



# ANNEXE 1

Draft

Race Equality Scheme

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## **FOREWARD**

This document contains the Isle of Wight Council's proposals under its first Race Equality Scheme, which covers the next three years to 2005. It outlines the action the Council will be taking to tackle racial discrimination, ensure equality and promote good race relations across the Island.

Whilst the Isle of Wight has a low ethnic minority population (1.3% in 2001 Census), it is important that all people have equal access to all services.

Following the Stephen Lawrence enquiry, the government amended the law on race relations and public organisations, such as the Council, now have to produce a Race Equality Scheme. The Commission for Race Equality has issued guidance to all public organisations informing them of the requirements to produce a Race Equality Scheme.

The Council recognises its responsibility of serving a diverse population and aims to ensure there is equality of opportunity for all citizens on the Isle of Wight, irrespective of their race, gender, disability, colour, ethnic or national origin, religion, age, marital status or sexuality (gender re-assignment). For this reason the Council adopted an Equal Opportunity and Diversity Policy in 2002. We have made progress since adopting the policy but are aware that there is still much to do. The proposals within the document lay down the foundation for further progress in achieving race equality and celebrating cultural diversity.

This document will be used to consult widely on this draft Race Equality Scheme. The action plan proposed for the second and third phases may change following that consultation process.

## **1. Introduction**

This is the first draft of the Isle of Wight Council's Race Equality Scheme (RES). Publishing this scheme is more than a display of our legal duties under the Race Relations (Amendment) Act 2000. It is a continuous step towards our commitment to promote race equality and good relations on the Isle of Wight. The Council is committed to promoting equality for everyone, regardless of age, gender, ethnic origin, race, religion, disability, sexual orientation or geographical location.

We hope that, together with the Scheme and ongoing work on equality issues, this becomes the focus in promoting equality across the Council. This will mean integrating an equality perspective into all aspects of our functions, policies and services.

It is recognised that the RES will not offer a 'quick fix' strategy. The RES is a process for long-term and sustainable improvements as to how the council promotes race equality.

We acknowledge that although we only have a small ethnic minority population, we must ensure that all our services are accessible to the whole community.

Whilst we can show some improvements, we recognise we do have some way to go to make sure all our functions, services and policies are developed and delivered with a corporate commitment to race equality.

The RES is the first step in carrying out our legal duty under the general and specific duties of public authorities and there is a lot to learn. This scheme is intended to be a working document. We welcome your views and comments to help us learn and improve this first IWC Race Equality Scheme.

A copy of this document is available, on request, and will also be on the Council website at [www.iwight.com](http://www.iwight.com)

## **Background**

### **The Isle of Wight Council**

The Isle of Wight Council was formed on 1<sup>st</sup> April 1995, combining two district councils (Medina Borough and South Wight Borough Council) and the Isle of Wight County Council. In accordance with the government's Modernising Agenda and following extensive public consultation, the political and organisational structure of the council was reorganised in 2000.

The Isle of Wight Council has 48 elected councillors (elected in June 2001) and the political make up of the council on 7<sup>th</sup> June 2001 was as follows:

- 30 Island First Group (a coalition of 19 Liberal Democrats and 11 Independents)
- 12 Conservative
- 5 Labour
- 1 Other

### **Structure & Planning Process**

The council has now developed a Corporate Plan, which sets out the council's vision and strategic aims for the Island. The Corporate Plan will sit within a hierarchy of plans:

- Island Futures Community Strategy: sets out the Council's priorities for the coming 10 – 15 years
- Isle of Wight Council Corporate Plan: sets out the council's strategic priorities for the next three years and identifies its contribution to the Community Strategy
- Council's Annual Action Plan: sets out the annual programme through which the council will achieve the objectives set out in the Corporate Plan
- Service Plans: an annual series of plans setting out detailed operational programmes for each service area of the council each contributing to the aims and objectives of the Corporate Plan
- Personal Performance Reviews: individual plans for each member of staff setting out their role, responsibilities and development needs required to enable them to contribute to the Corporate Plan, Service and Business Plan objectives

Cutting across each of these planning layers are a number of common values:

- Great Access to Great Services (GAGS report): we are committed to a culture of excellence and improvement in service delivery
- Listening to People: we are committed to consultation and participation with the Island community
- Working in Partnership: we are committed to working in partnership with the community and to delivering services in partnership with other agencies
- Being Open & Fair: we are committed to transparency and accountability and the highest standards
- Caring for Our Unique Environment: we are committed to the principles of sustainability i.e. service delivery driven by the long-term interests of our community and future generations

### **Equality – an Isle of Wight Council Value and Priority**

Early legislation in the field of equalities, whilst having sections on goods and services tended to emphasise equality in employment, training and promotion. The Isle of Wight Council has achieved much in these areas with an open and accountable recruitment and selection procedure and formal appraisal systems. The Head of Personnel and Training Services continues to be responsible for the role of promoting good practice and monitoring its effectiveness in relation to employment within the council.

With the introduction of new legislation under the Disability Discrimination Act 1995 and the Race Relations (Amendment) Act 2000, equality of access and service delivery has become increasingly important, hence the decision to emphasise this in the future Equality and Diversity Policy. The ‘mainstreaming’ of equality issues into all of the Council’s services ensuring equality is considered at every stage of planning and service delivery will be a vital part of the future work the Council undertakes with regard to the equalities agenda.

The Isle of Wight Council adopts the definition of Equality as:

***Promoting Equality of opportunity in service delivery, employment and treating people fairly and with dignity.***

The Isle of Wight Council is committed to developing the Equality and Diversity Policy to ensure a co-ordinated and effective delivery of equality in everything the Council does.

