

REPORT TO: Cabinet

MEETING DATE: 14 May 2013

BY: Executive Director (Support Services)

SUBJECT: East Lothian Equality Plan 2013-2016

1 PURPOSE

- 1.1 This report seeks approval for the Council's draft Equality Plan 2013-2016, which seeks to meet the requirements of the public sector equality duty arising from the Equality Act 2010.

2 RECOMMENDATIONS

- 2.1 Cabinet is recommended to agree the outcomes identified in the Equality Plan 2013-2016 and to support the work towards achieving these outcomes. The Equality Plan 2013-2016 has been published in the Members' Library, Ref: 102/13 (May 2013 Bulletin).

3 BACKGROUND

- 3.1 The key purpose of the Equality Act 2010 is to ensure that any individual is treated fairly at work and when using services. As a local authority, East Lothian Council is required to implement the Public Sector Equality Duty (PSED), in addition to the provisions relating to employment, education and training. The purpose of this duty is to ensure that public authorities consider how they can positively contribute to a more equal society through advancing equality and good relations in our day to day business. The general duty requires the Council to
- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
 - advance equality of opportunity between people who share a protected characteristic and those who do not

- foster good relations between people who share a protected characteristic and those who do not.
- 3.2 The Council also needs to meet the requirements of the Equality Act, including the specific duties as the Education Authority and as administrator of the Licensing Board. Therefore the Equality Plan incorporates sections relating to the specific requirements relating to the Education Authority and the Licensing Board.
- 3.3 The purpose of East Lothian Council's Equality Plan is to clearly state the Council's commitment to equality and diversity and to demonstrate how we are meeting the requirements of the Equality Act 2010. Together with its action plan, it identifies key priorities for achieving improved equality outcomes in a targeted and consistent way across the Council.
- 3.4 The outcomes (see para 4.4 below) are related closely to the priorities identified in the Council Plan and in the current Single Outcome Agreement. The plan may need to be updated to take account of any new outcomes included in the new Single Outcome Agreement 2013.

4 POLICY IMPLICATIONS

- 4.1 East Lothian Council is required to publish a set of equality outcomes which it considers will help it to implement the general equality duty as outlined above. Equality outcomes should be seen as 'results intended to achieve specific and identifiable improvements in people's life chances'. The equality outcomes will provide the focus for equality work over a three year period.
- 4.2 The Council is required to demonstrate that equality is mainstreamed across the organisation. Therefore, the outcomes that are proposed strongly reflect the outcomes set within the East Lothian Single Outcome Agreement. They are informed by a number of stages of consultation with relevant community and voluntary sector organisations, including a four week presence on the Council's Consultation Hub.
- 4.3 The Equality Plan also sets out our approach to ensuring that equality is considered as part of key business planning and self assessment processes. It also outlines a fresh approach to Equality Impact Assessment which will support the Council to ensure that equality is considered as part of the decision making process and the links between work to tackle inequality and discrimination is more closely aligned with other social policy areas such as the economy, health inequality and tackling poverty.
- 4.4 The Equality Plan outcomes are outlined below. Performance indicators have been identified to track progress against achieving the shorter term outcomes identified and can highlight progress for particular equality characteristics.

East Lothian Council Equality Outcomes 2013 -2016

1. East Lothian Council is a positive workplace for all employees

- East Lothian Council will be a workplace free of harassment and discrimination
- East Lothian Council will eliminate the pay gap between employees and have a range of flexible working policies in line with business need.

