

Ryedale District Council

# Equalities Scheme

2006 - 2009

Amended  
April 2007

Promoting Equality  
Valuing Diversity

## Contents

### Foreword

1. Introduction
2. Generic Equalities Scheme
  - 2.1 Aims
  - 2.2 Strategic objectives
  - 2.3 Statutory obligations
  - 2.4 Race Equality
  - 2.5 Disability Equality
  - 2.6 Gender Equality
  - 2.7 Age Equality
  - 2.8 Sexual Orientation
  - 2.9 Religion or Belief Equality
3. Race Equality Scheme
4. Disability Equality Scheme
5. Gender Equalities Scheme
6. Access to Information and Services

### Appendices

- |              |   |  |
|--------------|---|--|
| Appendix 1   | - | Equalities Action Plan                     |
| Appendix 11  | - | Corporate Equal Opportunities Monitoring   |
| Appendix 111 | - | Functions and Policies - initial screening |
| Appendix IV  | - | Equal Opportunities Policy Statement       |
| Appendix V   | - | Other formats form                         |
| Appendix VI  | - | Feedback form                              |

## Foreword

Ryedale District Council welcomes and supports the positive duty laid upon it by the Race Relations (Amendment) Act 2000 and the Disability Discrimination Act 2005 to

- Eliminate discrimination
- Promote equal opportunities
- Promote racial harmony and positive attitudes towards people with disabilities

We recognise that the potential for isolation, discrimination and unfair treatment can be far higher in communities such as Ryedale where there are relatively few people from black and other minority ethnic backgrounds and where the rural nature of our community adds to the potential for disadvantage to people with disabilities. This means that we have a greater challenge in ensuring that their voice is heard in the community.

We are pleased to publish this, our amended Equalities Scheme, which sets out our arrangements for meeting the general and specific duties placed upon us by the Race Relations (Amendment) Act 2000 and the Disability Discrimination Act 2005, for the period 2005-2008 as well as our commitment to other areas of potential discrimination including, gender, marital status, age, sexual orientation and religion or belief.

The Scheme will be a working document linked to other performance management systems and will be reviewed annually.

I am convinced that this scheme will empower the Council and its employees to make a real difference.

Chief Executive

## 1.1 Introduction

This is Ryedale Council's first ever combined race and disability equality scheme. The purpose of the combined scheme is to set out in one document how the council seeks to promote race and disability equality, and tackle disadvantages experienced by disabled and black and minority ethnic (BME) people living and working in Ryedale.

### Why produce a combined scheme?

The council decided to produce a combined Race and Disability Equality Scheme to embrace the new duty to promote disability equality, which will come into force in December 2006.

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, namely race, gender, disability, age, sexual orientation and religion and belief. The generic scheme will ensure that all new and existing equality legislation is placed at the centre of the council's strategic development, service delivery and employment practices, and is an integral part of the way in which we work. Plans to improve and promote race and disability policies as featured in this scheme will be reviewed and reported on in the Generic Equality Scheme.

### How is the combined scheme structured?

The combined scheme has been divided into three main sections to reflect this.

- 1 The first section provides the generic equalities scheme
- 2 The second section of the Scheme looks at Ryedale's approach to Race Equality. It provides the Race Equality Scheme 2005-08
- 3 The third section focuses on disability equality.  
This sets out:
  - the way in which disabled people have been involved in the development of the scheme,
  - the council's methods for assessing the impact of its policies and practices on equality for disabled people,
  - arrangements for gathering information about the council's performance on disability and
  - plans for using the information gathered.

The final section summarises the council's approach to mainstreaming race and disability equality within its overarching performance framework.

It also sets out how the scheme and action plans will be monitored and progress reported on in a year's time.

The Combined Race and Disability Equality Scheme is a public document. The council is therefore accountable to the public for delivering the programme set out in this scheme.

## **Ryedale's Sustainable Community Strategy Imagine Ryedale...**

### **Key themes**

Ryedale's Sustainable Community Strategy articulates the local communities' aspirations, needs and priorities. It sets out a shared vision for the district and brings together the Local Strategic Partnership. The partnership brings together key organisations, including the council, which provide services to Ryedale residents.

The key themes of the Community Strategy are:

- Vibrant Communities
- Strong Safe Communities
- Access and Communication
- Health and Wellbeing
- Landscape and Environment
- Developing Opportunities

These themes are reflected throughout this document and link the combined scheme to our Community Strategy policy framework.

## **Ryedale District Council Corporate Plan**

### **Our Vision and Values**

#### **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.

## 1.2 A Profile of Ryedale

Ryedale is a predominantly rural area covering some 575 square miles, geographically the largest district in North Yorkshire. The district population, according to the results of the 2001 census, is 50,686 and is centred mainly in the market towns of Malton and Norton, Pickering, Kirkbymoorside and Helmsley.

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 diverse and robust local economy characterised by a strong and growing small firms sector. Although agricultural employment is relatively high, the district has a well-balanced industrial structure with no one sector being unduly large in relation to others. The percentage of population earning below the national average is around 61%. Unemployment levels within the district are low (1.5% in June 2002) and there is evidence that more people commute to work in Ryedale than commute out of the area.

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 people with disabilities, women and men, older people, people of faith and no faith, the lesbian, gay, bi-sexual and transgender community, and those who are economically, educationally and socially challenged.

Ethnicity profile in Ryedale:

Ethnicity		
White	British	49774
	Irish	240
	Other White Background	538
Mixed	White & Black Caribbean	32
	Black African White and	24
	White and Asian	63
	Other mixed background	28
Asian and Asian British	Indian	26
	Pakistani	6
	Bangladeshi	3
	Other Asian	0
Black or Black British	Black Caribbean	4
	Black African	26
	Other Black	3
Chinese or other ethnic group	Chinese	61
	Other ethnic group	40
All people		50868

Source: 2001 Census

Disability profile in Ryedale:

People of working age with a limiting long-term illness	3246	2001 Census
People with a limiting long term illness	8573	2001 Census
Number living in communal establishments	1119	2001 Census
People in Ryedale in receipt of Disability living allowance	1600	DWP 2006
People in Ryedale in receipt of Severe Disablement Allowance/incapacity benefit	1300	DWP 2006
People in receipt of carers allowance	310	DWP 2006
All people who provide unpaid care	5095	2001 census
People who are severely sight impaired	1200	Ryedale In-touch 2003

Ryedale District Council Employee profile:

Ethnic Minority representation in the workforce - employees	1.31	Quarter 2 2006
Percentage of Employees with a Disability	3.6	Quarter 2 2006
Top 5% of Earners: with a disability	6.67	Quarter 2 2006
Top 5% of Earners: Ethnic Minorities	0	Quarter 2 2006
Top 5% of Earners: Women	6.67	Quarter 2 2006

