



West Lothian
Council

West Lothian Council

Gender Equality Scheme
Annual Report

2009

FOREWORD

Welcome to the second West Lothian Council annual report on gender equality since the launch of our Gender Equality Scheme and Action Plan for 2007 to 2010. We continue to make significant progress in meeting the positive duty on gender equality. The council recognises however that there remain significant challenges ahead to ensure that mainstreaming of gender equality becomes reality.

During 2008 the Corporate Working Group on Equality took the decision to devise an integrated, outcome focused, equality scheme that would ensure that our efforts are directly targeted at the areas of most need. Our new scheme incorporates our existing commitments from our disability, gender and race equality schemes as well as extending our commitments to cover age, gender identity, sexual orientation and religion or belief. All actions within the Scheme are linked to the local outcomes within the West Lothian Single Outcome Agreement 2009 to 2011. Taken together, the thirteen outcomes will tell us most clearly whether one group of people enjoys life chances equal to another; and whether, year on year, our community, or any group within it, is experiencing greater equality or not.

Over the life of the scheme, identification of specific actions related to gender equality will be directly identified under each of the thirteen outcomes as appropriate.

This is an ongoing and pro-active commitment. It is likely that the outcomes, indicators and actions will be amended on a continual basis to reflect best practice and legislative changes during the life of the scheme. The council is committed to an outcome-based approach to equality management going forward.

Continued progress in relation to the management of gender equality will contribute significantly to our wider aims of ensuring that we create a West Lothian in which all people and communities have a say in their future and an equal opportunity for health, safety, education, fulfilling work and a high quality of life.

June 2009

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EXECUTIVE SUMMARY

Since the publication of our 2008 annual report on progress against our gender equality scheme and action plan the council has taken a number of positive steps to promote gender equality. The progress we have made over the last year has ensured that we have improved our capacity to implement the corporate objectives and action plan and that gender equality is further mainstreamed into all our policies, practices and procedures.

The council is committed to promoting gender equality. Some of the key corporate initiatives and developments that have taken place to help us achieve this commitment since the publication of our 2008 update on progress include:

- **Integrated Equality Scheme 2009 – 2012.** During 2008 the Corporate Working Group on Equality took the decision to devise an integrated, outcome focused, equality scheme that would ensure that our efforts were directly targeted at the areas of most need. All actions within the Scheme are linked to the local outcomes within the West Lothian Single Outcome Agreement 2009 to 2011. Taken together, the thirteen outcomes will tell us most clearly whether one group of people enjoys life chances equal to another; and whether, year on year, our community, or any group within it, is experiencing greater equality or not.
- **Implementation of West Lothian Assessment Model (WLAM) Equality Standards.** The WLAM, the internal performance management framework for the council, was revised during 2007 with specific requirements to ensure mainstreaming of equality throughout all council services, incorporated into the new standards. During 2008 the programme of performance assessments were initiated. The results to date provide evidence of an increasing awareness of equality and diversity issues and implementation of specific actions throughout all council services.
- **Corporate Management.** The Chief Executive and Directors received an overview of progress and issues related to equality and diversity within the council, including the challenges of mainstreaming gender equality. This initiative has helped to increase both awareness and commitment at senior level to proactive implementation of our action plan and the Gender Equality Duty.

- **Carers and Flexible Working Employee Network.** Consultation and research focus groups were held with council employees during 2008, looking at gender issues related to employment policy and practice. As a result of the findings of this gender focused project, the development of a new Carers and Flexible Working Network has been approved for launch during summer 2009. The purpose of the Network is to consider specific policies and practices to improve equality for carers and those on, or considering, flexible working patterns.
- **Gender and Equality Mentoring Programme.** Senior women within the council participated in a pilot project during 2008 in partnership with Engender to provide mentoring to better support women to influence and participate in formal and informal council decision-making processes and structures. This initiative was aimed at supporting influence of gender issues at senior decision-making level within the organisation.
- **Diversity Week 2008.** The second annual West Lothian specific event, this initiative was devised in order to promote equality and diversity throughout West Lothian. A series of events were held around each of the seven equality strands, with specific events held related to gender equality. The overall purpose of the week was to raise awareness of diversity and celebrate 2008 as the European Year of Intercultural Dialogue.
- **International Women's Day.** An event was held to celebrate international women's day within the council. The session, aimed at council and partner employees, included a screening of a film by Marilyn Waring looking at the economic and social impact of global gender inequality. This was followed by a question and answer session and debate on the local implications of the issues raised for West Lothian.