### **Our Commitments**

#### **Consultation and Participation – Working with you**

## **A Well Managed Council – Working for you**

The Head of Paid Service, Strategic Directors and Heads of Service are committed to actively promoting equality objectives and sharing good practice both internally within the Directorates and service planning and externally with partner organisations and the public.

The Race Equality Scheme will encompass the Isle of Wight Council's Mission statement:

### **'Improving Island Life'**

We aim to make equality a golden thread running through all of the council's objectives:

- Improving health, housing and the quality of life for all
- Encouraging job creation and economic prosperity
- Raising education standards and promoting lifelong learning
- Creating safe and crime-free communities
- Improving public transport and the highways infrastructure
- Protecting the Island's physical environment

## Equality & Diversity Statement

The Isle of Wight Council appreciates and welcomes the diversity of the people of the Isle of Wight, and recognises that to provide the best quality of local government we must identify and address the needs and aspirations of all sections of the community.

The Isle of Wight Council will therefore:

- Work in partnership with other community organisations to provide services, which meet requirements of residents of the Isle of Wight and are accessible to everyone who needs them.
- Consult and involve local people and service users when taking decisions that affect them.
- Promote equality of opportunity for everyone and strive to eliminate unfair discrimination and disadvantage.
- Recruit people based only on the basis of merit, ability and justifiable job requirements, and ensure that employment on terms, conditions and benefits are offered fairly and consistently.
- State that our goal is to support the development of strong, secure, self-reliant, confident communities free from unlawful discrimination.

We will not discriminate against anyone on the grounds of:

- Disability
- Ethnic or national origins, race or colour
- Gender
- HIV status
- Age
- Income level
- Marital status
- Religious beliefs
- Responsibility for children or dependants
- Sexuality

(This list may not be exhaustive)



## The Link between Equality and Quality

Equality is one of the components of a quality service, ensuring that all services are accessible and flexible, meeting the requirements of our users and ensuring that by embedding Equality standards into the daily business of the Council we will:

- **Treat people fairly and with dignity**
- **Increase local democracy and accountability:** by ensuring that residents are engaged in policy-making, service planning and delivery.
- **Enhance community satisfaction:** by delivering the services that local people need in the most appropriate ways.
- **Make the Council a better employer:** by ensuring staff are well trained, have the opportunity to use their skills and are committed to the Council's Equality Strategy, thus developing a reputation as a fair inclusive employer.
- **Avoid discrimination:** laws are in place to protect individuals against discrimination. The Council is committed to applying an Equality Strategy that will not tolerate unfair discrimination.
- **Promote social inclusion:** Helping to ensure that everyone has a chance to participate and feel that they have a stake in the Isle of Wight's future.

## Who will benefit from this Policy?

Everyone on the Isle of Wight benefits from Council services and procedures designed around the needs of service users and a Council who is an equal opportunities employer committed to developing staff.

However, the Council needs to ensure that the requirements of particular groups on the Isle of Wight who are known to be disadvantaged, or likely to face discrimination, are not missed or excluded. These groups include:

- Disabled people
- Women
- People from ethnic minorities
- Carers and people responsible for children and other dependants
- Gay men and lesbians
- People on low incomes
- Young people
- Older people
- People with HIV

- People with learning difficulties  
(This list may not be exhaustive)

Some people may also face extra disadvantages through belonging to more than one of these groups.

### **Proposed Policies**

The Isle of Wight Council recognises the importance of ensuring that its proposed policies promote equal opportunity between all racial groups. This section therefore sets out the Council's arrangements for:

- Consulting with groups who may be affected by proposed policies
- Feeding these issues into an overall assessment of the impact of proposed policies on disadvantaged racial groups
- Assessing the impact on services, policies and strategies with regard to:

### **The General Duty:**

The Race Relations (Amendment) Act 2000 states that in carrying out their functions, public bodies should have regard to:

- Eliminate unlawful racial discrimination
- Promote equality of opportunity
- Promote good relations between people of different racial groups

### **Specific Duty:**

- Monitor existing functions and policies for any adverse impact and act on results
- Conduct assessment of the potential impact of proposed policy related to any of the prioritised functions and policies and consult
- Publish the results of the monitoring, impact assessments and consultations
- Ensure that all sections of the community have access to information about council services and access to the service they require
- Train staff responsible for managing and delivering the Race Equality Scheme
- Employment – monitoring staff in post; applicants for jobs; applicants for training, applicants for promotion, employees who lodge grievances or who are subject to disciplinary action, those who cease employment with the council

### **Consultation Process**

Racial groups will be consulted on the policies relevant to the Council's 'prioritised' functions.

Consultation on the impact of a proposed policy will be the responsibility of the service area or function. A service area consultation will however be supported by the Community Partnerships Team officer who has the remit for Equality.

Consultation will occur via the most appropriate method and may involve any or all of the following:

- MORI – IW Council Citizens Panel
- Integration In Our Island Network
- Specific customised research projects
- Existing consultation arrangements and user groups in place at service level

### **Assessment of the Impact of Proposed Policies**

The assessment will involve more data than that gained from the consultation alone. The Council has developed Impact Assessment (Appendix 6) forms, which will be completed by all Heads of Service. The Impact Assessments will be carried out during the Council's annual planning process. The results of each assessment will be captured on a database held with the Corporate Policy and Communications Unit and results published annually. Assessments will consider, for example:

- The number of potential people in each ethnic group who the policy will impact upon
- The racial profile of the area, or sub area which the policy affects

### **Arrangements for monitoring functions and policies for adverse impact**

The Council will put in place significantly improved systems to monitor and record information. The improved systems will include the annual planning cycle Impact Assessment process mentioned above. Regular reports will be made to the Executive and Full Council when appropriate.

Responsibility for monitoring issues relating to race equality will be that of the Heads of Service for service delivery and the Head of Human Resources for employment matters. The Community Partnerships Team within the Corporate Policy and Communication Unit will advise and support this process as appropriate.