## 2. Equalities Scheme

### 2.1 Aims

- To work towards the elimination of discrimination (either direct or indirect) and harassment
- To ensure that members and officers work towards mainstreaming equality of opportunity across all policies and functions
- To ensure equality, equity and consistency in working practices and conditions
- To ensure that the workforce represents the wider community of the District

### 2.2 Equality and Diversity Strategic Objectives

The equality and diversity strategic objectives reflect the requirements of the Equalities Standard for Local Government. These are to:

- implement systematic monitoring mechanisms across all directorates which comply with the Equality Standard for Local Government
- train all employees to deliver services without unlawful or unfair discrimination
- develop mechanisms that identify satisfaction levels of service users and help to identify barriers to accessing services
- ensure that the authority's statutory duty is applied to the suppliers of goods and services with whom we work
- ensure that when contractors deliver services on behalf of the council they are evaluated against criteria which reflect the equality duties of the council
- ensure that the Council's commitment to equality of opportunity is reflected in all communications and publicity
- consult effectively with hard to reach service users including minority ethnic groups and people with disabilities when planning, making decisions and monitoring provision of council services
- use the Council's leadership role and partnership arrangements to oppose all forms of discrimination and in particular institutional racism and institutional 'ableism'
- work towards a diverse workforce representative of the community we serve
- ensure that published procedures are in place for responding to the harassment of minority racial and disabled groups
- ensure that procedures are in place to enable a fair, diverse and non-discriminatory work environment

### 2.3 Statutory Obligations

A legislative framework to outlaw discrimination and promote equality in the UK has been taking shape for many years. The pace of change has been influenced by factors such as membership of the European Union and by the degree of recognition given to the needs of different groups in society. European and International Law also provide a framework for rights and remedies against discrimination. These frameworks and the forms of legal protection offer an important basis for promoting equality of opportunity.

As an employer the authority must have regard to:

- Sex Discrimination Act 1975 as amended
- Race Relations Act 1976
- Equal Pay Act 1970
- Disability Discrimination Act 1995
- Human Rights Act 1998
- EU Employment regulations:
- Sexual Orientation December 2003
- Religion or Belief December 2003
- (Employment regulations governing age discrimination due 2006)

In addition two pieces of equalities legislation relate specifically to public bodies in their dealings with employees and service users and elected members. As a listed public body, Ryedale District Council must comply with the statutory duties enshrined in the:

- Race Relations Amendment Act (2000)
- Disability Discrimination Act (2005)

The Race Relations (Amendment) Act 2000 outlaws racial discrimination by any public body and places upon them an anticipatory duty to:

- eliminate unlawful racial discrimination
- promote equality of opportunity
- promote good race relations between people of different racial groups

The Disability Discrimination Act 2005 places a further statutory duty upon public bodies to:

- promote disability equality
- promote positive attitudes towards disabled people
- tackle all forms of harassment and bullying towards people with disabilities
- promote participation in public life by people with disabilities
- protect disabled councillors against discrimination

## 2.4 Racial Equality

Following the murder of Stephen Lawrence in 1993, the Home Secretary set up an

inquiry, the inquiry findings stressed that if racism is to be eliminated from society, there must be a co-ordinated effort to prevent growth. It also stated that it is incumbent upon every institution to examine the way it carries out its functions and policies to ensure that it does not disadvantage any sector of our community.

The Race Relations (Amendment) Act 2000 came into force in April 2001 and is the statutory response to the recommendations of the Stephen Lawrence Inquiry report.

### **The General Duty**

The Act, which strengthened the Race Relations Act 1976, places a general duty on most public authorities to promote race equality, and to eliminate institutional racism by eliminating unlawful racial discrimination and promoting good relations between people of different racial groups through all its services and activities.

The general duty is supported by specific duties to which the authority must comply, and which will assist the authority to meet the general duty.

### **The specific duties**

#### **a) Publish a Race Equality Scheme (RES)**

This shall state:

- those of its functions and policies , or proposed policies, which that person has assessed as relevant to its performance of the duty imposed by section 71(1) of the Race Relations Act, and
- that person's arrangements for:
  - i) assessing and consulting on the likely impact of its proposed policies on the promotion of race equality
  - ii) monitoring its policies for any adverse impact on the promotion of race equality
  - iii) publishing the results of such assessments and consultations as are mentioned in (i) above
  - iv) ensuring public access to information and services it provides, and
  - v) training staff on the duties identified in the RES
  - vi) reviewing the assessment at 3 yearly intervals

#### **b) Monitor annually, by reference to the racial group to which they belong:**

- the number of staff in post
- applicants for employment, training and promotion
- and where there are more than 150 employees, the number who
  - i) receive training
  - ii) benefit or suffer detriment as a result of its performance assessment procedures
  - iii) are involved in grievance procedures
  - iv) are the subject of disciplinary procedures
  - v) cease employment with the authority, and
- publish annually the results of this monitoring

## **2.5 Disability Equality**

The Disability Discrimination Act 2005 widens the Disability Discrimination Act 1995, and

acknowledges that if society is to improve the life chances of disabled people the public sector must take a lead. The Council must promote equality for people with disabilities, those with physical, visual or hearing impairments, those with learning difficulties, with long term medical conditions which adversely affect their day to day living, and those with mental illness. In promoting opportunities for these traditionally overlooked groups it must 'have due regard' to eliminate unlawful discrimination and promote equal opportunities.

The Council must also consider the elimination of the harassment of disabled people, the promotion of positive attitudes and the need to encourage the participation of disabled people in public life. These duties relate to the provision of services, the employment of staff and in the buying of services. There is also a duty to publish a Disability Equality Scheme by 4<sup>th</sup> December 2006.

The Disability Equality Scheme (DES) must:

- involve disabled people in producing the scheme and developing the action plan
- identify how the council will gather and analyse evidence to inform their actions and track progress
- set out how they will assess the impact of their existing and proposed activities on disabled people
- produce an action plan for the next three years
- report on progress every year and review and make appropriate revisions to the scheme at least every three years

The Council must demonstrate how the actions committed to, in the DES, have been achieved. The implementation of the DES will form part of the action plan 2005/8

## **2.6 Gender Equality**

In Britain today women now make up almost half the workforce, and this percentage is set to grow. Despite this, women make up just 11 per cent of directors at FTSE 100 companies, 20 per cent of MPs and 16 per cent of local authority leaders. Gender stereotyping in occupational areas such as construction, engineering, health and social care and childcare is rife. Thirty years after the Equal Pay Act came into force, women are still paid an average of 80 per cent of a man's wage or salary for comparable work.

The new gender equality duty, which is due to become law in 2007, will require public authorities to pay due regard to promoting gender equality and eliminating sex discrimination. This means that service providers, and public sector employers, will have to design employment and services with the different needs of women and men in mind. It will require public bodies to set their own gender equality goals, in consultation with their service users, and to take action to achieve them. With this exciting challenge in mind the Council will include issues of gender equality into all impact assessments, consultations, monitoring and positive action strategies.