Despite our significant progress over the past year much remains to be delivered to ensure that mainstreaming of gender equality becomes reality. Our new integrated and outcome focused equality scheme will help us achieve this over the next year and beyond. A further specific update on gender equality will be provided in December 2009 as part of our first report on our integrated equality scheme progress.

ABOUT WEST LoTHIAN COUNCIL

West Lothian is a great place to live, work and do business. West Lothian Council aims to improve the quality of life, and opportunities, for all citizens. We are a top performing council with a reputation for innovation, partnership working and customer focus.

West Lothian is the tenth largest local authority in Scotland. It has a population of over 165,700 and is growing much faster than Scotland as a whole. West Lothian Council is central to the provision of services that affect people's everyday lives, for example, housing, education, libraries, leisure and benefits. We therefore recognise that all the services provided by the council need to reflect consideration of the impact that they may have on equality. We aim to provide improved services that meet the needs and priorities of local communities.

Our Values

Our mission statement and values were introduced and adopted in 1996 when West Lothian Council was formed. These values underpin all our work and embody the way we carry out our business. Our values are:

- Focusing on customer need;
- Being honest, open and accountable;
- Providing equality of opportunities;
- Developing employees;
- Making best use of our resources; and
- Working in partnership.

In 2002 we developed guiding principles to focus on service delivery. These are:

- A corporate council focused on priorities;
- A connected council at the heart of a network of partners;
- A customer-focused council organised around the needs of the citizen;
- An adaptive council operating in a responsive positive culture;
- A best value council delivering high quality integrated services; and
- An e-council enabling technology.

CORPORATE WORKING GROUP ON EQUALITY

In June 2002 the council established the Corporate Working Group on Equality. The group is responsible for the strategic implementation of equality initiatives and legislation and provides a forum for good practice council wide. Specifically, the Group is responsible for the corporate implementation and monitoring of the equality scheme and action plan. The group was instrumental in the decisions on our corporate gender objectives, taking account of the results of consultation and involvement.

The group is chaired at Head of Service level and reports directly to the Corporate Management Team. The group comprises representatives from each of our service areas. The group membership is outlined below:

Corporate Working Group on Equality		
Representative	Position/ Service	Contact details
Sandra Aird (Chair)	Head of Customer Services	sandra.aird@westlothian.gov.uk 01506 777159
Kenny Selbie (Secretary)	Equality Officer	kenny.selbie@westlothian.gov.uk 01506 777136
Pauline Adams	Office of the Chief Executive	pauline.adams@westlothian.gov.uk 01506 777106
Pamela Bell	Finance Services	pamela.bell@westlothian.gov.uk 01506 777085
Ian Forbes	Development & Regulatory Services	ian.forbes@westlothian.gov.uk 01506 775282
Claire Frame	Customer Services	claire.frame@westlothian.gov.uk 01506 777389
Susan Gordon	Community Planning & Regeneration	susan.gordon@westlothian.gov.uk 01506 774035
Garry Heron	Corporate Communications	garry.heron@westlothian.gov.uk 01506 777133
Chris Keenan	Support Services (HR)	chris.keenan@westlothian.gov.uk 01506 773954
Sarah Kelly	Housing & Building Services	sarah.kelly@westlothian.gov.uk 01506 777062

Corporate Working Group on Equality (cont)		
Representative	Position/ Service	Contact details
Annette Lambourne	Cultural Services	annette.lambourne@westlothian.gov.uk 01506 776478
John MacEachern	Legal Services	john.maceachern@westlothian.gov.uk 01506 777219
Anne-Marie McMillan	Property Services	anne-marie.mcmillan@westlothian.gov.uk 01506 773629
Linda Middlemist	Social Policy (Health)	linda.middlemist@westlothian.gov.uk 01506 771791
Alistair Smith	Operational Services	alistair.smith@westlothian.gov.uk 01056 776285
Andrew Sneddon	Central Education Services	andrew.sneddon@westlothian.gov.uk 01056 777245
Caroline Spence	Social Policy	caroline.spence@westlothian.gov.uk 01506 776462
Sophia Westerhuis	HR Shared Services	sophia.westerhuis@westlothian.gov.uk 01506 773914
Phyllis Wood	Education Services – Schools	phyllis.wood@westlothian.gov.uk 01506 776026

PROGRESS AGAINST OUR CORPORATE OBJECTIVES

Since our 2008 update on progress the council has taken a number of positive steps to promote gender equality across all our services. The progress we have made over the last year has given us the capacity and momentum required to assist in the implementation of our gender equality objectives within the integrated Equality Scheme as linked to the Single Outcome Agreement.