The monitoring process will:

- Look at the effects of policies on different racial groups
- Check whether there are any differences between impact of policies on different racial groups
- Assess whether these differences have an adverse impact on a particular racial group

Emphasis will be placed on following up and tackling failures to promote racial equality.

The Council will ask itself:

- Is further research or consultation necessary?
- Would this research be proportionate to the impact of the policy?
- Is research likely to lead to a different outcome?

### **How we will meet the General and Specific Duty to promote Race Equality** (see appendix 3)

The Council recognises that of all its roles and functions will have an impact on race equality, directly, indirectly or by affecting racial groups differently. Some functions will have greater influences.

The Council will identify its functions and policies for reference by:

- Listing all functions and policies (please refer to Appendix 1 and 2)
- Assessing all functions and policies against an agreed criteria (Appendix 6)
- This assessment will form the basis of prioritising those functions and policies requiring review

Wherever possible, the relevant functions/policies will be integrated into existing action plans and core processes, such as Best Value Reviews.

The Council will establish monitoring systems to provide ethnic monitoring data for the identified/relevant functions and policies to ensure that there is compliance with the general duty. This process will:

- Set out required actions needed to comply with the General Duty
- Identify a responsible officer/team in each service area
- Monitor data
- Review actions and implement change needed to correct shortfalls identified in Best Value Improvement Plans
- Revise/revise policies or functions in the light of any shortfall
- Feedback monitoring results and corrective actions

The method for monitoring each function or policy will be determined according to individual circumstances and may include:

- Qualitative and quantitative surveys
- Random testing by users

### **Equality in Employment**

The Council has been given specific duties relating to the monitoring of employment related issues. It recognises, in accordance with the CRE guidance, that monitoring is only a process and that in order to meet the general duty to promote race equality by tackling racial discrimination and promoting equality of opportunity and good race relations, information must be used to:

- See if there are any differences between different racial groups
- Investigate the underlying reasons for any differences; and

- Deal with any unfairness, disadvantage or possible discrimination in a proactive way, for example, by setting employment targets, training staff, revising policies and procedures where necessary

The Council is required to monitor by racial group:

- The numbers of existing staff and staff leaving the authority
- Applicants for employment and employees applying for promotion
- Applicants for training and employees who receive training
- Employees who suffer a detriment or benefit as a result of 'performance assessment'
- Employees who lodge grievances and who are subject to disciplinary action

### **The Current Situation**

The Council is required to set out its arrangements for training staff in connection with the general duty to promote race equality. The Council needs to meet specific training needs for staff with responsibility for managing and delivering the Race Equality Strategy as a whole. Past equality training has focussed on statutory requirements in general, recruitment and selection and harassment issues. There is already a specific contractual requirement that all external training providers address anti-discrimination/anti-racist issues within the content of the programme they deliver for the IWC.

Although work is required to design and update systems and procedures to enable the Council to fulfil all of the requirements placed upon it by the Race Relations (Amendment) Act (RRA), much has already been achieved. The current Equality and Harassment at work procedures and recruitment and Selection Guidelines impact heavily on employment issues. Both of these sets of procedures are to be reviewed but have already proved their worth in promoting the Council as an equal opportunity employer.

Currently ethnic minority data is captured using the following:

- The Isle of Wight Council's Personnel and Payroll System (PIPS) is able to monitor ethnic origin
- All applicants for employment and employees applying for promotion are required to complete an equal opportunity monitoring form which details ethnic origin
- The Learning Centre (The Isle of Wight Council's Training service) keep a record of all corporate training activity arranged through them
- The Education and Community Development Directorate keeps records of training activity in schools

## **Action Plan for Employment and Training**

The Council, through the Head of Human Resources will:

Put in place procedures to monitor by racial groups the following:

- Staff in post
- Applicants for employment and employee promotion
- Applicants for training and employees receiving training
- Employees who suffer a detriment or benefit as a result of 'performance assessment'
- Employees who lodge grievances and who are subject to disciplinary action
- Employees leaving the Council

Procedures already exist for monitoring details of existing staff and staff leaving the Council.

Upon establishment of monitoring systems, the Head of Human Resources will work with service units to identify any detriments shown in the data. The service units will be required to work with a Personnel Officer to identify the causes of possible detriment and to take positive action to overcome them.

The training programme is due to be reviewed and the Head of Human Resources will actively promote the development of a new programme of staff training aimed at both general equality issues as well as meeting the Council's general and specific duties under the Race Relations Act.

Having in place the above procedures will enable regular reports to be prepared for elected Members. When reviewing recruitment and selection procedures, ensure that the consultation process includes representatives of Island minority ethnic groups.

The Isle of Wight Council will take responsibility for ensuring that the equality / diversity training programme, as it relates to employment issues, is up to date and delivered in accordance with the requirements of the Race Relation (Amendment) Act.

The Isle of Wight Council will:

1. Continue to make provision for equality and anti-racism issues to be included as an integral part of existing training courses.

2. Review and update the Equality and Harassment at Work procedures to ensure that these are robust in meeting the requirements of the RRA and take full account of diversity issues.
3. Continue to ensure that Personnel Policies and Procedures take full account of the needs and rights of minority ethnic groups.

