



West Lothian Council

Integrated Equality Scheme

Annual Report

2010

FOREWORD

Welcome to the first West Lothian Council annual report on equality since the launch of our Integrated Equality Scheme and Action Plan for 2009 to 2012. We continue to make significant progress in meeting the positive duties on disability, gender and race equality. The council recognises however that there remain significant challenges ahead to ensure that mainstreaming of equality becomes reality, particularly given the impending impact of the public sector financial situation and the implementation of the Equality Act 2010.

During 2009 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 outstanding and ongoing commitments from our former 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 outcomes within the West Lothian Single Outcome Agreement 2010 to 2011. Taken together, the 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 each of the strands of equality will be directly identified under the national outcomes as appropriate.

This is an ongoing and pro-active commitment. 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 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 2010

CONTENTS	Page No.
Executive Summary	4
About West Lothian Council	7
Corporate Working Group on Equality	8
Progress Against our Corporate Gender Objectives	10
Equality Impact Assessments	13
Comments on our Equality Scheme Progress	15
Annex – Progress Against Corporate Action Plan	16

EXECUTIVE SUMMARY

Since the publication of our integrated equality scheme and action plan in 2009 the council has taken a number of positive steps to promote equality. The progress we have made over the last year has ensured that we have improved our capacity to implement our action plan across all equality strands and our corporate gender objectives. This has ensured that equality has been further mainstreamed into all our policies, practices and procedures.

The council is committed to promoting equality. Some of the key corporate initiatives and developments that have taken place to help us achieve this commitment since the publication of our 2009 disability and gender annual updates include:

- **Diversity Leadership Programme.** The Diversity Leadership Programme was implemented between April and June 2010. Senior managers across all council services attended the programme which was designed to increase organisational knowledge on equality and diversity, provide a platform for exploring specific implications for the council and to help prepare the organisation for the implementation of the Equality Act 2010. An amended version of the programme was delivered in tandem to the council elected members. Evaluation results evidence a positive and value added response to the programme, which sets the ground work for specific interventions for services and teams across the organisation.
- **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 and this work has progress further during 2009. The results to date provide evidence of an increasing awareness of equality and diversity issues and implementation of specific actions throughout all council services. The council received the rating of 5* gold status during our corporate external EFQM assessment in 2009, under which specific and positive reference was made under the organisational leadership feedback to the councils commitment and progress towards excellence in equality and diversity.

- **Corporate Management.** The Chief Executive and Directors now receive a regular overview of progress and issues related to equality and diversity within the council, including the challenges of mainstreaming equality. This initiative has helped to increase both awareness and commitment at senior level to pro-active implementation of our action plan and the public sector equality duties.
- **West Lothian Race Equality Community Forum.** The West Lothian Race Equality Community Forum was launched during 2009. The Forum mirrors our existing Disability Equality Community Forum, in that it is designed to directly involve volunteer representatives from across the spectrum of ethnic and racial diversity within West Lothian in council and partner services. The Forum is independent of the council and works with us to ensure our policies and services are right to meet the needs of everyone in West Lothian, as well as conducting community education and engagement initiatives around race equality.
- **Support of the West Lothian Disability Equality Community Forum and Access Committee.** The innovative Community Forum structure is designed to ensure that the members of our community with disabilities are directly involved in all that we do around the promotion of disability equality. Acting as a critical friend, the Forum helps the council to mainstream disability equality and to ensure that progress is achieved around the commitments within our Scheme. The Forum also works with all other public sector organisations operating in West Lothian to ensure that the needs of people with disabilities in West Lothian are specifically taken into consideration. The last year has seen the Forum increase its membership and become more representative of the wide range of disabilities covered by the Disability Discrimination Act. The Access Committee is responsible for ensuring that all premises in West Lothian are compliant with the Disability Discrimination Act in relation to accessibility for people with disabilities. The council continues its support of pro-active initiatives to ensure accessibility of all public, private and voluntary sector buildings in West Lothian, including provision of the West Lothian Access Fund.
- **European Charter for Equality of Women and Men in Local Life.** In 2010 West Lothian Council became the first local authority in Scotland to sign the Council for European Municipalities and Regions Charter for Equality for Women and Men in Local Life, and only the fourth authority in the UK. This commitment

highlights the council's pro-active commitment to gender equality. A gap analysis has been developed with additional actions to be included within our planned reviews of our Integrated Equality Scheme Action Plan.