## **2.7 Age Equality**

The implementation of the European Employment directive on Age, on the 1st October

in 2006, makes it illegal for employers to force retirement before age 65, and age discrimination in recruitment, promotion and training will be banned. Employers will also have to consider requests from their employees to work after the age of 65. The Council is committed to ensuring that no employee is discriminated against in terms of age, and will include the implications of the new directive into all impact assessments, consultations, monitoring and positive action strategies.

## **2.8 Sexual Orientation and Religion or Belief Equality**

The Employment Equality (Sexual Orientation) regulations and the Employment Equality (Religion or Belief) regulations came into force on 1<sup>st</sup> December 2003. These regulations make it unlawful to discriminate in employment or training on grounds of sexual orientation or religion or belief.

These new laws provide protection against unfair treatment at work for lesbians, gay men and bi-sexuals, people of faith and those of no faith, which is similar to those already provided for women, disabled and black and minority ethnic staff. The Council's commitment to fair treatment, its policies and procedures include the implications of these regulations.

### **3. Race Equality Scheme**

#### **3.1 What is a Race Equality Scheme?**

In essence, a Race Equality Scheme is a strategy and a realistic action plan in which are set out the Authority's priorities for promoting race equality and good race relations. It states the activity that will be undertaken to ensure that race equality is embedded into employment, procurement, partnership arrangements and the delivery of services.

#### **3.2 Meeting the General Duty**

The General Duty will be met by:

- assessing each function and policy for relevance to the general duty, (a list of functions and policies is attached at appendix 11)
- the implementation of the Action Plan, (appendix 1)
- compliance with the specific duties

#### **3.3 Meeting the Specific Duties**

Arrangements have been made for:

- assessing, consulting on and monitoring our functions and policies for any adverse impact on promoting race equality and eliminating discrimination.
- ensuring public access to services
- training employees
- publishing results

A detailed explanation of how we intend to meet our duties is found below.

#### **3.4 Assessment of Functions and Policies for their Relevance to the Performance of the General Duty**

The term 'functions' means all the duties and powers of the authority. It covers internal and external functions, including service delivery.

The term 'policies' means all the formal and informal processes and procedures used in carrying out the full range of functions. An extensive functional analysis was undertaken by unit managers who then drew up the final list of priorities as shown in appendix 11.

#### **3.5 Assessing and Consulting on the likely Impact of Functions and Policies**

Set out in this scheme are the arrangements for assessing and consulting on the likely impact of the authority's functions and policies on promoting race equality.

Heads of service and managers have the responsibility for assessing their directorates and deciding on initiatives and arrangements for improvement. Each service will monitor whether the function or policy impacts differently on particular groups and whether there is any adverse impact on certain groups.

The Race Equality Impact Assessment is linked to the Equality Standard for Local Government and therefore, assessments will also include disability and gender. Equality impact assessment reports will be reported as part of the annual review of the Equalities Scheme.

The Council's duty to eliminate discrimination and promote equal opportunities extends to all partnership arrangements and procurement. This means that the Council has a duty to ensure that public money is not spent on practices that lead to unlawful racial discrimination, but is used instead to support and encourage equality of opportunity and good community relations.

To ensure compliance, the Council will:

- insist that appointed contractors share and help deliver the Council's equal opportunities goals
- make sure that the Council's selection and tendering processes positively address and include equality considerations
- revise the procurement terms and conditions
- monitor contracts to ensure compliance with our equal opportunities goals
- brief employees involved in procurement work about equalities issues and the Council's duty under the Race Relations (Amendment) Act

Equality will be built into the policy making process. All new policies will be assessed for their relevance to the duty to promote race equality and for any potential for adverse impact.

### **3.6 Equality Monitoring**

The collection of baseline data is essential if the Council is to ensure that its processes and activities treat fairly the people it serves. Using the 2001 Census classification system a corporate equal opportunities monitoring form is being introduced. This will be factored into user and customer satisfaction surveys, complaints and grievance procedures. Data on age, disability, gender, marital status, sexual orientation and religion or belief will also be collected. The data once collected and analysed, will be used to examine how well services and employment opportunities are provided for ethnic minority groups, or other groups who have been overlooked in the past, and will form the basis for any positive action that may be required. A schedule for the collection of the data will be published, and this information will be published as part of the annual review of the Equalities scheme.

Such monitoring will enable us to measure:

- the possible effects of proposed policies on ethnic minority groups or groups who have been overlooked in the past

- demographic changes within the population of the authority
- the take up of services by ethnic minority groups or groups who have been overlooked in the past
- the frequency of complaints by overlooked or ethnic minority groups
- how complaints are resolved
- the demographic composition of the workforce and applicants wishing to work for the Council
- promotion and training opportunities by race, gender, ability/disability

### **3.7 Monitoring in Employment**

The council must set out the processes it has in place for monitoring:

- staff in post
- applicants for jobs
- applicants for training
- applications for promotion
- employees who receive training
- employees who suffer detriment or benefit as a result of performance assessment
- employees who lodge grievances or who are subject to disciplinary action
- employees who leave the council

A corporate monitoring process is being developed and its completion and implementation will be included in the Equalities Action plan 2005/8.

### **3.8 Consultation Process**

The Council is committed to engaging groups and individuals in the consultation process, and it is recognised that a wide repertoire of methods of engagement is needed, to ensure that the voices of all those in the community of Ryedale are heard.

Arrangements will be made to ensure that people from minority ethnic groups, people from groups overlooked in the past and less visible groups are included in the consultation programme. 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.

Consultations will involve face to face meetings, focus groups, workshops, questionnaires, sampling of service users and community working groups. An equality and diversity advisory group will be constituted.

Potential barriers of language and appropriate format will be addressed through the Language Line service and the accessibility of alternative formats on request. The development of the consultation process will be a key action in the Equalities Action Plan 2005/8

### **3.9 Publishing the Results of Assessment, Consultation and Monitoring**

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 which is delivered to every household
- 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
- 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

The development of this process will form part of the Equalities Action Plan for 2005/8.

## 4. Disability Equalities Scheme

### 4.1 Promoting disability equality and the social model of disability

The council recognises that work needs to be done to prioritise and promote disability equality. As our first step to achieving this, we have committed ourselves to adopting the social model of disability and moving away from the medical model of disability. The social model of disability recognises that some people have impairments which affect how they function physically or mentally. However, those people are often disabled by the barriers that exist when society fails to take account of their needs. This excludes them from participation or independence because service design, communication channels, buildings and attitudes make aspects of society inaccessible to them. The social model says that disabled people should enjoy the same freedoms and choices as those who are non-disabled and be allowed equal responsibility in determining their life choices. Disability should not be viewed in terms of pity or something in need of a cure. Equality for disabled people should be seen in the same light as equality for other under-represented groups. The social model of disability provides a basis for the successful implementation of the duty to promote disability equality.