### **Yours Views and Comments**

A copy of this document is available, on request, and will also be on the Council website at [www.iwight.com](http://www.iwight.com)

Your views and comments are welcome; please send to:

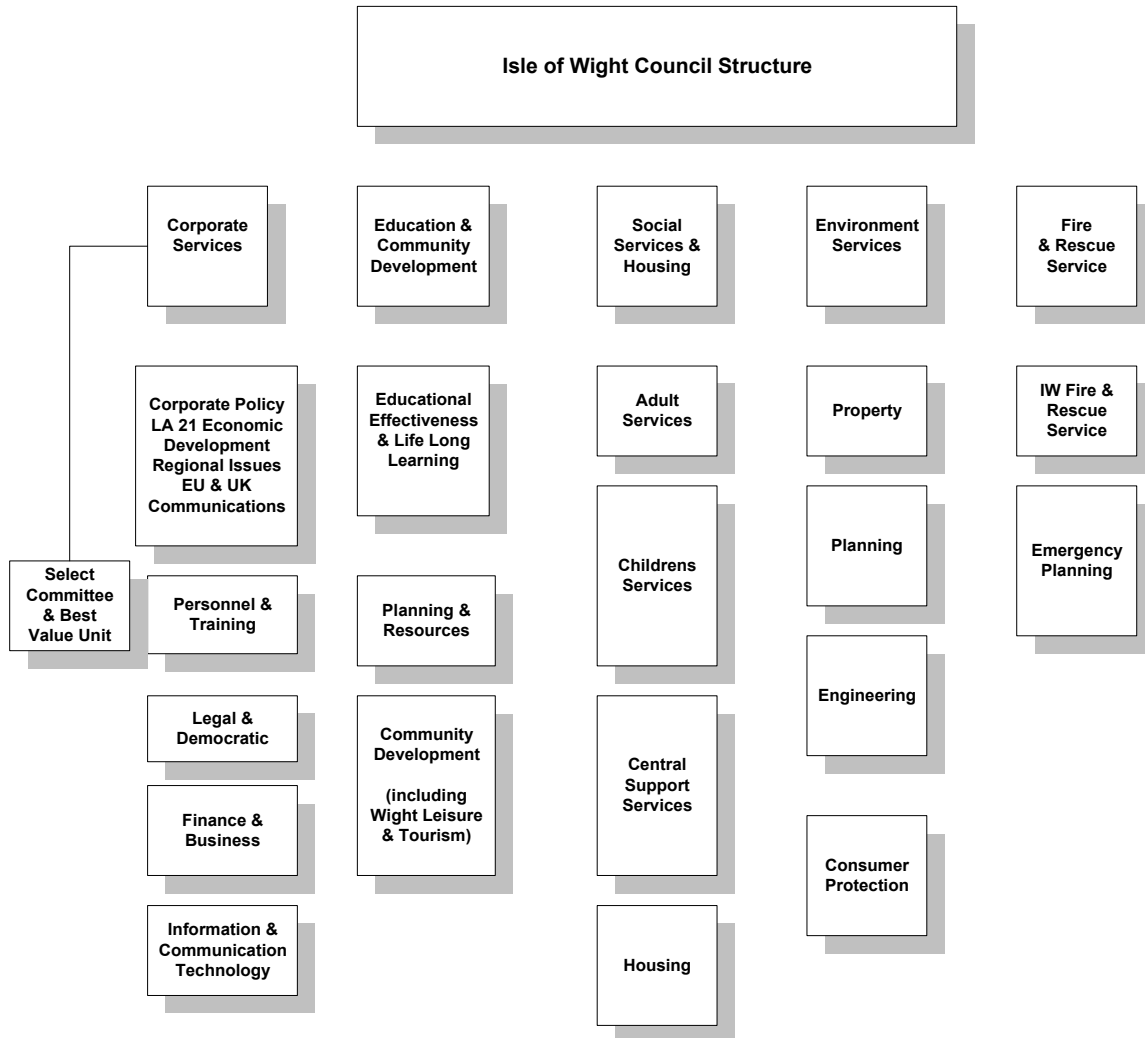
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Comments:

List of Council Services



\*Please note Planning includes Development Control, Building Control, Countryside and Planning Policy



## List of Council Policies and Strategies

<b>STATUTORY &amp; LOCAL PLANS</b>		
<b>Corporate &amp; Environment Services</b>		
<b>Planning: 01983 823552</b>		
Unitary Development Plan	Ongoing	C P
Biodiversity Action Plan (BAP)		
Rural Areas Plan (RALP)		
<b>Rights of Way: 01983 823742</b>		
A Strategy for Maintaining & Developing The IW Rights of Way 2001 - 2006	5 yearly	
<b>Highways &amp; Transportation: 01983 823788</b>		
Isle of Wight Local Transport Plan	5 yearly	
Road Traffic Reduction Report	Annual	10 year target set
Road Safety Strategy	Ongoing	
<b>Coastal Management: 01983 823726</b>		
Isle of Wight Coast Shoreline Management Plan	5 yearly	
MAFF High Level Targets for Flood & Coastal Defence	Annual	
Strategic Guidance for the Solent	Ongoing	
Coastal Strategy for European Islands		
Life 1 – Coastal Strategy for Southern England		
Life 2 – Coastal Change, Climate & Instability		
<b>Property Services: 01983 823263</b>		
Corporate Asset Management Plan		
Capital Building Programme		
<b>Education &amp; Community Development:</b>		
<b>Education: 01983 823455</b>		
Education Development Plan	3 yearly	A R
Lifelong Learning Development Plan	Annual	
Youth Services Plan	3 yearly	A R
Behaviour Support Plan	3 yearly	A R
Numeracy Plan	Annual	
Literacy Plan	Annual	
Inclusion Plan (whole Authority)	Annual	
Training & Development Plan	Annual	
SEN Policy / Plan	Annual	
Music Service Plan	Annual	
Branstone Farm Plan	3 yearly	A R
Schools Museum Service Plan	3 yearly	A R
National Grid For Learning	Annual	
Asset Management Plan	Annual	
Schools Organisation Plan	Annual	
Schools Admission Policy	Annual	
Capital Challenge Plan	Annual	
<b>Community Development: 01983 823825</b>		
Library Service Plan	Annual	
Museums Services Plan	3 yearly	
Plans & Policies for Archives, Sports & The Arts & Culture		
<b>Head Of Paid Service: 01983 821000</b>		
Community Safety Protecting the Island's Future	Annual	Pa. Police & Health
Best Value Performance Plan	Annual	
Equalities Action Plan	Annual	

