

In 2008 an Equality Audit was undertaken an analysis of current progress in the area of equality and diversity. A particular emphasis was on supporting the Council to consider evidence in relation to the Equality Standard for Local Government (ESLG) now the Equality Framework for Local Government.

The original Equality Action Plan was based on the Equality Audit findings with the aim of moving towards the excellent level of the Equality Framework for Local Government and is currently being reviewed.

Leadership and Responsibility

All Staff have the following responsibilities:

- Treat all Ryedale Residents and members of the Council with dignity and respect for their rights and beliefs
- Challenge or report incidents of discrimination and bullying
- Respond positively and inclusively to individual differences
- Apply equality and diversity principles through everyday work activities
- Keep knowledge of Ryedale District Council equality and diversity policy up to date

Managers have the above responsibilities and the following additional responsibilities:

- Disseminate information to ensure staff are aware of their responsibilities
- Identify and respond to equality and diversity staff development needs
- Support individual needs of staff so they can participate and perform effectively
- Conduct Equality Impact Assessments on any changes to policy and practice.

Heads of Service have the above responsibilities and the following additional responsibilities:

- Where relevant, include equality and diversity development actions in the Service's strategic development plan
- Ensure that changes to policy and practice are screened for equality relevance
- Assess and report progress against equality action plans and key performance indicators

Members of the Corporate Management Team have the above responsibilities and the following additional responsibilities:

- Champion, sponsor and promote the value of equality and diversity
- Ensure organisational compliance with equality legislation

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Staff Development

All employees and Members will receive Equality and Diversity Training. This Equality and Diversity Training continues to ensure that the Council maintains a high level of awareness of diversity and equality issues among staff and elected Members.

All new employees will receive equality and diversity training as part of their induction. The action plan will include a full review of overall training needs in relation to Equality and Diversity, enabling the Council to consider the possibility of further training on equality legislation for a wider range of staff.

Equality and diversity is included as one of the competencies in the Employee Competency Framework used as part of the Appraisal and Development Review process for all staff. The competency requires staff to have an awareness and understanding of equality and diversity issues and anti-discriminatory practice and approach both at work and in relation to the community.

Procurement

When the Council contracts out services it still retains responsibility for ensuring that those services are provided in an appropriate and non-discriminatory way.

The Council will identify those of its functions provided by private companies or voluntary bodies and will ensure that future contracts include provision for equality elements. In cases where a contract already exists the Council will seek to amend those contracts to ensure that the function meets the general duty to outlaw discrimination.

This will mean that we will seek a commitment and assurance from all partners and contractors that their employment policies and practices together with the service they provide are non-discriminatory, fair and accessible to all members of the community.

Hate Crime

The Council has a statutory responsibility to record racial incidents and to ensure that appropriate action is taken. We are also required to publish the statistics on racial incidents (including outcomes) on an annual basis. However, we will also be recording incidents that are connected to age, gender, disability, sexual orientation or religious belief.

Involvement

The Council is committed to assessing impact arising from new policy development and to providing residents and stakeholders with genuine opportunity to be consulted and involved in the development and appraisal of new policies.

The Statement of Community Involvement (SCI), produced by the Council sets out specific principles that aim to ensure consultation is open and accessible to all, and conducted in a manner that provides genuine opportunity to contribute to shaping Council policy. The SCI is attached at Annex C.

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Equality Impact Assessments

Ryedale District Council is legally obligated to consider the impact of its policies and processes on people from all the protected characteristics groups (protected characteristics and their definitions are included at Annex A) Apart from being used to identify potential inequalities in outcomes, they also help the Council to consider other ways of achieving the aims of policies and projects, which in turn, improves customer service and increases public confidence in the fairness of policies and projects.

The Council has a standard template with guidance notes to support managers, policy makers and project managers in screening for equality relevance. All proposed changes to strategy, policy and process should be screened for equality relevance. It is important that screening takes place at an early enough stage in decision-making processes to ensure that the assessment is meaningful and its findings can be taken into consideration.

Reviewing the Equality Scheme

A review of the previous Equality Scheme has been undertaken in order to produce this updated Scheme and further improve the Council's work on equality issues. The review process was carried out with full input from representatives of individual departments and in consultation with Heads of Service, the Council's Corporate Management Team (CMT) and employee representatives.