In contrast, the medical model of disability, on which the Disability Discrimination Act 1995 is based, defines disability in terms of people with certain conditions or certain limitations on their ability to carry out 'normal day to day activities'. When policy makers and service providers view disability in this way they focus on 'making amends' for people with impairments for what is 'imperfect' or 'wrong' with their physical or mental state.

We have made some progress in our efforts to make reasonable adjustments to physical aspects of our premises. By making these adjustments, we are working towards removing the barriers that disable - and this endorses the key principles of the social model approach. Adopting this approach requires all sectors of the community to embrace these fundamental shifts in thinking about disability, and to make the changes in their individual areas of influence.

### 4.2 The General Duty

Like the Race Relations (Amendment) Act 2000, the Disability Discrimination Act 2005 sets out a general duty which is further supported by specific duties.

The general duty states that public authorities must, in carrying out their functions, have due regard to:

- promote equality of opportunity between disabled persons and other people
- eliminate discrimination that is unlawful under the Disability Discrimination Act 1995
- eliminate harassment of disabled people that is related to their disabilities
- promote positive attitudes towards disabled people
- encourage participation by disabled people in public life
- and take steps to take account of disabled people disabilities, even where that involves treating disabled people more favourable than other persons.

In meeting the general duty, we will need to consider how we tackle the effects of any of our previous decisions which failed to give due regard to the promotion of disability equality.

The general duty is supported by a specific legal duty to prepare a Disability Equality Scheme which sets out:

- how we will gather and analyse evidence to inform actions and track progress
- how we will assess impact of the existing and proposed activities on disabled people
- how we will monitor and review progress every year
- how we have involved disabled people in the development of the scheme
- arrangements for fulfilling the general duty - our action planning process

The overall aim of the scheme and action plan is to describe the journey from where we are now to where we want to be, in the area of disability equality.

The Disability Equality Scheme is a living document and whilst the aims will remain the same, we continuously review our progress making sure that our action planning reflects changes and progress the council has made.

### **4.3 The Specific Duty**

This section outlines our current practices and plans for meeting the requirements of the specific duty.

#### **4.3a Gathering information**

The council's principle arrangements for gathering information on the effect of our policies and practices on disabled people are outlined below.

We have trained all staff on the definition of disability and the requirements under the new 2005 act. We also encourage staff to report their disability status for monitoring purposes to Human Resources. Once the disability status of a member of staff or job applicant is recorded, we are able to monitor the effectiveness of our recruitment, development and retention of disabled employees. We have also revised our staff handbook to improve the information available to all staff about disability equalities.

#### **Employment**

The council gathers the following information on its staff:

- personnel records,
- personal information
- the recruitment details of job applicants.
- data on disability

#### **Corporate Equal Opportunities Monitoring**

As part of the Council's commitment to Equality and Diversity the Council has implemented a process for collecting Equal Opportunities monitoring information. This enables the identification of areas of activity where positive action should be taken to ensure that services and processes are fair to all.

Monitoring is an essential part of meeting of the statutory duty to eliminate

discrimination, promote equality of opportunity and promote racial harmony and positive attitudes towards people with disabilities.

**Employment:**

Data is collected on:

- current employees,
- job and promotion applicants,
- training,
- appraisals,
- grievances,
- disciplinary action,
- dismissals and
- other reasons for leaving.

This will be published annually.

**Service Delivery:**

The monitoring of service delivery covers:

- ongoing contact,
- episodic contact,
- usage and
- satisfaction or complaints

It has been agreed by the Senior Management Team that all units should use the Corporate Equal Opportunities Monitoring Form.

In 2006-7 we are monitoring:

- Employment
- All customer satisfaction surveys
- All unit engagements where a similar exercise is already being undertaken
- Customer support services

This will be an annual process commencing from the beginning of the current 2006-2007 year and the data collected will form part of the Equality and Diversity Report, which will be published in November annually.

After the first year a review will be undertaken with a view to widening the remit of equality monitoring. Equal opportunities data will be collated and analysed centrally by the Policy Unit.

**Annual Staff Survey**

We also gather data on disability through our annual staff survey.

**First Call Network**

We have established a confidential First Call network. Monitoring reports record the number of cases which fall under the category of disability. This gives us an indication of how many reported cases of bullying and harassment within the council relate to disability.

**Staff Focus Group**

We plan to run an annual staff focus group which will provide a valuable mechanism for providing qualitative data from disabled and non-disabled staff on disability issues which affect us as Ryedale employees.

### **Member Focus Group**

Similarly we plan to run an annual member focus group for providing qualitative data from disabled and non-disabled elected members.

### **Annual Quality of Life Survey**

We plan to collect data on disability through our annual quality of life survey. This will provide us with an insight into the number of disabled residents we have in the District, and the extent to which our service users and those who live in their households have disabilities that limit their day to day activities.

### **Disability Forum**

We are also in discussion with Ryedale Voluntary Action about the possibility of establishing a Ryedale Disability Forum. This could provide qualitative data on disability issues which affect the local community.

### **Dialogue with the voluntary and community sector**

Being a district council in a sparse rural area, the members of Ryedale District Council have committed resource to local service delivery through the awarding of unrestricted grants to community and voluntary sector organisations. Part of the criteria is that groups can evidence the need for their project. We use the evidence they gather to build our own information base on the needs and aspirations of the communities we serve.

Support provided to a local play group to provide one to one support for a child preparing for school. Through the employment of an extra member of staff to give dedicated support, there was huge improvement and development in the child's behaviour throughout the whole last year before starting school.

'We are proud that a small village playgroup was able to support this child so effectively'

Working with a carers support organisation to identify 'hidden' carers in 23 parishes of the Wolds. Supporting the organisation to provide confidential advice, information, advocacy and emotional support and signposting carers into other services available through statutory and voluntary sector organisations.

The 'Valuing People' white paper set in motion a fundamental shift in the way services for people with a learning disability are planned, delivered and reviewed at a local level. The council was approached by the founding members of a new voluntary sector organisation to provide day services for people with learning disabilities.

The organisation consulted with local people with a learning disability and their family members to establish what they wanted. There was a clear message given that people wanted more choice of meaningful work-related activities, based in their local community, providing work alongside members of the community. Additionally a number of groups working with people with learning disabilities were keen to give their

support.

The council does not have the resources to repeat this level of involvement activity with people who will be in receipt of a service, but we continue to learn from the data provided.