- **Occupational Segregation Project.** The council has committed to implementation of a project, in collaboration with Close the Gap, to develop an evidence based action plan to address the occurrence of horizontal and vertical occupational segregation and the impact of unequal distribution of caring responsibility on women's employment opportunities (flexible working etc) within West Lothian Council workforce. This will improve and promote equality while supporting the modernisation agenda; particularly in relation to flexible and alternative working arrangements. In addition, this project will develop and launch a Community Planning Partnership Occupational Segregation Strategy, focused on wider cultural, economic and social influences impacting upon occupational segregation in West Lothian. The project was approved and launched in February 2010 and progress and evaluation will be reported in due course.
- **Diversity Week 2009.** The third 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. The overall purpose of the week was to raise awareness of equality and diversity and promote good relations within the council, our partners and within the wider community. Over 1,100 people attended the range of events held over the week.
- **Good Relations Programme.** The council has held a significant number of high profile equality and diversity seminars and events to promote equality and diversity and raise awareness of strand specific and cross-strand issues. The good relations programme includes a minimum of one event per month. The programme over the reporting period for this report included: An event on commercial sexual exploitation as part of International Women's Day; community film screening and staff education seminar as part of LGBT History month; seminar to mark the launch of the West Lothian Violence Against Women Strategy with the Lord Advocate Rt Hon Elish Angiolini QC as part of the sixteen days of action to end violence against women; presentation and conversation with Arun Gandhi, grandson of Mahatma Gandhi as part of Black History Month.

Despite our significant progress over the past year much remains to be delivered to ensure that mainstreaming of equality becomes reality. Our integrated and outcome focused equality scheme will continue to help us achieve this over the next year and beyond.

In May 2010 the council published its contingency strategy and the subsequent “Tough Choices” consultation outlining the draft proposals for managing the impending reductions in local authority funding from financial year 2011/12 forward. The full strategy is currently subject to equality impact assessment activity. This substantial project is designed not only to mitigate against disproportionate impact of structural and service changes on equality groups, but also to identify added value solutions to promote equality and diversity as a result of the change implementation. The council is committed to ensuring that our progress in promoting equality and diversity in recent years is not disproportionately affected. Evaluation of this work will be provided within future progress reporting.

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 165,000 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 action plan development and 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
Graeme Struthers (Chair)	Head of Corporate Support Services	graeme.struthers@westlothian.gov.uk 01506 281776
Kenny Selbie (Secretary)	Equality Officer	kenny.selbie@westlothian.gov.uk 01506 281072
Pauline Adams	Office of the Chief Executive	pauline.adams@westlothian.gov.uk 01506 281647
Donna Clachrie	Finance Services	donna.clachrie@westlothian.gov.uk 01506 281290
Ian Forbes	Development & Regulatory Services	ian.forbes@westlothian.gov.uk 01506 775282
Claire Frame	Customer Services	claire.frame@westlothian.gov.uk 01506 281658
Susan Gordon (Jackie Leeds maternity cover)	Community Planning & Regeneration	susan.gordon@westlothian.gov.uk jackie.leeds@westlothian.gov.uk 01506 281086
Garry Heron	Corporate Communications	garry.heron@westlothian.gov.uk 01506 282006
Chris Keenan	Support Services (HR)	chris.keenan@westlothian.gov.uk 01506 281419
Sarah Kelly	Housing & Building Services	sarah.kelly@westlothian.gov.uk 01506 281877
Annette Lambourne	Cultural Services	annette.lambourne@westlothian.gov.uk 01506 771738
John MacEachern	Legal Services	john.maceachern@westlothian.gov.uk 01506 281607
Anne-Marie McMillan	Property Services	anne-marie.mcmillan@westlothian.gov.uk 01506 281671
Daniel Matonti	Operational Services	linda.middlemist@westlothian.gov.uk 01506 776284
Linda Middlemist	Social Policy (Health)	linda.middlemist@westlothian.gov.uk 01506 771791
Andrew Sneddon	Central Education Services	andrew.sneddon@westlothian.gov.uk 01056 281678
Caroline Spence	Social Policy	caroline.spence@westlothian.gov.uk 01506 776462
Sophia Westerhuis	HR Shared Services	sophia.westerhuis@westlothian.gov.uk 01506 281461
Phyllis Wood	Education Services – Schools	phyllis.wood@westlothian.gov.uk 01506 777543

PROGRESS AGAINST OUR CORPORATE GENDER OBJECTIVES

Since our 2009 update on progress against our gender equality objectives 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.