The Equality and Diversity Working Group

A Working Group to be responsible for equality and diversity issues to be established within the Council. This Group will consist of a cross section of staff including the Member Champion for Equality and Diversity. The group's proposed Terms of Reference are attached at Annex E.

The Working Group will prepare an annual report for Full Council on the progress being made against the Equality Action Plan.

Equalities Monitoring

An Equalities Monitoring Guide has been developed along with a new corporate monitoring form to support a co-ordinated approach to equalities monitoring across the council.

The guide has been put together as a result of the 'Getting to Know Our Customer' Project using the results of participative workshops and focus groups along with local and national best practice examples.

Employment Monitoring

Ryedale District Council is an Equal Opportunities Employer employing over 300 staff.

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The Council is an accredited Investor in People, showing that it is committed to the implementation and maintenance of employment practices that will ensure no potential or current employee is treated less favourably than any other with regard the characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

The Council has a separate Equal Opportunities Policy in relation to employment that is intended to ensure that no potential or current employee is disadvantaged by the application of a rule, condition or requirement, which has a discriminatory effect that cannot be justified in job-related terms, or as a requirement of law.

The Council will monitor its employment practices by collecting and reporting on information about the ethnic origin, gender, age and disabled status for the following:

- Employees in post and at different payment grades;
- Applicants and approvals for employment, training and promotion;
- Employees who receive training;
- Employees who suffer detriment or benefit as a result of performance assessment
- Employees who are involved in grievance procedures;
- Employees who are subject to disciplinary procedures; and
- Employees who leave employment with the Council.

Results of employment monitoring will be published in 'Our People' an annual report highlighting information relating to the people we recruit and the composition of our workforce.

The Council will report on any identified patterns of inequality and proposed actions to eliminate discrimination, promote equality of opportunity and promote good relations among staff.

Performance

The Council is striving to provide the best possible services to our residents and so we regularly monitor our performance throughout the year. One of the ways we track our performance is through the use of performance indicators. We use these to measure how well we are achieving our priorities and improving our services. The results are published each year as part of the Council's Annual Report.

The targets for the performance indicators over the next three years are shown in the Corporate Plan.

Publishing

The Council is committed to an open and accountable equality monitoring system and aims to be transparent in its management and development of equality and diversity and to this end will aim to publish the following information:

- This scheme and associated action plan
- Our bullying and harassment codes of conduct

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- Equality impact assessment reports, during the consultation phase where appropriate and upon completion of assessments
- A report of achievements, progress and revisions to priorities in an equality and diversity annual report
- Monitoring data, published each year alongside the annual report

Our main means of publishing this information will be through our equality and diversity website pages and through our intranet pages for staff.

We will make information available in alternative formats when requested and where it is reasonable to do so.

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Consultation and Communication

Consultation

The Council recognises that views, thoughts and experiences from our residents will help us focus on development of our services and inform decisions on how we deliver our services. By understanding our District and the people within it, we can make sure we focus on the issues which are important to our communities.

In order to achieve effective consultation we recognise we must remove barriers and be as inclusive as possible. We, therefore, use a variety of methods of consultation these include:

- Customer Feedback
- Focus Groups
- Forums (including Staff Forums)
- Consultation events
- Online surveys

The Council will work with voluntary and community groups, schools, trades unions, employees, larger employers as well as other groups who have a legitimate interest in the work of the Council. Links will be established with groups within other local authority areas such as Scarborough Borough Council, North Yorkshire County Council, North Yorkshire Police and Fire Authorities.

Ryedale District Council commissioned Snap SurveyShop to conduct their 2008/09 Place Survey. The report is available on the website [LINK](#). Snap Surveys certifies that this research was conducted in accordance with ISO9001:2008 and ISO 20252:2006 and meets all the methodological requirements of the Place Survey as set out in the 2008/09 Place Survey Manual published by the Department for Communities and Local Government (CLG).

Communication

To demonstrate the Council's commitment to openness the results of the impact assessments, consultation and monitoring will be published in the following ways by:

- publishing the Equalities Scheme, which includes distinct sections on Race and Disability Equality, on the Council's website
- including articles and updates in Ryedale News, the council newspaper.
- providing hard copies and copies in languages other than English, in large print and in Braille on request
- providing audio cassettes on request

The results of consultation will include the following:

- why the consultation was carried out
- details of how the consultation was done
- a summary of the replies received

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- a review of the proposals or policy options where any disproportionate or adverse impact has been identified
- an action plan identifying what it is planned to do next

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Annex A - Definitions

What is an Equality Scheme?