Island Futures Community Plan	10 year vision	Reviewed 2 years
LA 21 Strategy	5 yearly	Annual action plan
Island Regeneration Strategy	5 yearly	Pa. Isle of Wight Partnership
<b>Financial Services: 01983 823601</b>		
Five Year Strategic Audit Plan	5 yearly	A R
Annual Budget Plan	Annual	
Audit Plan		
Medium Term Financial Forecast		
Asset Management Plan		
Capital Strategy		
ICT Strategy	5 yearly	
<b>Tourism: 01983 823870</b>		
Tomorrow's Tourism Government Strategic Framework	3 yearly	A R
Business Plan	Annual	
<b>Environmental Health: 01983 823000</b>		
Air Quality Review (Statutory Review Environment Act 1995)	3 yearly	
<b>Trading Standards: 01983 823396</b>		
Animal Disease Contingency Plans	Ongoing	Updated on an 'as needs' basis
<b>Isle of Wight Fire &amp; Rescue Service: 01983 823189</b>		
Vehicle Replacement Plan	Annual	Target over 5 years
Community Fire Safety Plan	Annual	Target over 5 years
Training & Development Plan	Annual	
Hoax Call Strategy	Annual	
Brigade Health & Safety Plan	3 yearly	A R
Competency Based Training Plan	Annual	
Equal Opportunities Policy & Plan	Annual	
Brigade Business Plan	3 yearly	A R
<b>Social Services &amp; Housing: 01983 520600</b>		
Health Improvement Plan (HIMP)	Annual	Pa. With Health
Joint Investment Plans 2000 / 03	3 yearly	A R
Children's Services Plan 2001 / 04	3 yearly	A R
Quality Protects Management Action Plan	Annual	
Housing Strategy	3 yearly	A R
Local Implementation Plan 2000 / 03	3 yearly	A R
Partnership Grant Plan & Funding Applications	3 yearly	A R
Better Care, Higher Standards (Service Charters)	Annual	
Training Support Plan	Annual	
Local Implementation Plan for Services for Older People	Bi Annual	
Local Implementation Plan for Services for Mental Health Services 02 / 03	2 yearly	A R
Local Winter Plan	Annual	Pa. With Health
Collaboration on other Council & Health Statutory Plans: Local Transport Plan Education Plans Agenda 21 Drug & Alcohol Plans Community Safety Plans		

Key:

C P Continual Process

Pa. Partnership document

A R Annual Review

## **2. Race Relation Legislation and Impact**

The Race Relations (Amendment) Act 2000 imposes a general duty on all local authorities to promote race equality in all their functions. The aim of the duty is to place race equality at the centre of all council functions and policies. This includes policy-making, service delivery, employment practice and enforcement.

### **2.1 General Duty**

Under the general duty, the Council must:

- Eliminate unlawful racial discrimination
- Promote equality of opportunity
- Promote good relations between people of different racial groups

### **2.2 Specific requirements:**

The general duty is supported by specific requirements, seen as a minimum tool or arrangements to meet our general duty. One of the specific requirements is to publish a Race Equality Scheme by 31<sup>st</sup> May 2002 and review it every three years. This Scheme includes arrangements for meeting our specific requirements to:

- Assess those functions and policies that are relevant to the general duty
- Assess and consult on any policies that are likely to have adverse impact on promoting race equality
- Monitor policies for any adverse impact on promotion of race equality
- Publish the results of any assessment, consultation and monitoring
- Ensure that the minority ethnic communities have access to information and services provided by the Council
- Train employees on promoting and development race equality under the general duty and specific duties

### **2.3 Employment Duties**

The specific employment requirements for the Council are that it must monitor according to the number of racial groups of:

- Employees in post
- Job applications
- Applications for training
- Internal applications for promotion
- Employees who receive training
- Employees who are involved in grievance procedures
- Employees who are involved in disciplinary procedures
- Employees who benefit or suffer detriment as a result of its Personal Performance Reviews (PPRs) or

- Employees leaving the Council

Publishing the results of this monitoring annually is part of the specific requirement. The Council must ensure any information published does not identify individuals in order to comply with the Data Protection Act 1998.

## Key Facts about the Island &amp; Ethnic Minorities

**Key fact about the Island & Ethnic Minorities**

The Island has a population of 132,908 (ONS mid year estimates 2001) and covers an area of 147 square miles. It is a predominately rural area with the principal town of Newport at its centre and a number of other towns each playing a role in the economy of the Island. The key towns are Ryde, Cowes, East Cowes, Sandown, Shanklin, Ventnor and Freshwater.

The population of the main towns is approximately:

Newport	25,033
Ryde	26,152
Cowes	13,028
East Cowes	6,891
Sandown	5,299
Shanklin	8,211
Ventnor	5,978
Freshwater	5,267

Area of outstanding natural beauty	approximately 50% of the Island
Length of coastline	57 miles
Visitors to the Island (1999/2000)	2.7 million
Staying visitors (1999/2000)	1.5 million
Principal roads	492 miles (791.8 km)
Other classified roads	76.0 miles (122.3 km)
Unclassified roads	248.5 miles (399.9 km)
Rights of Way network	517 miles (827 km)

The Isle of Wight has a very low proportion of ethnic minority groups, which, according to the 2001 Census data, accounts for 1.3% of the population or 1,749 people. (However it is now believed that there are nearer 2000 people from an ethnic minority resident on the Island).