The council developed its gender equality objectives in 2007 in line with the introduction of the gender equality public sector duty. As required by the duty, a review of our objectives has taken place over recent months. 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. Our 2010 review has deemed our existing objectives appropriate going forward both in terms of the national context as well as from the local perspective.

As a result of the focus for action and change that our gender objectives have created, we intend to include wider equality objectives for all strands within our integrated equality scheme going forward.

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 within the annex to this report.

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 via equality impact assessment activity and will be a key focus during the ongoing implementation of our integrated equality scheme. In early 2010 the council launched a project to identify and eradicate the occurrence of occupational segregation and to ensure equitable access to training and development opportunities for men and women. This project was launched in collaboration with Close the Gap, a Scottish Government funded organisation aimed at reducing occupational segregation between women and men.

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 within the annex to this report. It is important to note that actions related to service delivery are likely to be the key focus of change following the analysis of monitoring information as part of our 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. As well as looking at our internal workforce, our occupational segregation project will also develop a community planning partnership strategy for

looking holistically at the wider impacts which lead to the gender pay gap. Education provision and action will be a key focus of this strategy.

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. Our violence against women strategy was published in November 2009. The first priority under the strategy is to address the gaps in sexual violence services in West Lothian. Following training to be implemented summer 2010, the sexual violence service model will be implemented within our Domestic Abuse Services Team in early autumn. 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.

As has been the case since the implementation of Single Outcome Agreements in 2007, West Lothian continues to supplement funding previously received via the Violence against Women and Children's Services Funds 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 age, disability, gender, gender identity, race, sexual orientation and religion or belief impacts, 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.

In May 2010 West Lothian Council published its Tough Choices consultation which details draft plans for management of the impending budget reductions for local authorities from the financial year 2011/12 forward. Significant equality impact assessment activity is currently taking place to help inform final decisions regarding the three key elements of the strategy: workforce management; internal efficiencies and service proposals. An evaluation of this initiative will be provided within the 2011 annual report; however assessment summary results will also be available in autumn 2010 on the council website.

EQUALITY IMPACT ASSESSMENTS

Within West Lothian Council, equality impact activity takes account of age, disability, gender, gender identity, race, sexual orientation and religion or belief equality. As of June 2009 we reported on 104 policy and functional areas that had been equality impact assessed. The 2010 update below outlines a further 42 equality impact assessments completed or in progress throughout all council services between July 2009 and June 2010:

- Adults and Older People – Carers Account;
- Bathgate Early Years Centre Road Safety;
- Blue Badge Scheme;
- Building Standards and Control;
- Bus and Carlink Subsidies;
- Chief Executive and Finance Budget Reprioritisation Measures – 2010/11;
- Children Educated at Home;
- Community Health and Care Partnership Budget Reprioritisation Measures – 2010/11;
- Community Planning and Regeneration – Services to the Community;
- Community Safety Violence and Crime Sub-Group;
- Consultancy Procedure – Psychological Services;
- Corporate Communications – Corporate Website;
- Corporate Communications – Design and Marketing;
- Customer and Support Services Budget Reprioritisation Measures – 2010/11;
- Development and Environmental Services Budget Reprioritisation Measures – 2010/11;

- Dial-a-Bus Scheme;
- Dial-a-Ride Scheme;
- Economic Strategy;
- Education and Cultural Services Budget Reprioritisation Measures – 2010/11;
- Elections – 2010 General Election;
- Employability Services;
- Environmental Health and Trading Standards Enforcement Policy;
- Equality Monitoring Guidance;
- Having Your Say Forum – Looked After Young People;
- Housing Quality and Performance;
- Housing Repairs;
- Leadership Programme;
- Litter Reduction Plan;
- Locality Planning;
- Maximising Attendance Policy and Procedure;
- National Entitlement Card – Rail;
- National Recruitment Portal – Local Implementation;
- Phased Reduction in Pupil Support Workers (Education);
- Planning Services;
- School Transport;
- Services to Business;
- Single Outcome Agreement;
- Taxi Card Scheme;
- Tobacco Alcohol and Drug Partnership;
- Transport Strategy;
- Violence against Women Strategy; and
- West Lothian Leisure Concessionary Access Scheme.