An Equality Scheme sets out a timetabled and realistic plan for a public authority to undertake work on equality issues, and usually includes work to meet its duties under the terms of the Race Relations (Amendment) Act 2000.

The Scheme will outline the public authority's approach to work on Equality and Diversity issues as well as publishing the proposed actions and timetable to improve equality for its residents and staff.

What is Equality?

In basic terms, equality means treating everyone fairly. For the Council it means that all employees and customers should receive fair and equal treatment in terms of employment rights and services, regardless of their race, gender, age, sexual orientation, ethnic origin, nationality, religion or belief or disability.

What is Diversity?

As well as equality, another term that is used in this Scheme is 'Diversity'. The concept of Diversity encompasses acceptance and respect for other people. It means more than just acknowledging equality issues and treating people fairly. It means we acknowledge the differences that exist between people, or groups of people, and move towards genuine acceptance and respect for others, regardless of their difference from ourselves.

What is a "Hard to Reach Group"?

Traditional methods of consulting with the public may not be appropriate to the needs of all groups within Ryedale. For example, a standard postal survey to a sample of households in the District is unlikely to successfully record the views of young people under 16. This example shows that reliance on traditional consultation methods can mean that the views and opinions of particular groups in the community are under represented or even excluded from consultation. These groups are often called 'hard to reach' groups, because standard consultation methods do not always 'reach' and involve them.

Protected Characteristics (formerly called 'grounds')

Age

The Act protects people of all ages.

Disability

Under the Act, a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities, which would include things like using a telephone, reading a book or using

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public transport.

Gender Reassignment

The Act provides protection for transsexual people. A transsexual person is someone who proposes to, starts or has completed a process to change his or her gender.

Marriage and Civil Partnership

The Act protects those who are married or in a civil partnership against discrimination.

Pregnancy and Maternity

A woman is protected against discrimination on the grounds of pregnancy and maternity during the period of her pregnancy and any statutory maternity leave to which she is entitled.

Race

For the purposes of the Act 'race' includes colour, nationality and ethnic or national origins. A racial group can be made up of two or more different racial groups (eg Black Britons).

Religion or Belief

In the Equality Act, religion includes any religion. It also includes a lack of religion, in other words people are protected if they do not follow a certain religion or have no religion at all. Additionally, a religion must have a clear structure and belief system. Belief means any religious or philosophical belief or a lack of such belief. To be protected, a belief must satisfy various criteria, including that it is a weighty and substantial aspect of human life and behaviour. Denominations or sects within a religion can be considered a protected religion or religious belief. Humanism is a protected philosophical belief but political beliefs would not be protected.

Discrimination because of religion or belief can occur even where both the discriminator and recipient are of the same religion or belief.

Sex

Both men and women are protected under the Act.

Sexual Orientation

The Act protects bisexual, gay, heterosexual and lesbian people.

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Types of Discrimination

Direct Discrimination

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have (see perceptive discrimination below), or because they associate with someone who has a protected characteristic (see associative discrimination below).

Associative Discrimination

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

Perceptive Discrimination

This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

Indirect Discrimination

Indirect discrimination can occur when you have a condition, rule, policy or even a practice that applies to everyone but particularly disadvantages people who share a protected characteristic.

Harassment

Harassment is “unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual”.

Third Party Harassment

Harassment of employees by people (third parties) who are not employees of the organisation, such as customers or clients.

Victimisation

Victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act; or because they are suspected of doing so. An employee is not protected from victimisation if they have maliciously made or supported an untrue complaint.

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Annex B - How this scheme meets the 'specific' disability, gender and race equality duties.