This data is also supplied to the council as part of approaches for funding to deliver services to meet unmet needs identified from within organisations, governed by those who use the service

We have supported an organisation which supports families with children with disabilities. The organisation provides services that are not provided by anyone else in the district and the project extended this work to meet unmet need as identified by the families using the services. The particular focus was on meeting the need on supporting the families where the young person with a disability is going through a transition to adulthood. We as the funder, and other service providers, will improve our services to young people with disabilities as a result of this project. This is therefore a far more effective method of gathering information about the needs of young people with learning disabilities than undertaking a more explicit consultation exercise.

Through the project development work the council undertakes linked to the funding it provides to organisations working with and supporting people with disabilities, we gain current, specific information on trends in Ryedale and also on the impact of service innovations or improvements.

The number of retired people in Ryedale will continue to grow. More people will stay in their homes, with carers, and these people will need support and friendship. We have supported a volunteer recruitment programme. 'one cannot underestimate the impact one volunteer can have on the quality of life of carers and older people in our community, especially the lonely and vulnerable who are often overlooked.'

A user-led support group for blind and partially sighted adults in Ryedale has recently received support for a new Computer Support Scheme for Visually Impaired People - giving Ryedale residents with a severe visual impairment the chance to improve their computer skills. In April 2006, with support from the Council and Age Concern, a campaign was initiated to recruit volunteers with computer expertise and links made with the Blind and Partially Sighted Society to work with their specialist in computing for the blind and partially sighted.

This project helps people to access services; this improves our service delivery and their quality of life.

We would never be able to access the members of this group without the support group.

By supporting organisations in this way we deliver the services people want and need, in the ways they choose to receive them, and improve our service delivery at the same time.

### **4.3.b Using the information gathered**

Information gathering is intrinsic to performance improvement, and the information that we gather across the council is principally used to inform our action planning and to measure outcomes.

The initial information gathering exercise conducted with key stakeholders established key priorities on which this disability equality scheme is based.

Information from stakeholders has also been gathered through the monitoring of grants awarded by the Council to organisations working with people with disabilities

We will measure our progress on disability equality by reviewing our disability equality action plan each year.

A review of The Disability Equality Action Plan will be published in our Generic Equality Scheme in December 2007.

The Generic Equality Scheme and action plan will also detail our priorities and targets for disability equality over the next three years.

We use the information we gather to improve the effectiveness of our disability policies and practices for other key purposes, and some of these have been identified below.

### **4.3.c Conducting Impact Assessments on policies**

We will continue to assess our policies and functions to ascertain whether they have or are likely to have an adverse impact on equality for disabled people.

We have taken a generic approach to Impact Assessments since 2006, when we first introduced Equality Impact Assessments to comply with the requirements of Race Relations (Amendment) Act 2000.

The assessment process requires managers to consult externally with disability groups, providing details as to how they consulted and published the results of their consultation. We are investigating the development of a forum for disability groups in Ryedale, and also building links with an existing provider for Access Audits.

Our written guidance on carrying out Equality Impact Assessments was published and made available to all managers in January 2006.

This guidance was supplemented by a programme of one day training workshops for managers.

We plan to refresh this training annually.

The impact assessment toolkit is attached at appendix II

### **4.3.d Involving disabled people in developing the scheme**

We have undertaken wide ranging and innovative community involvement activity in Ryedale over the last 4 years. The outcomes of all of this activity have been taken in to account in the development of this first Disability Equalities Scheme. These activities

have included:

- The development of a vision of Ryedale in 2013 - Imagine Ryedale...
- Community workshops to develop the core policy for community engagement in Ryedale

#### Imagine Ryedale...

Imagine Ryedale Ryedale's first Community Plan, which has been developed by a range of partners forming the Ryedale Strategic Partnership.

Developing the plan involved consulting with a wide range of individuals and groups across Ryedale through adopting a process called 'Imagine'. This approach helped to identify what Ryedale's citizens' priorities were for creating and maintaining a sustainable community and its social, economic and environmental wellbeing.

Imagine is a community participation method based on an approach used in the USA called 'Appreciative Inquiry'. It builds a vision for the future using questions to focus people's attention on success. The questions are designed to encourage people to tell stories from their own experience of what works. By seeing what works and exploring why, it is possible to imagine and construct further success, ensuring that a vision of the future is created with a firm basis in reality.

Ryedale District Council has written its 10-year Community Plan using the Imagine approach. Through its Local Strategic Partnership, it aims to fulfil its obligation to involve its diverse and widely dispersed rural communities in an ongoing consultation and planning process. For those decisions to be sustainable, essentially 'owned' by the people who are going to live with them, the wider community had to be involved at the very heart of the process.

Groups whose members were involved in Imagine... included:

- Ryedale Citizens Advice Bureau
- Helmsley Walled Garden
- Red Cross
- Ryedale Carers Support
- Ryedale Forum for Older People 50+
- Ryedale In-Touch (Malton, Norton and District In-Touch Group)
- Ryedale Special Families
- Scarborough and Ryedale Carers Resource
- Yorkshire MESMAC

Find out more about Ryedale's Community Plan - link - <http://www.imagine-ryedale.org.uk/>

The following research activity was commissioned by the Ryedale Strategic Partnership and has been considered in the development of the DES:

- Research into relative deprivation and social exclusion in Ryedale  
One of the key findings of this research is that in Ryedale people with disabilities experience a similar range of problems in regard to social deprivation to the population generally but difficulties may be compounded by their disability.
- A baseline study and peer review of the Councils past experience and best practice of community involvement
- Understanding community involvement:  
This report summarises current best practice in community involvement. It provides an introduction to community involvement clarifying and addressing the

following aspects:

- The language of community involvement: what does it mean?
- Levels of community involvement: what can it achieve?
- Identifying stakeholders: who should be involved, when?
- Identifying approaches: which approach is appropriate, when and for whom?
- Effective involvement: ground rules and innovative approaches.
- Evaluating involvement: how can we measure success?

The outcomes of this work and the community workshops resulted in the adoption of a Framework for Community Involvement, shared by the Council and The Ryedale Strategic Partnership and which forms the basis of the Local Development Framework Statement of Community Involvement.

#### **Framework for Community Involvement - Summary**

Community involvement 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.

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

- **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.
- **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.

#### **Our Objectives include:**

- To involve all of our communities by tailoring our approaches and meeting specific needs and learning from experience
- To provide regular information that is clear, factual and relevant.

As part of the development of the Disability Equality Scheme, we want to find out more from Ryedale's disabled people about the most important issues in moving towards disability equality. We feel it is important to consider the views of disability groups before developing the scheme further to ensure we continue to identify and prioritise equality initiatives effectively.

We plan to conduct an information gathering exercise consulting with representative groups of disabled people across the council and District. The results will be used to gather stakeholders' views as to the key issues and priorities facing the council in moving towards disability equality.

The planned Ryedale Disability Forum, the Staff Focus Group and Members Focus Groups will be utilised to develop the thinking and intelligence around disability equality issues for the council, and assist in the action planning activities for this scheme and future schemes.