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 EQUALITY SCHEME PROGRESS

As part of our consultation and involvement strategy for equality in West Lothian, the council presented an update on our equality progress to council employees, Employee Equality Networks, Community Equality Forums and representatives of each service via the Corporate Working Group on Equality.

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 Civic Centre
Howden South Road
Livingston
EH54 6FF

T: 01506 281072

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

Activity – Governance	Timescale	Progress	Comments
Devise individual service plans for all council services, pulling appropriate indicators and actions from this scheme	Oct 2009	Complete	Service representatives on the CWGE have taken devolved responsibility for the implementation of Scheme actions and taken forward as appropriate.
Ensure named individuals identified for collection of indicator data	Oct 2009	Ongoing	Implementation of this action has been delayed due to the Single Outcome Agreement shift from use of specific local outcomes to alignment with national outcomes. Indicators have been amended as a result. Work to identify named individuals for performance indicators is ongoing at present.
Ensure baseline data gathered for all local outcomes	Jun 2010	Ongoing.	Implementation of this action has been delayed due to the Single Outcome Agreement shift from use of specific local outcomes to alignment with national outcomes. Indicators have been amended as a result. Work to identify named individuals for performance indicators is ongoing at present.
Ensure appropriate analysis and targets set for indicators for 2010 and 2011	October 2010, 2011	–	–
Review scheme by April 2012. Annual progress reports published externally	Publish 4 Dec 2009, 2010, 2011	Completed and ongoing	An interim report on progress was published in December 2009. As an amendment to original action, full annual reports will be published end of June each year.
Scheme and progress reports available online and in alternative formats or hard copy on request	Publish 4 Dec 2009, 2010, 2011	Completed and ongoing.	Dec 2009 interim report published online.

Activity – Governance (continued)	Timescale	Progress	Comments
Ensure employees are aware of integrated equality scheme launch and action plan commitments	Oct 2009	Completed	Following launch of Scheme in June 2009, intranet and “Inside News” articles were produced to alert employees of launch of the scheme over summer 2009.
Ensure equality issues are integral to team planning, locality planning and service planning through WLAM and other self-assessment processes used in planning	Oct 2009, 2010, 2011	Completed and ongoing	WLAM procedure now includes minimum equality requirements for team self-assessment and external assessment. Consideration of use of Improvement Service Equality Framework is ongoing at present, in line with organisational adherence to Public Sector Improvement Framework and forthcoming Best Value 2 provisions.
Ensure relevant and appropriate actions to support targets are set and outlined within service specific action plans and corporate scheme action plan	Oct 2009, 2010, 2011	Ongoing	Implementation of this action has been delayed due to the Single Outcome Agreement shift from use of specific local outcomes to alignment with national outcomes. Indicators have been amended as a result. Work to identify named individuals for performance indicators is ongoing at present.
Activity – Impact assessment	Timescale	Progress	Comments
Undertake equality impact assessments as outlined within the equality impact assessment timetable	As per EIA timetable	Completed and ongoing	42 additional equality impact assessments have been completed throughout the organisation over the reporting period. Please see impact assessment section for further details.

Activity – Impact assessment (continued)	Timescale	Progress	Comments
Develop a quality assurance process for equality impact assessments that have been conducted	Oct 2010	Ongoing	An initial draft framework has been devised via the Corporate Working Group on Equality. Following consultation and amendment it is anticipated that a final version of quality assurance framework will be launched by published timescale.
Review and amend Equality Impact Assessment Toolkit for relevance to business and support provided for council employees as appropriate	Oct 2009, 2010 and 2011	Complete and ongoing.	A review and amendment to impact assessment toolkit took place summer 2009, and will be reviewed again summer 2010.
Review functions and policies table to ensure up-to-date	Oct 2009, 2010, 2011	Completed and ongoing.	Review took place as planned October 2009. 2010 review will take place following full implementation of organisation wide restructure under implementation.
Devise process to ensure all new functions and policies are relevance and impact assessed appropriately	Oct 2009 and ongoing	Ongoing	Early discussion regarding formal assurance process as part of committee structure remains ongoing. Further detail will be provided within 2011 annual report.
Activity – Employment	Timescale	Progress	Comments
Launch diversity awareness programme for council employees	Oct 2009	Ongoing	Following series of pilot programmes during 2009, the Diversity Leadership Programme was implemented between April and June 2010. All senior managers in the council have completed the programme. Follow up interventions for manager's teams and services remains ongoing and is expected to commence autumn 2010.