The 2001 Census data gives us the following information:

<b>Ethnic Group</b>	<b>IW Population</b>	
All people: 132,731	<b>Persons</b>	<b>%</b>
White (UK & Other)	130,982	98.68
Black Caribbean	430	0.32
Black African	174	0.13
Black Other	35	0.03
Indian	189	0.14
Pakistani	88	0.07
Bangladeshi	89	0.07
Chinese	294	0.22
Other Asian	309	0.23
Other	141	0.11
<b>TOTAL</b>	<b>132,731</b>	<b>100 %</b>
<b>Source: 2001 Census</b>		

The principal sectors of employment on the Isle of Wight are public services, education and health (29%); wholesale, retail, hotels and catering (31%), and manufacturing (17%).

Many of the Island's ethnic minorities work in the hotel and catering sector or in the Island's hospitals.

### 1. COMMITMENT, IMPLEMENTATION, PUBLICATION & REVIEW OF THE RACE EQUALITY SCHEME (RES)

Key Task	Date	Lead By	Resource	Measured By	Progress
Produce draft RES for consultation Re-establish Equalities Development Team (EDT) for initial consultation	End February '03 Early March '03	Rosie Barnard Richard Hards	Staff time Staff time		
Consult wider groups (as per corporate plan)	June '03	Rosie Barnard/ Richard Hards	Staff time		
ID relevant groups Full Council debate final draft	End March '03 September '03	Rosie Barnard Richard Hards	Staff time Staff time		
Develop Impact Assessment Framework	Mid February '03	Rosie Barnard	Staff time		Ready for EDT assessment
Consult on RES	Mid June '03	Rosie Barnard/ Richard Hards/ Sue Chilton	Staff time Consultation costs		
Executive for Consultation approval	May '03	Richard Hards	Staff time		
Publish RES & include on website	Autumn '03	Rosie Barnard / Richard Hards / Head of Comms	Staff time, printing, publication design & distribution costs	Numbers of organisations identified & 'hits' on website	
Monitoring of RES	Ongoing	Rosie Barnard	Staff time	Regular consideration by EDT & 6 monthly reports to DG & committee	

### 1. COMMITMENT, IMPLEMENTATION, PUBLICATION & REVIEW OF THE RACE EQUALITY SCHEME (RES)

Key Task	Date	Lead By	Resource	Measured By	Progress
Publicity on the production of the RES	Autumn '03	Rosie Barnard / Richard Hards / Sue Chilton	Publicity costs	Amount of publicity & press coverage	
Review & revise RES	Annually	Rosie Barnard / Richard Hards / Sue Chilton	Staff time Consultation Printing costs	Publication of updated RES	



## 2. Identify relevant functions and policies

Key Task	Date	Lead By	Resource	Measured By	Progress
Consult with HOS on assessment of relevance to their service	Winter '03	Rosie Barnard / Richard Hards	Staff time		
Identify functions / policies according to priority and relevance	Winter '03	Rosie Barnard	Staff time	Priority list included in RES (future editions)	HOS to undertake prioritisation
Review priority list	Annually	Rosie Barnard HOS	Staff time	Inclusion of new policies in priority list	

### 3. Assessment and consultation on the likely impact of proposed policies

Key Task	Date	Lead By	Resource	Measured By	Progress
ID & establish procedures to carry out initial impact assessment	Winter '03 and Annually thereafter	Rosie Barnard	Staff time		
ID policies & functions which require a full impact assessment	Winter '03 and Annually thereafter	Rosie Barnard	Staff time	Policies & functions identified	
Carry out Impact Assessment on proposed policies and assess policies identified in: Year 1 Year 2 Year 3	As required	Rosie Barnard HOS	Staff time		
Submit Impact Assessment reports to EDT for consideration	Ongoing	Rosie Barnard	Staff time	All Impact Assessment reports submitted to EDT	

## 3.1 Consultation

Key Task	Date	Lead By	Resource	Measured By	Progress
Consult internally on the first draft of RES with DG, HOS, Members & trade unions	March/April '03	Richard Hards / Rosie Barnard	Staff time	Reports to DG, HOS, Members Response from unions	
Determine appropriate consultation methods to consult the different racial groups	June '03	Richard Hards / Rosie Barnard / Sue Chilton	Staff time	Consultation strategy developed	
Establish list of contacts of residents from different ethnic minority groups on the Island	On going Ensure link to Community Strategy	Rosie Barnard / Sue Chilton	Staff time Translation costs Recruitment costs	Effective consultation techniques established	
Consult widely with different racial groups	June '03	Rosie Barnard / Sue Chilton	Staff time Advertising costs Meeting costs	Feedback from consultees	
Review consultation strategy	October '04	Sue Chilton / Rosie Barnard	Staff time	Report to EDT	

#### 4. Monitoring

Key Task	Date	Lead By	Resource	Measured By	Progress
Set up ethnicity monitoring arrangements	July '03	Rosie Barnard	Staff time Meeting costs	Actions identified	
Carry out a perception survey of the Council's policies and functions with ethnic minority	Winter '03	Rosie Barnard	Staff time Meeting costs Printing / translation costs	Results of survey	
Review ethnic minority used in BVR's	Jan '04	Rosie Barnard Best Value Unit	Staff time Consultation costs	Improved monitoring procedures	
Produce summary of monitoring results	Annually	Rosie Barnard	Staff time	Publication in annually reviewed RES	
Identify policies/ functions which need developing or changing	Annually /on going	Rosie Barnard	Staff time	HOS informed of required action and included in RES	