Our corporate objectives were identified through consultation with key stakeholders and the assessment of relevance of our policies and functions to gender. This information was also used for the development of our service-specific actions, as were local and national data and research. This work assisted the Corporate Working Group on Equality to identify the five key strategic objectives for the council related to gender equality.

West Lothian Council understands the importance of delivering outcomes in relation to our key objectives on gender equality. Below provides an outline of our corporate objectives and progress we have made against each. An update on progress against the specific actions intended to achieve our corporate objectives can be seen at annex 1.

Objective 1: Equal Pay and Employment Practice

The council is committed to the principle of equal pay. We published our Equal Pay Policy Statement during September 2007 that outlines our overarching approach to the achievement of equal pay. West Lothian Council is taking action to address equal pay through our Single Status Agreement, part of which was implemented in 2007.

The council recognises the impact of the gender pay gap is not limited to the pay structure of an organisation. The effect that employment practice can have on the promotion of gender equality is significant. Within our action plan the council committed to the review of key policy areas such as flexible working and part-time arrangements, recruitment and selection procedures and how we deal with harassment. This work remains ongoing and will be a key focus during the implementation of our new integrated equality scheme. The council is actively considering positive action initiatives to reduce the occurrence of occupational segregation and to ensure equitable access to training and development opportunities for men and women. As an example, we are in the process of developing a women in management group to support gender equality work throughout the organisation.

A management guidance policy has been produced that outlines the council's commitment to equality of opportunity for transgender people in employment and training.

Objective 2: Service Delivery

The council has identified a number of actions across all of its services where the impact on gender equality is significant. Service-specific actions outlined within our action plan have been put in place to ensure the identification and eradication of gender bias or discrimination. The progress we have made in relation to the way we deliver services to men and women is outlined at annex 1. It is important to note that

actions related to service delivery are likely to be the key focus of change following the launch of our new integrated equality scheme and outcomes.

Objective 3: Education

We have and continue to work towards improving attainment of boys and girls through a range of initiatives. The council is focused on identifying ways to maximise the learning potential of girls and boys and to look at actions to increase the numbers of girls and boys choosing non-traditional options for work placements and modern apprenticeships. For further details on our specific progress related to education see Annex 2.

Objective 4: Violence Against Women

West Lothian Council recognises that violence against women is both a cause and a consequence of women's inequality. The council continues to take forward extensive work in this area with our integrated Domestic Abuse Services Team, which includes resources for minority population women, partners of perpetrators in the West Lothian Domestic Abuse perpetrators programme, and children's workers.

The council strategic Violence Against Women Group has shifted the emphasis from focus on domestic abuse to violence against women in all its forms. The first priority of this group is to address the gaps in sexual violence services in West Lothian. This work remains ongoing and further update on progress will be provided within our progress report for our integrated equality scheme. Prevention of gender-based violence and improved criminal justice response to offenders are key components of both our Community Safety work and our Community Plan.

Funding previously received from the Violence Against Women Fund and the Children's Services Fund for violence against women work has been rolled into the council's grant from the Scottish Government for the Single Outcome Agreement. West Lothian continues to supplement this money via existing council resources to increase the overall funding levels dedicated to eradicating violence against women.

Objective 5: Impact Assessment

The council understands the importance of identifying and eradicating discrimination from the services we provide and the policies and functions under which we operate. Our programme of equality impact assessments, which includes consideration of gender impact, continues to be implemented. Details of the assessments we have completed to date are outlined below. The results of our impact assessments are published on our Intranet and Internet sites.