Activity – Employment (continued)	Timescale	Progress	Comments
Deliver diversity awareness programme to all council employees	Apr 2012	Ongoing.	As above.
Review Equal Pay Policy Statement	April 2010, 2011 and 2012	Completed and ongoing	–
<p>Monitor workforce make-up by age, disability, gender and ethnicity 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 arrangements 	Publish Oct and Apr each year	Completed	Annual monitoring report published December 2010. Delay was due to national transfer of recruitment data following implementation of national recruitment portal to COSLA. As an amendment to the original published action, the annual report will be published in October with no interim report in April.
Review transgender equality management guide	Apr 2010, 2011, 2012	Completed and ongoing	–
Using monitoring information and analysis and results of equality impact assessments, devise positive action plan, across all equality strands, as part of human resources service specific action plan	Oct 2009	Ongoing	Equality and diversity activity across full range of employment policies and functions is currently being taken into account as part of equality impact assessment on the councils “contingency strategy”, which is the plan for management of local authority budget reductions anticipated from financial year 2011/12 forward.
Support and develop existing consultation and involvement Networks on disability, race and sexual orientation and gender identity. Consider appropriate methods to engage workforce related to age, gender and religion or belief	Ongoing	Ongoing	Following resourcing issues during 2009, the existing Employee Networks were reinvigorated and re-launched in January 2010. Work remains ongoing in relation to appropriate design and structure for alternative consultation and involvement.

Activity – Employment (continued)	Timescale	Progress	Comments
Conduct gap analysis of HR policy, practice and functions to ensure compliance with age, disability, gender, sexual orientation, religion or belief and transgender equality legislation	Oct 2011	–	This action relates to implementation of the Equality Act 2010. The ongoing contingency strategy impact assessment as outlined above will assist with this process and remains ongoing.
Consider appropriate opportunities for gathering employment data related to sexual orientation and religion or belief	Results published Oct and Apr each year	Ongoing	Sexual orientation and religion or belief are currently monitored at the recruitment and selection stage. A full workforce diversity survey is an initial proposed action resulting from the contingency strategy impact assessment activity ongoing at present.
Ensure equality monitoring information within people survey is utilised to provide performance appraisal information across workforce – to be published as part of bi-annual monitoring report	Results published Oct and Apr each year	Completed and ongoing.	Results for the 2009 people survey (the first survey of its kind in West Lothian) were disaggregated by equality strand and data and appropriate analysis will be made available within the forthcoming equality monitoring report.
Activity – Equality strand actions	Timescale	Progress	Comments
Launch Violence Against Women Strategy and action plan on gap analysis	Jun 2009	Completed and ongoing	The West Lothian Violence Against Women strategy was launched in November 2009 by the Lord Advocate Rt Hon Elish Angiolini QC. The action plan and gap analysis accompanying the strategy remains in development, with the development of a sexual violence services model expected to be implemented by autumn 2010.

Activity – Equality strand actions (continued)	Timescale	Progress	Comments
Collate list of single-sex services and review against requirements of the Sex Discrimination Act and Gender Equality Duty	Oct 2010	Ongoing	–
Devise and implement an action plan of positive action initiatives to improve physical activity amongst men and women	Oct 2010	Ongoing	A number of specific actions have been taken forward by the Health Improvement Team and the Sports and Recreation Service to meet the specific needs of men and women in improving physical activity. These include healthy respect and healthy eating programmes which are delivered as appropriate.
The Community Health and Care Partnership (CHCP) to consider and develop appropriate plans to address equality legislative requirements, separate to those of the council and NHS Lothian.	Oct 2010	Completed	The CHCP now feeds into the Corporate Working Group on Equality with regard to equality compliance issues.
Specific consideration to be given to women’s safety as part of local transport strategy	Oct 2010	Completed and ongoing	An equality impact assessment has been conducted on the new transportation strategy for West Lothian. Specific actions and initiatives to follow from implementation of the strategy will be supported by the inclusion of the specific equality statement and policy position included within the strategy as a result of the assessment.
Review women’s safety and security in the use of parks and open spaces	Oct 2010	–	–
Conduct analysis of breast-feeding facilities throughout all council services to ensure that needs of employees, service-users and visitors are appropriately met	–	Ongoing	An ongoing analysis of the suitability of council premises to actively support breast-feeding is taken into account at specific service level as appropriate.