In respect of publicity, we will take advice from disability advocacy groups in Ryedale about the revision of the Councils Corporate Style Manuals and Guidelines for Communication.

The Council uses its website as a key communication method. The ryedale.gov.uk website adheres to the standard ...

Between January and March 2007 we plan to revisit Imagine to build on this first draft of the Disability Equalities Scheme. We will work with Ryedale Voluntary Action and its members who include:

- Acorn Services (North Yorkshire) Ltd
- Alzheimer's Society Ryedale and Whitby Branch
- Encephalitis Society
- Helmsley Walled Garden
- Lifeline Disabled Group
- Next Steps
- North Yorkshire Music Therapy Centre
- Pickering Gateway Club
- Ryedale and District Mencap
- Ryedale Branch of the Multiple Sclerosis Society
- Ryedale Carers Support
- Ryedale Forum for Older People 50+
- Ryedale In-Touch (Malton, Norton and District In-Touch Group)
- Ryedale Special Families
- Ryedale Stroke Group
- Scarborough and Ryedale Carers Resource
- Yorkshire MESMAC

#### **4.3.e The Disability Equality Action Plan - 2006-07**

As with the Race Equality Scheme above, we have incorporated the Disability Equality Scheme action plan into the three year equalities action plan attached at appendix I.

The action plan details how Ryedale will tackle the disability equality issues it has prioritised over the next 3 years.

#### **4.3.f Monitoring the Action Plan**

Responsibility for ensuring that the targets are met within the timeframe set out in the action plan ultimately rests with the Councils Senior Management Team.

The Council will produce a six monthly progress report of the Equality Action Plan. This will be presented to Senior Management Team.

An annual report of progress made in achieving the action plan will be published.

## 5. Access to Information and Services

The Council provides a wide range of information to the general public (locally and nationwide), other government bodies, voluntary agencies, schools, stakeholders and partners.

The Council communicates with the public through a range of vehicles including:

- the Council website [www.ryedale.gov.uk](http://www.ryedale.gov.uk) is regularly updated and provides information about the Council and also useful links to other relevant sites
- our quarterly newspaper, Ryedale News, distributed to every household in the District
- a number of leaflets focusing on specific departments
- exhibitions, conferences and seminars
- use of the media for advertising, campaigning and press releases
- participation in events such as seminars and conferences on specific topics
- publication of the Council's annual report

### 5.1 Access to Services

The Council is committed to meeting the varied needs and circumstances of its residents and to ensuring that services are equally accessible to all without discrimination. Services are provided by:

- letter
- e-mail
- telephone
- at Ryedale House and offices at Helmsley, Kirbymoorside and Pickering,, where customers can deal with their enquiries and payments quickly and efficiently. At Ryedale House front line staff are trained in British Sign Language (BSL) and there is a hearing induction loop

The Council also subscribes to Language Line, a telephone translation service for those of our customers for whom English is not their first language. Alternative formats, available on request, include large print, audio-cassette and Braille.

### 5.2 Training Employees

The Council is committed to mainstreaming equality and to ensuring that an equality perspective is integrated into the everyday working of all employees. Mandatory equality and diversity awareness training, which includes training on the Race Equality Scheme, will be implemented for all staff with effect from June 2006. This will also be provided for elected members.

### 5.3 Employment

To meet the specific duties in employment, the Council will monitor the number of employees in post and applicants for employment, training and promotion by race, gender, age and disability. In response to the requirement for employers with more than 150 employees the Council will also monitor who has received training, any involvement in grievance procedures and disciplinary actions and who has ceased employment with us.

The results of this monitoring will be published and will form part of the annual report on the progress of the Equalities Scheme. The data collected will be analysed for patterns of inequality, and steps will be taken to address the issues.

#### **5.4 Dealing with Complaints**

The Council welcomes positive feedback and complaints about all aspects of its work. The information collected from complaints is used to improve service delivery. Data is collected on complaints made on the grounds of ethnic origin, gender and disability. Complaints concerning race issues will be dealt with through either the Grievance Procedure or the Racist Incidents Reporting Procedure currently under development.

#### **5.5 How Employees will be kept Informed about Equality Progress**

Employees will be notified of progress through a variety of means, dependant on the urgency of the issues involved. This will include Council wide employee updating reports, team briefing and the intranet.

#### **5.6 How the Public will be kept Informed about Equality Progress**

Details of the Council's progress in respect of the Equalities Scheme will be published in the quarterly newsletter, Ryedale News. This is available in alternative formats on request.

## Appendix I Equalities Action Plan

We have already:

ACTION	TIMETABLE
Provided Palentype services at all committee meetings.	May 1996
Trained 12 members of the front of house team in British Sign Language to provide corporate signing services.	April 2002
Established an internal Equality and Diversity Working Group to co-ordinate the implementation, impact assessment and monitoring of the Equalities Scheme.	July 2005
Consulted unit managers on the implications of the DDA 2005.	July 2005
Appointed a Councillor Champion responsible for equalities issues as part of the overall monitoring process.	November 2005
The councils website - <a href="http://www.ryedale.gov.uk">www.ryedale.gov.uk</a> - is compliant with the standards of accessibility published by 3W's, achieving level AA.	December 2005
Introduced a generic approach to Impact Assessments, when we first introduced Equality Impact Assessments to comply with the requirements of Race Relations (Amendment) Act 2000	January 2006
Amended the Council's Equal Opportunities Policy to include service delivery, partnership working and procurement as well as employment.	February 2006
Reviewed the Equalities Scheme.	March 2006
Identified all relevant functions and policies, including procurement and partnerships, that are relevant to the general duties and prioritised these for impact assessment over the next three years.	March 2006
Implemented a Corporate Equal Opportunities monitoring process to inform the Council of where to take positive action.	March 2006
Developed a draft Equalities Scheme Action Plan.	March 2006
Established a confidential First Call network, recording the number of cases which fall under the category of disability. This gives us an indication of how many reported cases of bullying and harassment within the council relate to disability.	April 2006
Allocated a budget of £6,000.00 for 2006-7 and £6,000.00 for 2007-8 to support the development and delivery of the Disability Equalities Scheme, and fulfilling the duty.	April 2006