GENDER EQUALITY IMPACT ASSESSMENTS

Within West Lothian Council, gender equality impact is considered in tandem with age, disability, gender identity, race, sexual orientation and religion or belief equality. In June 2008 we reported on 37 policy and functional areas that had been equality impact assessed. The updated list below outlines a further 67 equality impact assessments completed or in progress throughout all council services between July 2008 and June 2009:

- Access to Schools (Control of)
- Accessibility Strategy (Education)
- Admission to Nursery School
- Admission to Primary School
- Admission to Secondary School
- Admission to Wraparound Care (Education)
- Anti Bullying Policy (Education)
- Aquatics Strategy
- Child Protection Policy
- Children & Families Specialist Services
- Citizenship (Education)
- Community Sports Clubs: a strategy for development
- Continuum of Support (including Focus on Inclusion and Focus on Behaviour - Draft)
- Controlling Noise at Work Guidance
- Corporate Communications - Media
- Corporate Communications - Publications

- Customer Contact Centre
- Deferred Entry into Primary School
- Developing a Pupil Voice
- Developing a Pupil Voice
- Disposal Surplus Land and Property; Management of commercial property portfolio etc.
- Dispute Resolution (Education)
- Early Years Assessments – Policy, Procedure and Guideline
- Educating Children/Young People at Home
- English as an Additional Language (Education)
- Ensuring the Safety and Protection of Children Visiting Managed Care Settings
- Exclusion from School
- Facilities Strategy - indoor and outdoor
- Health Improvement Team
- Homelessness Strategy 2008 - 2011
- Hosting (Education)
- Housing and Building Services Housing Support Service
- Housing and Building Services Out of Hours Procedure
- Housing and Building Services Tenancy Management Procedures
- Learning and Teaching
- Leave for Family Care Purposes
- Library Services
- Managing Critical Incidents - a Framework for Schools
- Managing Critical Incidents – a Framework for Schools
- Medication and/or Medical Assistance for Pupils in Schools Policy
- Mental Health and Addictions Leaflets, forms, procedures and operational documents
- Mentoring Policy (Education)
- Music Therapy Service
- Neighbourhood Environmental Teams and Land Services
- Organisation Development
- Parental Involvement Strategy
- Partnership with Pre-School Providers
- Performance, Communications & Customer Service Commitments (Housing and Building)
- Pre-School Home Teaching for Pre-School Children with ALN
- Preventable Injuries and Deaths Sub-group

- Professional Services for the Council's Construction and Property Related Business
- Psychological Services Consultancy Procedure
- Psychological Services Referral Process
- Racial Equality Policy (Education)
- School Transport – Specialist Provision
- SEBN Guidelines – A Practice Guideline
- Social Policy Behaviour Management and Restraint
- Sport for all in West Lothian
- Sports Coaching and Volunteering
- Ten Year Housing Capital Investment Programme 2008/09 to 2017/18
- Transport to and from School - Mainstream
- Waste Management (Operational Services)
- West Lothian Council Advice Shop
- West Lothian Council Roads Services
- West Lothian Drug Action Team
- West Lothian Single Outcome Agreement
- Youth Housing and Support Team

The results of our assessments are available to all. Each policy lead has made them available to staff, service users and all other stakeholders. Summary results of assessments are available on the council website for download. Additionally, if you would like to obtain a copy of the full assessment, please contact the appropriate policy lead as indicated within the online summary.

COMMENTS ON OUR GENDER EQUALITY SCHEME PROGRESS

As part of our consultation strategy for men and women in West Lothian, the council presented an update on our gender equality progress to council employees and representatives of each service via the Corporate Working Group on Equality. Any suggested issues or comments have been incorporated as a result of this consultation.

If you have any comments on the contents of our annual report on progress, or require the report in an alternative format or language please contact the council on the details below:

Policy and Equality Team
West Lothian Council
West Lothian House
Almondvale Boulevard
Livingston
EH54 6QG

T: 01506 777136

E: diversity@westlothian.gov.uk

West Lothian Council wants members of the public to be able to make complaints and comments so we can improve our services as a result of any feedback. However, if someone is not satisfied with the solution offered by the council, we will advise them of their right to make a complaint to the Equality and Human Rights Commission in Scotland.