### 5. Access to information and services – building on community cohesion

Key Task	Date	Lead By	Resource	Measured By	Progress
Develop a community cohesion strategy	Spring '04	SueChilton/Rosie Barnard / LSP	Staff time	Production of a strategy	
Establish team from all action / task groups in LSP to promote community cohesion across the IW	Spring '04	SueChilton/Rosie Barnard	Staff/Partner organisation time	Increase awareness of ethnicity issues  Task / action groups dealing with reality	
Promote & monitor community cohesion across the IW	Spring '04	SueChilton/Rosie Barnard	Staff time	Actions taken and delivered	
Identify community leaders across the IW	Spring '04	SueChilton/Rosie Barnard	Staff time	Database of community leaders established	
Community leaders to work with each other to share good practice & experiences	On going	Sue Chilton/Rosie Barnard	Staff/community leaders time	Training programme developed, capacity building network seminars	

## 6. Training

Key Task	Date	Lead By	Resource	Measured By	Progress
Make sure all &members are aware of RES & who to contact with enquiries	Winter '03 / Spring '04	Sue Chilton / Rosie Barnard / Richard Hards	Staff time	Reports to DG, committee & cascaded through teams meetings, members seminars	
Incorporate RES in induction for all new staff	Sept '03	Rosie Barnard / Sue Chilton / Richard Hards / Learning Centre	Staff time	Inclusion in Induction programme	
Develop E learning programme together with other authorities in benchmarking group (NUB)	Ongoing	Rosie Barnard / IT / NUB	Staff time Software costs	Develop programme Evaluation Feedback	
Inclusion of race equality issues in employees PPRs	Ongoing	Rosie Barnard / Personnel / HOS	Staff time	Analyse report to EDT	
Monitor those attending training courses on ethnicity to ensure staff are not being disadvantaged	Ongoing	Rosie Barnard / Richard Hards / Learning Centre	Staff time	Analysis report to EDT, Resources Select Committee	

## 7. Employment

Key Task	Date	Lead By	Resource	Measured By	Progress
Analysis of applications / short listing data	Annually	Personnel	Staff time	Analysis report to DG	
Analysis of leavers by ethnic group	Annually	Personnel	Staff time	Analysis report to DG	
Identify why employees leave the IWC	Ongoing	Personnel	Staff time	Exit interviews	
Analysis of re-deployment data	Annually	Personnel	Staff time	Analysis report to DG	
Monitoring of achievement & development	6 monthly	HOS	Staff time	PPR's	
Analysis of staff obtaining promotion	Spring '04	Personnel	Staff time	Report to DG	
Analysis of publications in which applicants saw vacancies advertised	Spring '04	Personnel	Staff time	Report top DG	

## Impact Assessment Forms

**How to Assess Your Policies****Background**

In line with the requirements of the Race Relations (Amendments) (RR(A)) Act 2000, the Isle of Wight Council has published a Race Equality Scheme (RES). The RES outlines the steps that the Council will take to meet the General and Specific duties as laid out in the RR(A) Act 2000. These duties are outlined below.

**General Duty:**

The RR(A) Act 2000 states that in carrying out their functions, public bodies shall have due regard to the need to:

- Eliminate unlawful racial discrimination
- Promote equality of opportunity
- Promote good relations between people of different racial groups

The Act also states that 'It is unlawful for a public authority in carrying out any functions of the authority to do any act which constitutes discrimination'.

**Specific Duties:**

The purpose of the specific duties is to help public bodies comply with the General Duty. Local authorities are required to take the following actions:

- a) Monitor existing functions and policies for any adverse impact and act on results
- b) Conduct assessment of the potential impact of proposed policy related to any of the prioritised functions and policies and consult
- c) Publish the results of the monitoring, of impact assessments and consultations
- d) Ensure that all sections of the community have access to information about council services and access to the service they require
- e) Train staff responsible for managing and delivering the racial equality scheme
- f) Employment - monitoring staff in post; applicants for jobs, applicants for training, applicants for promotion, employees who receive training, employees who suffer a detriment or benefit as a result of performance assessment, employees who lodge grievances or who are subject to disciplinary action, those who cease employment with the council.

**How to review your services and policies**

This guidance paper sets out how you should consider if your services and policies adequately promote racial equality.

The paper provides you with a tool to help your Service carry out an evaluation of how your service is meeting the needs of different minority ethnic communities. This is known as an 'impact assessment' and is defined below. The guidance is adaptable and can also be used to evaluate other diversity areas beside race issues. These include disability and gender issues as well as those areas where there is pending legislation — sexual orientation, age and religion.



## Impact Assessment

Undertaking an 'impact assessment' enables local authorities to find out how different parts of the community may be affected by new proposals.

This may be done in some form already, but perhaps without an equality dimension. The RR(A) requires that these assessments are undertaken more systematically, and include a race analysis.

An impact assessment based on the question, 'could this policy affect some racial groups differently and detrimentally and will it promote good race relations?' Assessments may draw on the following sources of information:

- Demographic data including Census
- Research from academic / professional / voluntary bodies
- Comparisons with other authorities
- Survey data
- Ethnic minority data
- Commissioned research

### Purpose of carrying out Impact Assessments?

Carrying out Impact Assessment will help services identify where there are gaps in service provision for minority ethnic groups. It will also help to identify areas of good practice, which can be replicated elsewhere. Consequently, this will assist in developing action plans to remedy any shortcomings in a policy/procedure, the way in which a service is delivered or the consultation mechanism etc.

### How will the Impact Assessment be carried out?

Many services already have relevant information that can assist them in the process of carrying out impact assessments. If you have carried out other types of consultations with minority ethnic groups i.e. through representative focus groups or surveys, you may have gathered important information that has shaped the way that you deliver your services to minority ethnic groups. Other services have integrated equality monitoring as part of service delivery and regularly report the results in service/management reports, e.g. employment. This could demonstrate how you are mainstreaming race equality in everything you do.

For services that have not done any of the above, carrying out Impact Assessment will involve some time. Whilst most services will have a direct or indirect impact on service delivery, the nature of the impact assessment needs to be proportionate to the size and nature of the service or function. For example, a small support service like Central Finance which is not involved in direct service delivery will have a limited impact on the General Duty whilst Customer Services who have the responsibility for service information will have a high impact.