Arrangements for	Disability equality duty	Gender equality duty	Race equality duty
Creating schemes and policies	Produce and publish a disability equality scheme and action plan	Publish a gender equality scheme and action plan	Publish a race equality policy
Consultation and involvement	Involve disabled people in the development of the scheme	Consult stakeholders and take account of relevant information	
Equality Impact Assessments	Publish arrangements for equality impact assessments	Assess the impact of current and proposed policies and practices	Assess the impact of current and proposed policies and practices
Monitoring and evaluation	<p>Publish arrangements for gathering information in relation to employment.</p> <p>Publish arrangements for utilising gathered information in relation to evaluating the effectiveness of the action plan.</p>	Gather and use information effectively	Gather and use information effectively
Reporting and publishing	Publish an annual report of progress	Publish an annual report of progress	Publish results of monitoring annually
Reviewing	Review the scheme within 3 years	Review the scheme within 3 years	

Annex C - Statement of Community Involvement

Community Engagement is about us working together with local people to address issues that affect them and where they live. It is about the way that we communicate with, understand and involve our community; putting people at the heart of our activities.

What do we mean?

The term 'community engagement' includes a range of different activities. We recognise three key levels of engagement:

- *Informing people*: providing information and raising awareness of local issues and initiatives.
- *Consulting people*: seeking the views of the community, for example on a plan, service or issue, to inform our future decisions. Links to the results of recent consultations are detailed below. For more information and guidance on using these results, please contact the Transformation Team.
- *Involving people*: involving people more actively in decision-making processes and giving them a greater role in shaping plans and documents, for example in identifying priorities or actions.

Our vision

Our vision is to provide real opportunities for people who live, work and visit Ryedale to be involved, if they want to be, in issues and decisions that affect them by using approaches that are proactive, inclusive and appropriate.

Our principles

We expect community involvement to:

- Be appropriate and relevant
- Promote a positive approach
- Be genuine and realistic
- Be proactive and innovative
- Promote ongoing involvement
- Be accessible for everyone
- Be clear and concise
- Build on existing strengths

Our aims

- To improve our approach in the immediate future we aim to focus on the following:
- Improving communication and combining the efforts of our different units;
- Seeking to involve all of our community by tailoring our approaches and meeting specific needs (focusing particularly on rural communities); and
- Learning from experience by developing an effective approach to evaluating our community involvement activities.

Annex D - Equal Opportunities Policy Statement

Ryedale District Council is committed to meeting the varied needs and circumstances of its residents, visitors and those employed with its boundaries. The Council's goal is to ensure that the services provided and the employment opportunities offered are equally appropriate to all, without discrimination. The Council's goal is to support the development of strong, prosperous and welcoming communities where all residents can enjoy a good quality of life, free from unlawful discrimination.

In support of this commitment, the Council has adopted the following policy statement for employment, partnership working, procurement and service delivery.

Employment

No Council employee or job applicant will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, gender, marital status, disability, sexual orientation, age, religion or belief, trade union activity or will be disadvantaged by conditions or requirements which cannot be justified.

Partnership Working

In working in partnership the Council will ensure that its responsibilities to promote equal opportunities eliminate discrimination and promote racial harmony and positive attitudes towards people with disabilities are reflected in all partnerships the Council enters into.

Procurement

The Council will build into all contracts for services its responsibilities to promote equal opportunities, eliminate discrimination and promote racial harmony and positive attitudes towards people with disabilities. It recognises that these responsibilities remain with the council and monitoring arrangements will reflect the need to ensure that these aspects of the contracts are met.

Service Delivery

The Council, recognising its responsibilities as a provider of major services within the community, will ensure that its services are available to all, regardless of race, colour, nationality, ethnic or national origin, gender, marital status, disability, sexual orientation, age, religion or belief.

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Annex E - Equality and Diversity Working Group Terms of Reference

Purpose

To develop, quality assure and actively promote all matters relating to equality and diversity across the authority.

Objectives

Raise awareness of equality and diversity across the authority

Periodically review and quality assure the council's Equality Scheme

Ensure consistency and quality of equality impact assessments

To oversee the implementation of legislation relating to Equality & Diversity in all aspects of the Council's activity.

To review, clarify and promote roles and responsibilities in terms of the management of diversity.

To mainstream Equality & Diversity by ensuring that the issue becomes an agenda item on all Council committees and working groups as relevant.

To provide appropriate training for all staff and members to demonstrate the added value derived from diversity. Promote diversity as a strength rather than a 'problem'.

To embed diversity/behaviour targets into the annual objectives of all managers.

To actively encourage all staff to undertake secondments/work shadowing in organisations, ideally which have more diverse employment/learner profiles.

To demystify the legal jargon by developing promotional materials and campaigns to explain the benefits of diversity to staff, learners and external partners eg in leaflets, letterheads, displays, newsletters.