PROGRESS AGAINST CORPORATE ACTION PLAN

Action	Timescale	Progress	Comments
Devise an audit procedure to ensure effective implementation of actions within the Plan for all Services.	July 2007 and ongoing.	Completed and ongoing.	As the Gender Equality Scheme has one corporate action plan, the CWGE agreed to monitor progress centrally on a monthly basis via updates from service representatives to the group. Chair is responsible to feedback issues to the Councils Corporate Management Team.
The requirement to promote gender equality is included as part of competencies against which managers are assessed.	Sept 2007 and ongoing.	To be completed.	Wider work related to management competencies continues to be considered. Gender equality issues will be taking into account as this work progresses.
The scheme will be reviewed every three years. Annual report on progress published each year.	29 June 2008, 2009 and 2010.	Annual review completed for 2008 and 2009.	N/A
Scheme and progress reports available on Council website. Available in alternative formats or hard copy on Request.	29 June 2007 and ongoing.	Completed.	Scheme and 2009 annual report available on website and alternative format on request.
All new policies and functions to be assessed for relevance to gender equality.	29 June 2007 and ongoing.	Completed.	Relevance assessment on gender equality completed for all service areas. In addition, all policy areas relevance assessed again during 2009 as part of development of integrated equality scheme.

Action	Timescale	Progress	Comments
Identify existing consultation mechanisms across each service and mainstream gender equality issues within them, and host bi-annual workforce and community based focus groups on gender equality.	December 2007.	Ongoing.	Since the agreement of the original action plan, a gender equality employment research programme has been completed. This was implemented to identify issues in as structured a form as possible. The results from these groups have led to the development of a Carers and Flexible Working Employee Network. In addition, work remains ongoing to develop a "Senior Women's Network" focusing on facilitating change around gender equality.
Undertake equality impact assessments as outlined within the gender equality impact assessment timetable.	See Equality Impact Assessment Timetable.	See above.	We have made great improvements in the capacity and output across the organisation in conducting equality impact assessments over the last 12 months. 67 assessments have either been completed or are in progress throughout council services.
Update workforce and community based focus group members of impact assessment, monitoring and consultation results via collation and dissemination of information prior to focus groups.	December 2007.	Ongoing.	Although formal consultation groups have not been launched to date, results of assessments and information related to gender more generally have been communicated to all staff via Intranet and specifically via the recent gender consultation focus groups as an interim measure. Networks as noted above will receive relevant updates and information.
Review current equality commitments regarding performance review and equality indicators and amend as appropriate to meet needs of gender priorities.	Sept 2007 and ongoing.	Completed and ongoing.	The council's internal performance management process (WLAM) has been revised and considerable amendments, designed to assist the mainstreaming of equality, have been incorporated into the new version. In addition, the new integrated equality scheme and link to corporate objectives via local SOA outcomes will support this action, due to specific disaggregation of performance indicators by gender.

Action	Timescale	Progress	Comments
Devise and implement appropriate equality training and awareness for all council employees.	June 2009 and ongoing.	Ongoing development.	The CWGE have conducted research and produced a report highlighting potential options for the implementation of mandatory equality and diversity training for all council employees. The options identified have been piloted and discussion is ongoing regarding alterations to corporate recommendations prior to launch of new learning intervention, which is now expected by the end of summer 2009.
Devise, implement and publish an Equal Pay Statement which outlines the organisations commitment to gender equality.	28 September 2007.	Completed.	Policy continues to be reviewed as appropriate.
Carry out analysis of the number of male and female people living in West Lothian by area.	December 2009.	Completed and ongoing.	Data on the breakdown of men and women in West Lothian has been built into the West Lothian Partnership Information Sharing Website. Work to further break this down to provide a picture of the numbers of men and women across the nine locality planning areas in West Lothian remains ongoing.
<p>Monitor the make-up of our workforce in relation to:</p> <ul style="list-style-type: none"> • Staff in Post; • Applicants for employment, training and promotion; • Those who receive training and gain promotion; • Bullying and harassment cases; • Involvement in grievance procedures; • Any disciplinary proceedings; • Cessation of employment; and • Flexible Working. 	October 2007 and bi-annually thereafter.	Completed and ongoing.	October 2008 report published externally on council website. Work ongoing to produce report to Council Executive by September 2009.