### New Proposals

In addition to assessing the impact of existing functions and policies, you will need to carry out Impact Assessments of new proposals as they arise. This will require that all feasibility studies/reports related to specific proposals incorporate an equality / race dimension. This is a means of ensuring that the decision making process in all areas always incorporates a consideration of the General Duty (where it is relevant). As a result, the promotion of racial equality should always be relevant in any planning process.

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that the decision making process in all areas always incorporates a consideration of the General Duty (where it is relevant). As a result, the promotion of racial equality should always be relevant in any planning process.

#### Functions and Policies

We need to assess all our functions and policies including our statutory duties, in a large organisation like the Isle of Wight Council, there are diverse functions, policies and statutory powers under different heading such as services, units, activities, strategies, schemes and procedures etc. Obviously it would not be feasible to probe into every activity and prioritisation will be very important.

Services with many functions will therefore need to focus on the bigger picture. What you need to bear in mind is that when you identify a function, you will need to identify related policies as well. Some functions may have one or a range of policies and procedures. For example, Children's Services will need to identify the statutory obligation under the Children's Act, and other related key policies like the adoption policy. The guidance will assist you to prioritise those functions and related policies that have the greatest impact that you need to concentrate on in the first and second year.

#### Rating Process

The rating process will help you to identify the functions and corresponding policies that have the most relevance to the General Duty to progress to the second stage. It will also assist you to make a distinction between policies that impact on people and in particular different communities as opposed to policies that are technical in nature and do not impact directly on the residents of the Isle of Wight.

(Example Building Control, Licensing and related procedures will have a high priority whilst Building Regulations would have a low priority. The service wide Customer Services, Help Centres and Corporate Complaints would have high priority. Although this is a fairly subjective process, the questions below will guide you in making logical decisions)

Questions to consider when deciding whether a function/policy is relevant to the General and Specific Duties.

- Does this function or policy affect the public directly?
- Does this function or policy affect the public indirectly?
- Does this function or policy relate purely to technical matters?
- Does this function or policy affect how other services are provided?
- Does this function or policy have a differential impact on different racial groups?
- Which racial groups might be affected more than others?
- Have complaints been received from different racial groups about this function or policy and its effects on them?
- Does this function or policy have employment implications?

#### Guidance and Support

Rosie Barnard, Policy Officer, Community Partnerships Team, Corporate Policy & Communications Unit will support managers and nominated officers from each Directorate.

### **Stage 1**

The purpose of this stage is to assist services filter out those functions/policies that have a low or no relevance to the General or Specific Duties to promote race equality.

We have identified Council Services and these are listed as an appendix with the RES. The next stage is to prioritise these services based on their potential impact on the need to promote race equality. To do this you should:

1. State whether the function is relevant to the promotion of the General Duty.
2. Give a rating of the relevance of the function to the General and Specific Duties. This will help you prioritise the functions you will subject to the Impact Assessment in years 1,2 and 3.

A function could be a service area e.g. in Social Services and Housing – Children’s Services whose work is guided by the Children’s Act 1989. In some areas it could be seen as an activity for example a scheme e.g. Employment Agency – Positive Action Training run under the Race Relations Act 1976.

#### Policies

This may include formal and informal policies, statutory guidance, procedures and strategies that support the delivery of a service or performance of a function.

1. Identify the key policies under each function relevant to service delivery
2. Give a brief description of the aims of the policy and the date it was introduced
3. State whether the policy is relevant to the General and Specific Duties
4. Give a rating of the relevance of the policy to the General and Specific Duties

Isle of Wight Council - Impact Assessment Form

Head of Service: .....

Name of Service	Brief Description		Relevant to Racial Equality Scheme				
			Yes	No	Rating		
					1	2	3
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Functions / Sections / Activity areas			Yes	No	Rating		
					1	2	3
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rating Relevance to the General Duty

- 1 = Low
- 2 = Medium
- 3 = High

Function: medium/high rating Policies including service-wide policies	Date introduced	Brief description	Relevant to Racial Equality Scheme				
			Yes	No	Rating		
					1	2	3
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rating relevance to the General Duty  
1 = Low  
2 = Medium  
3 = High

## Impact Assessment

### Stage 2.

The policies/procedures/strategies/functions that you have identified as medium/high priority will require further scrutiny on the extent to which they meet the General and Specific Duties. This process will enable you to assess whether there is significant differential impact on equality of opportunity in respect of under-representation and discrimination against groups. To help you to do this, the following questions have been set. You are asked to measure your policies by asking the set questions. Where you can provide information and examples please do so as this will help you to judge the impact or not.

Q1. Is there any evidence to suggest that this policy can show through its implementation that there is (a) higher or (b) lower participation or uptake by different minority ethnic groups?

(a)  (b)

If you answered (a); please provide further information and give examples including monitoring data:

If you answered (b); please state how you will incorporate the General Duty in the review of the policy:

Q2. Is there any evidence that the needs, experiences, issues and priorities of different groups have been taken account of in relation to this particular policy?

YES

NO

If you answered yes; please provide further information and give examples, including monitoring data:

Q.3. If you answered No to Q.2. Is there the opportunity and are there plans in place to promote equality of opportunity more effectively?

YES

NO

Please outline what you intend to do and the timescales you have set?

Q.4. Did you consult with different groups, organisations and/or individuals in the development and / or implementation of this policy?

YES

NO

If yes; please outline (a) consultation methods used, (b) outcomes from the consultation and (c) action taken as a result of the consultation

If no; is further research or consultation necessary YES  NO



If you answered Yes, please specify timescales

Officer Responsible: .....

Date: .....