ACTION	TIMETABLE
Incorporate the equality and diversity strand into the policy making and service delivery process.	April 2006
Revised the Procurement Policy to ensure that contractors wishing to be considered for tendering opportunities or partnership arrangements must have equality statements and may be required to show evidence of equalities put into practice.	April 2006
Revised our staff handbook to improve the information available to all staff about disability equalities.	February 2006
Trained all staff on the definition of disability and the requirements under the new 2005 act.	April - November 2006
Adopted and Published the Equalities Scheme.	May 2006
Established monitoring for employees in post to identify any areas where positive action could be taken.	May 2006
Published annual equality employment data.	June 2006
Reviewed the website to ensure the promotion of the specific and general duties.	June 2006
Reviewed functions and policies identified as priorities for the first year.	June 06
Developed a consultative framework to enable the council to consult with BME, disabled, older and gender disadvantaged stakeholders.	June 2006
Established the requirement for each Service Unit to have a 3 year Equalities Action plan, published in their Service Delivery Plan.	July 2006
Adopted community engagement guidelines which encourage publication in a variety of formats and the use of clear language and diagrams or illustrations were possible.	July 2006
Trained all employees and elected Members on the revised Equalities Scheme.	June - October 2006
Identified a set of SMART equality and diversity objectives and incorporating the Corporate Equality Plan.	August 2006
Committed to adopting the social model of disability and moving away from the medical model of disability.	December 2006
Undertaken wide ranging and innovative community involvement activity in Ryedale over the last 4 years. The outcomes of all of this activity have been taken in to account in the development of this first Disability Equalities Scheme.	Ongoing
Made progress in our efforts to make reasonable adjustments to physical aspects of our premises. By making these adjustments, we are working towards removing the barriers that disable - and this endorses the key principles of the social model approach.	Ongoing

We plan to:

<b>Action</b>	<b>Timescale</b>	<b>Generic Race Disability</b>	<b>Responsibilities</b>
Consult internally and externally on revised Equalities Scheme and Action Plan.	January - March 2007	G	HR Manager
Monitor employees in post and identify any areas where positive action could be taken.	May 2007	R D	Human Resources Manager
Publish annual equality employment data.	May 2007	G	Senior Management Team
Review functions and policies identified as relevant for the second year of impact assessment.	June 2007	G	Equalities and Diversity Working group
<p>Staff focus group</p> <p>We plan to run an annual staff focus group which will provide a valuable mechanism for providing qualitative data from disabled and non-disabled staff on disability issues which affect us as Ryedale employees.</p>	Annually from December 2006	D	Policy Manager
<p>Member Focus Group</p> <p>Similarly we plan to run an annual member focus group for providing qualitative data from disabled and non-disabled elected members.</p>	Annually from December 2006	D	Policy Manager
<p>Annual Quality of Life Survey</p> <p>We plan to collect data on disability through our annual quality of life survey. This will provide us with an insight into the number of disabled residents we have in the District, and the extent to which our service users and those who live in their households have disabilities that limit their day to day activities.</p>	Annually from December 2006	D R	Policy Manager
We will continue to assess our policies and functions to ascertain whether they have or are likely to have an adverse impact on equality for disabled people.	Ongoing	D	Service Unit Managers
In respect of publicity, we will take advice from disability advocacy groups in Ryedale about the revision of the Councils Corporate Style Manuals and Guidelines for Communication	June 2007	D	Policy Manager

Action	Timescale	Generic Race Disability	Responsibilities
We plan to revisit Imagine to build on this first draft of the Disability Equalities Scheme. We will work with Ryedale Voluntary Action and its members	January and March 2007	D	Policy Manager
We will measure our progress on disability equality by reviewing our equality action plan each year.	September 2007	D	
Each Service Unit to include an equality and diversity action plan in their Service Delivery Plan	October Annually	G	Service Unit Managers
Achieve Level 2 of the Equality Standard	March 2007	G	HR Manager
Implement a corporate process for the collection and assessment of data on service delivery and service take up	Ongoing	G	HR Manager Equality and Diversity Working Group
To implement corporate guidelines and processes for responding to discrimination and harassment on grounds of race, gender, disability, sexuality, religion or belief and age	April 2007	G	Human Resources Manager
To monitor the implementation of service units Equality Action Plans	Quarterly	G	Performance
Monitor and audit all aspects of the Equality Standard <ul style="list-style-type: none"> <li>• Consultation processes</li> <li>• Impact assessments</li> <li>• Monitoring systems</li> <li>• Employment and Service delivery targets</li> <li>• Review procedures</li> <li>• Annual Improvement plan</li> </ul>	Ongoing	G	HR Manager Equality and Diversity Working Group
To provide training for staff on the consultation methodology	February 2007	G	Policy Manager Human Resources Manager
Commence monitoring of contracts for goods and services against the revised procurement terms and conditions	December 2006	G	Performance Manager Heads of Service
Develop the policy framework of the Ryedale Strategic Partnership in line with the requirements of equalities legislation	May 2007	G	Policy Manager



## Appendix III Functions and Policies – initial screening

Function or Policy	Year 1 Priority	Year 2 Priority	Year 3 Priority
<b>Benefits</b>			
Administration	*		
Discretionary hardship payments	*		
Appeals against decisions	*		
Interventions and fraud	*		
Recovery of overpaid entitlement		*	
Homelessness prevention		*	
Access to services		*	
Partnership working		*	
Home working policy		*	
<b>Building Control</b>			
Site Inspections		*	
Advice and Guidance Notes		*	
<b>Commercial Services</b>			
Erecting market stalls			*
Public conveniences		*	
Car parks maintenance and management		*	
Emergency planning			*
Taxi licensing		*	
Street cleaning			*
Grounds maintenance			*
Waste Collection	*		
Grass cutting			*
Winter gritting		*	
Special collections		*	
Abandoned vehicles			*
Fleet management			*
Service enquiries		*	
<b>Community Safety</b>			
Crime, disorder and drugs reduction strategy 2005-8 - anti-social behaviour	*		
<b>Cultural Services</b>			
Cultural services management <ul style="list-style-type: none"> <li>• Cultural strategy</li> <li>• North Yorkshire Cultural partnership</li> <li>• Community plan – vibrant communities</li> </ul>	*	*	*
Museums and Heritage <ul style="list-style-type: none"> <li>• Support and assist museums for</li> </ul>		*	

<p>promotion and preservation of heritage</p> <ul style="list-style-type: none"> <li>• 3 year funding agreements</li> <li>• Identification of external funding opportunities</li> <li>• Lease of the Town Hall, Malton</li> <li>• RDC/SBC Museums partnership</li> </ul>	*	*	
<p>Arts development</p> <ul style="list-style-type: none"> <li>• Encouragement, support and promotion of the Arts</li> <li>• Arts strategy</li> <li>• 3 yr SLA's for Arts Providers</li> <li>• Management of Ryedale Arts Forum</li> <li>• Management of Ryedale Arts website</li> <li>• Advice and information to voluntary and community groups</li> <li>• Annual Arts exhibition</li> <li>• Support touring programmes</li> <li>• Hire of mobile staging equipment</li> </ul>	*	*	
<p>Countryside recreation</p> <ul style="list-style-type: none"> <li>• Promotion of rural conservation and enhancement through events and activities</li> <li>• Encourage residents, visitors, parish and town councils, and community groups to arrange activities</li> </ul>		*	
<p>Leisure services</p> <ul style="list-style-type: none"> <li>• Provision of facilities</li> <li>• Provision of services</li> <li>• Provision of activities</li> </ul>		*	
<p>Sports Development</p> <ul style="list-style-type: none"> <li>• Sports strategy</li> <li>• Sports development opportunities</li> <li>• Sports partnerships</li> <li>• Sports enquiries and funding advice</li> </ul>		*	
<p>Grants and funding</p> <ul style="list-style-type: none"> <li>• Provision of grant aid and external funding advice</li> </ul>		*	
<p>Rural Transport</p> <ul style="list-style-type: none"> <li>• Ryedale and NE Yorkshire</li> </ul>		*	