Action	Timescale	Progress	Comments
Devise, implement and publish a Transgender Employee Equality Policy that outlines the organisations commitment to equality in employment and training for transgender people.	June 2008.	Completed.	Policy will be available to council employees and managers during summer 2009 following final consultation feedback from Scottish Transgender Alliance.
Devise specific HR action plan to promote equality and develop appropriate positive action initiatives in the following policy areas: <ul style="list-style-type: none"> • Flexible and Part-time Working; • Recruitment and Selection; • Bullying, Harassment and Victimisation; • Access to training; • Leave for Family Care Purposes; and • Sickness Absence. 	Initially to be Devised December 2007, and reviewed June 2008, 2009 and 2010.	Ongoing.	The consultation focus groups with our workforce outlined previously have provided evidence for focus on priorities related to positive action in employment. The group results are also being used to identify positive action measures that our workforce believes to be proportionate and relevant. In addition our equality impact assessment work, once completed for HR, will provide a full picture to enable identification of priorities. Further progress will be provided as part of future progress updates.
Devise and implement development plan on violence against women following gap analysis on current strategy.	June 2009.	Completed and ongoing.	A gap analysis on strategy related to violence against women has been completed. A Strategic Violence Against Women Group has shifted from focus on domestic abuse to all forms of violence against women. The first priority is focused on addressing services in West Lothian to eradicate violence against women.
Devise and implement new process for sampling recruitment and selection decisions.	September 2008.	No developments to date.	Discussions are underway on a suitable alternative to this action within the new integrated equality scheme.
Conduct gap analysis of HR policies and procedures and amend relevant areas as appropriate to take account of transgender issues.	September 2008.	In progress.	N/A

Action	Timescale	Progress	Comments
Conduct gap analysis of HR policies and procedures and amend relevant areas as appropriate.	September 2008.	In progress.	This work is being developed across all strands as part of the transfer to the integrated equality scheme. Further update will be provided in the December 2009 annual report.
Collate list of single sex services and review against requirements of the Sex Discrimination Act and Gender Equality Duty.	September 2008.	Ongoing.	Progress on this action has been delayed, further update will be provided within the December 2009 update on progress.
Devise and implement an action plan of positive action initiatives to improve physical activity men and women in West Lothian.	Action plan to be devised June 2008, and ongoing thereafter.	Completed and ongoing.	Healthy respect and healthy eating programmes already in place and delivered on a continuous basis.
Agree with CHCP a monitoring process to ensure compliance with the gender equality duty.	Process to be agreed June 2008 and ongoing thereafter.	Completed.	The CHCP now feeds into the CWGE in relation to all equality compliance issues.
Review current local transport strategy and procedures to take women's safety into consideration.	Review to take place by June 2008, and ongoing thereafter.	Ongoing.	Consideration of gender equality implications will be taken into account at next review point. Further updates on progress will provide further detail.
Consider appropriate location and facilities for breastfeeding in development plans for Civic Centre.	June 2009.	Completed.	This issue was identified as part of the equality impact assessment on the new West Lothian Civic Centre. This will be addressed during interior design and fitting stage of project, expected to take place between November 2008 and January 2009.
Review women's personal safety and security in the use of parks and open spaces in West Lothian.	Review to take place by June 2008, and ongoing thereafter.	Ongoing.	Gender equality implications to be taken into consideration as part of wider review in due course. Further update will be provided within future reports on progress.
Conduct analysis of breast-feeding facilities available throughout all council services.	Review to take place by June 2008, and ongoing thereafter.	Completed.	Facilities reviewed as appropriate by individual service representatives.

Action	Timescale	Progress	Comments
Schools to identify relevant opportunities for CPD for staff related to addressing the gender attainment gap.	CPD opportunities to be identified from July 2007 onwards.	Ongoing.	Work to improve the attainment of boys at primary and secondary level by combining the use of performance data with innovative learning and teaching approaches has continued. Teachers share best practice on these and other initiatives through professional networks established as part of the CPD programme.
Facilitate partnership training for education staff on gender-based violence.	June 2009.	Ongoing.	Partnership training event has taken place attended by the Child Protection Co-ordinator from each school, who then cascaded the information within the school. Attendance from each school was mandatory, in recognition of the importance of this subject, and the links between gender-based violence and child protection. Training on the "Respect Pack" (positive relationships education) was made available to all schools in session 08/09 and most schools have taken this up. We have trained two trainers who will deliver this training for our schools on an annual basis to build capacity for all P7 pupils to receive relationships education.
Develop and implement equality monitoring process as part of customer care strategy.	December 2007 and ongoing.	Completed and ongoing.	New CRM system was introduced in June 2008 and this includes the facility to monitor customers who come into contact with the council by gender.
Identify relevant opportunities for CPD for staff related to addressing stereotypical career choices.	CPD opportunities to be identified from July 2007 onwards.	Ongoing.	All relevant staff have equal opportunity to access CPD opportunities and are pro-actively encouraged at corporate level to consider issues related to gender equality as part of their ongoing commitments.