Activity – Equality strand actions (continued)	Timescale	Progress	Comments
Schools to identify relevant opportunities for CPD for employees related to improving awareness and competence around equality to support outcomes	–	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.
Review available community data related to equality for publication on Partnership Information Sharing Website	–	–	Partnership Information Sharing Website taken offline during 2009.
Monitor customer comments and complaints by age, disability, gender and ethnicity to enable analysis of particular community concerns by equality strand	Oct 2009, 2010, 2011	–	This is conducted at a service specific level as deemed appropriate within services. Consideration of use of customer contact services data for strategic analysis is currently ongoing.
Mainstream equality consultation and involvement within existing consultation processes as appropriate	Ongoing	Ongoing	Equality impact assessment, equality and diversity awareness training and equality performance standards are assisting to mainstream equality into consultation processes.
Review existing school race equality policies for relevance and update as appropriate	Ongoing	Ongoing	Schools conduct regular local policy reviews as appropriate. Race equality policies will be revised as part of this by individual schools.

Activity – Equality strand actions (continued)	Timescale	Progress	Comments
Education equality monitoring information published on a bi-annual basis as part of equality monitoring report	Publish October and April each year	Completed and ongoing.	Information published in tandem with employment annual monitoring report. Annual report published December 2010. Delay was due to national transfer of recruitment data following implementation of national recruitment portal to COSLA. As an amendment to the original published action, the annual report will be published in October with no interim report in April.
Support and develop existing community consultation and involvement forums on disability and race. Consider appropriate methods to engage community related to age, gender sexual orientation and religion or belief	Oct 2009, 2010, 2011	Completed and ongoing.	Existing community race and disability equality forums remain strong and supported as appropriate by the council. Opportunities for engagement under additional equality strands have been under consideration and identified options will be piloted as part of consultation following the contingency strategy impact assessment as outlined above.
Develop guidance for production of internal documents in accessible formats	Oct 2009	Ongoing.	Initial discussions between Disability Community Forum and corporate communications have taken place. Further progress expected to take place in the near future following Disability Forum involvement in contingency strategy impact assessment activity.

Activity – Equality strand actions (continued)	Timescale	Progress	Comments
Review purchasing policy and strategy impact assessment actions to ensure compliance with public sector equality duties	Oct 2009, 2010, 2011	Ongoing	Equality and diversity activity across full range of purchasing policies and functions is currently being taken into account as part of equality impact assessment on the councils “contingency strategy”, which is the plan for management of local authority budget reductions anticipated from financial year 2011/12 forward.
Consider opportunities for community education and positive action on equality and diversity throughout the year	Ongoing	Ongoing	A significant number of community education, engagement and good relations events have taken place during the reporting period. Some key examples include: West Lothian Diversity Week 2009; the Signing of the European Charter for Equality Between Women and Men in Local Life; Race Equality Community Forum 1 st Birthday; series of community events as part of LGBT History Month and Black History month. In addition the Corporate Working Group on Equality holds a series of awareness and education events, which take place at least monthly.

Customers with special requirements

Information is available in Braille, tape, large print and community languages. Please contact the interpretation and translation service on **01506 775000**

هذه المعلومات متوفرة بلغة بريل وعلى شريط ويخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف **01506 775000**

এই তথ্য আপনি ব্রইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলি: **01506 775000**

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話： **01506 775000**

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੇਤਰੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਪੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਸ਼ੁੱਧ ਕਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ 'ਤੇ ਸੰਪਰਕ ਕਰੋ : **01506 775000**

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔
براہ مہربانی انٹرپرائزنگ اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر **01506 775000** پر رابطہ قائم کریں۔

Informacje te mogą być przekazane na język Braille'a, dostępne na taśmie magnetofonowej lub wydane dużym drukiem oraz przetłumaczone na języki mniejszości narodowych.
Prosimy o kontakt z Usługami Tłumaczeniowymi pod numerem **01506 775000**

Text phones offer the opportunity for people with a hearing impairment to access the council. The text phone number is **18001 01506 464427**. A loop system is also available in all offices.

Published by West Lothian Council.