rural transport partnership			
• Funding community transport schemes		*	
<b>Tourism</b>			
• Promotion of tourism	*		
• Tourism business marketing service		*	
• Tourist Information centres		*	
• Support for tourism and tourism related businesses		*	
<b>Development Control</b>			
Dealing with planning applications	*		
Handling appeals			*
Dealing with breaches of planning control			*
Pre-application advice	*		
Protecting listed buildings etc		*	
Protecting natural environment			*
<b>Electoral Services and Land Charges</b>			
Annual register of electors		*	
Designation of disabled access to polling stations		*	
Promotion and information materials		*	
<b>Environmental Health</b>			
Markets		*	
Food safety		*	
Health and safety		*	
Licensing			*
Pollution control (air, noise etc)			*
Private water			*
Contaminated land			*
Dog warden and animal welfare			*
Pest control			*
Environmental policy	*		
<b>Forward Planning and Economic Development</b>			
Planning policy	*		
Promoting biodiversity and landscape enhancement land management			*
Protect and enhance the historic built environment		*	
Protect and enhance trees/arboriculture			*
Regeneration and enhancement projects		*	

Support and advice for businesses		*	
<b>Financial Services</b>			
Public consultation on the annual budget	*		
<b>Housing Services</b>			
Housing strategy	*		
• Housing policy			*
• Social housing funding			*
• Liaison with external organisations			*
• Social housing developer contributions			*
<b>Private sector housing</b>			
• Renewal strategy	*		
• Housing standards			*
• Disabled facilities grants			*
• Private landlord home repair grants			*
• Caravan site licensing/inspection			*
• Houses in multiple occupation			*
• Housing complaints		*	
<b>Homelessness</b>			
• Homelessness strategy	*		
• Homelessness applications		*	
• Nomination agreements		*	
• Management of temporary accommodation		*	
• Provision of temporary accommodation		*	
• Joint protocols		*	
Housing advice and assistance			
• Landlord tenant law		*	
• Bond guarantee scheme		*	
• Rent in advance scheme		*	
• Ryedale nightstop		*	
• Illegal eviction/harassment		*	
<b>Human Resources</b>			
Absence management	*		
Drugs and alcohol policy	*		
Recruitment and selection	*		
Homeworking	*		
Harassment	*		
Disciplinary		*	
Grievance		*	

Exit interviews/ questionnaire		*	
Capability procedure		*	
Benefits of working for Ryedale		*	
Health and safety at work		*	
Early retirement/redundancy			*
Long service awards			*
Maternity leave			*
Maternity support leave			*
New and expectant mothers at work			*
Parental leave			*
<b>Information Technology</b>			
Web and e-mail systems	*		
IT applications (I.S. strategy)		*	
<b>Legal Services</b>			
Propriety role <ul style="list-style-type: none"> <li>• Monitoring officer function</li> <li>• Support Standards committee</li> <li>• Members Code of Conduct with protocol guidance</li> </ul>	*		* *
Corporate legal adviser <ul style="list-style-type: none"> <li>• Legal implications of members and officers proposals</li> </ul>			*
Provision of legal services <ul style="list-style-type: none"> <li>• Instructing counsel and agency solicitors</li> <li>• Anti-social behaviour orders</li> <li>• Possession proceedings</li> </ul>		* *	*
<b>Member and Customer Support</b>			
Customer care/customer services reception		*	
Corporate complaints policy		*	
Handling Ombudsman Complaints (via signposting)			*
Media relations		*	
Committee administration and support (inc Members)			
Encourage and facilitate public interest in the democratic process including speaking at committees		*	
Concessionary travel		*	
Insurances		*	
Customer access strategy	*		
Telephony	*		
<b>Performance Management</b>			
Performance reporting		*	
Performance indicators	*		

Performance monitoring		*	
Procurement strategy	*		
Contract reporting to SMT & Members		*	
Annual report: access	*		
Annual report: content		*	
Continuous improvement		*	
Ward profiles	*		
Support to scrutiny reviews			*
<b>Policy</b>			
Community Plan		*	
Ryedale Strategic Partnership	*		
Corporate Plan	*		
Community Involvement Policy		*	
Communication Strategy		*	
Equality Scheme	*		
Equal Opportunities Policy	*		
Grant Scheme - CIF	*		
<b>Property</b>			
Asset management plan	*		
Policy statement on flood defences			*
Administration and maintenance of council owned buildings and land			*
Creation and maintenance of Asset Management Plan	*		
Street naming and numbering			*
Emergency planning, risk, business continuity, warning and informing (Civil Contingencies Act)		*	
Footway lighting			*
Land drainage			*
Town centre security (CCTV)			*
Energy purchase			*
Valuation Service			*
Corporate Geographic Information System (GIS)			*
Architectural surveying, and Civil Engineering services		*	
Capital Programme Project Management	*		
<b>Revenues</b>			
Collection of Council Tax	*		
Collection of non-domestic rates		*	
Bailiff policy and procedures		*	
Bankruptcy procedures		*	
Council Tax Information leaflet	*		
Explanatory notes – Council Tax		*	
“ “ - NNDR	*		

## Appendix IV

### Equal Opportunities Policy Statement

Ryedale District Council is committed to meeting the varied needs and circumstances of its residents, visitors and those employed within 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.

## Appendix V

### Other formats

A summary version is available in the following formats and languages upon request. If you, or someone you know, would like a copy, please tick one of the boxes below, tear out the form and send it to us.

Large print

Braille

Audiocassette

Bengali

Chinese

Thai

Gujarati

Polish

Portugese

Name.....
Address.....
.....
.....
Post Code.....

## Appendix VI

### Tell us what you think

This Equalities Scheme has been compiled and published by Ryedale District Council. Your comments are very welcome. If you would like to tell us what you think about the Scheme please complete this reply slip and send it to:

Clare Slater,  
Policy Manager,  
Ryedale District Council,  
Ryedale House,  
Malton,  
North Yorkshire.  
YO17 7HH

Tel: 01653 600666

E-mail: [clare.slater@ryedale.gov.uk](mailto:clare.slater@ryedale.gov.uk)

Comments