EDUCATION GENDER EQUALITY SCHEME PROGRESS

The council, as an education authority, is required to produce a gender equality scheme and an equal pay statement. In addition the responsibility is placed on our education service to ensure that schools:

- Gather information on the effects of their policies and practices on gender equality;
- Assess the impact of those policies and practices on gender equality;
- Carry out steps to meet the duty in line with the education authority scheme; and
- Report on these activities.

The major priority for education in West Lothian is raising achievement. This will be done by:

- Maximising the learning potential of girls and boys;
- Providing education that develops the personality, talents and mental and physical abilities of all pupils to their fullest potential; and
- Encouraging equal opportunities.

The table below provides an update on progress related to gender equality within Education Services over the past twelve months.

Action	Timescale	Progress and Comments
All new policies and functions to be assessed for relevance to gender equality.	29 June 2007 and ongoing.	<p>All managers have been briefed on the necessity to ensure that the equalities impact (including gender) of all policies is assessed during policy formulation.</p> <p>The council Corporate Working Group on Equality are looking to revise process for assessment of new policies and functions, with which Education Services will comply.</p>
Identify existing consultation mechanisms within service and mainstream gender equality issues within them, and host bi-annual workforce focus groups.	December 2007.	Regular consultation on equality, including gender, has continued. In the past year consultation has taken place with P7, S4, S5 Christmas Leavers and S6 pupils.
Undertake equality impact assessments as outlined within the gender equality impact assessment timetable	See Equality Impact Assessment Timetable.	Gender equality impact assessments for all existing education functions have been completed during 2008. Appropriate review and assessment of new policies and functions will be conducted in line with council corporate approach.
Update workforce and community based focus group members of impact assessments, monitoring and consultation results via collation and dissemination of information prior to focus groups.	December 2007 and ongoing.	<p>Workforce groups, including the senior management team, education officers, head teachers and the teaching unions, have been informed of the results of consultations on equality issues.</p> <p>Equality monitoring information is available to all staff on-line, and also to the public through West Lothian on-line.</p>
Devise and implement appropriate equality training and awareness for all council employees	June 2009 and ongoing	This action is being pursued as a Council wide project with which Education Services will assist and comply.

Action	Timescale	Progress and Comments
Collate list of single sex services and review against requirements of the Sex Discrimination Act and Gender Equality Duty	September 2008	There are no specific 'single sex' services, although services may be tailored to meet the learning needs of particular pupils or groups of pupils – i.e. additional literacy support for boys.
Conduct analysis of breast-feeding facilities available throughout all council services	Review to take place by June 2008, and ongoing thereafter	No formal facilities or policy exists, although schools would be able to provide private and quiet facilities i.e. medical rooms.
Schools to identify relevant opportunities for CPD for staff related to addressing the gender attainment gap	CPD opportunities to be identified from July 2007 onwards	Work to improve the attainment of boys at primary and secondary level by combining the use of performance data with innovative learning and teaching approaches has continued. Teachers share best practice on these and other initiatives through professional networks established as part of the CPD programme.
Facilitate partnership training for education staff on gender based violence	June 2009	Partnership training event has taken place attended by the Child Protection Co-ordinator from each school, who then cascaded the information within the school. Attendance from each school was mandatory, in recognition of the importance of this subject, and the links between gender-based violence and child protection. Training on the "Respect Pack" (positive relationships education) was made available to all schools in session 08/09 and most schools have taken this up. We have trained two trainers who will deliver this training for our schools on an annual basis to build capacity for all P7 pupils to receive relationships education.

Additional Activities: Initiatives to increase the uptake of services by men and women:

Daisy Drop In Centre, Craigshill, Livingston

Many parents had been unaware of the services available to them in the Craigshill area. A need for a centralised information point was identified and premises were found in Craigshill Mall. The Daisy Drop In is a partnership between parents and services in the Craigshill area, and provides a central location where parents and children attend activities and access information on all services relating to early years. Although open to all parents and carers, the Centre has contributed to increasing access to services by young mothers in particular.

Integrated Early Years Centres

The four integrated early years centres were recognised as highly successful by HMIE in its June 2007 report. In addition to pre-school education they provide a wide range of services to parents and pupils in the early years. Staff from education, social policy and health work together to support children and their families. Parents and carers benefit for the co-location of highly co-ordinated facilities. Although open to all parents and carers, the Centre has contributed to increasing access to services by young mothers in particular, and has led to an improved up take of services.