2. All of East Lothian's young people are successful learners, confident individuals, effective contributors and responsible citizens

- Close the gap in literacy rates between boys and girls in primary school
- Reduced incidence of identity based bullying in youth settings e.g. homophobia
- All children are ready to start primary school

3. In East Lothian we live healthier, more active and independent lives

- People have more choice and control over the services that they access.
- Increased positive mental health and well being

4. Everyone in East Lothian has access to quality sustainable housing

- People with particular needs are able to get and sustain their choice of housing, including independent living
- Increase housing supply and improve access to housing, including affordable housing

5. Fewer people are the victim of crime, disorder and abuse in East Lothian

- Improved levels of safety for women and children experiencing domestic abuse
- Reduced incidence of hate crime
- Increased confidence in reporting hate crime

6. East Lothian has strong, vibrant communities where residents have a sense of belonging

- East Lothian communities are places where people from different backgrounds and cultures get on well together
- East Lothian Communities are well informed and can influence decisions that matter in their local areas

7. Fewer people experience poverty in East Lothian

- People in East Lothian are financially capable and less financially excluded
- People in East Lothian are supported to manage the impact of welfare reform
- The cycle of poverty is broken for individuals in East Lothian

8. East Lothian Council services will meet the needs of all those in the community

- Equality is taken into account when making decisions
- East Lothian Council has increased knowledge and competent to deal with equality issues.
- East Lothian Council Procurement Practices ensure equality is a core part of the tendering process.

5 EQUALITIES IMPACT ASSESSMENT

5.1 An Equality Impact Assessment has been undertaken and no negative impacts have been identified.

6 RESOURCE IMPLICATIONS

6.1 Financial – the Equality Plan focuses on mainstreaming equality into existing services and therefore no additional financial resources are required. The Plan is also supported by the Corporate Equalities Budget.

6.2 Personnel – none

6.3 Other – the development of the Equality Plan is a key step in ensuring that the Council meets its legal obligations set out in the Equality Act 2010.

7 BACKGROUND PAPERS

7.1 Get in on the Act- A Guide to the Equality Act for Elected Members

7.2 ‘East Lothian Single Equality Scheme’ 2010-2012

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East Lothian Council

Equality Plan
2013-2016



This document is available in different formats and in different languages. If you would like a copy in another language or format, please email equalities@eastlothian.gov.uk or phone 01620 827134

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Long Term and Short Term Outcomes

Introduction

East Lothian Council believes that equality is a fundamental right that everyone should have. No one should be denied opportunities because of who they are and everyone should be able to be themselves. This principle must underpin all of the work that the Council does. To put this into practice, we need to:

- Recognise that some people are not always treated fairly and can experience discrimination and inequality.
- Ensure our services meet the needs of people in our communities and that communities have choice and control over the services they use where appropriate
- Challenge ourselves to tackle the inequality that exists in our communities and work together with our partners to improve outcomes for equality groups
- Tackle prejudice and negative attitudes towards people and celebrate the diversity within our community.

We also know that individuals do not fit into one neat box. A person may be affected by more than one aspect of discrimination and this may be compounded by experiencing poverty and poor health. This plan sets out our commitment to equality and we believe that it is the role of all services to ensure that equality is a core part of what we do and deliver.

We look forward to supporting equality in all aspects of the Council's work and employment practices and to reporting the progress we make to you over the coming months and years.



Angela Leitch
Chief Executive



Cllr Willie Innes
Council Leader

Equality Champions



Cllr. Shamin Akhtar



Cllr. Paul McLennan



Cllr. John McNeill

Section 1: Why we developed the Equality Plan?

Introduction: The Importance of Equality

Why is equality important?

'An equal society protects and promotes equal, real freedom and substantive opportunity to live in the ways people value and would chose, so that everyone can flourish. An equal society recognises people's different needs, situations and goals and removes the barriers that limit what people can do and be.' UK Equalities Review 2007

This definition of equality captures three aspects of equality:

Opportunity - whether everyone really has the same chance to reach their potential

Agency - what degree of choice and control an individual has in taking part

Process – whether discrimination (or the way we do things) causes or contributes to a particular inequality.

What is the purpose of the Equality Plan?

The purpose of East Lothian Council's Equality Plan is to clearly state the Council's commitment to equality and diversity and to demonstrate how we are meeting the requirements of the Equality Act 2010. Together with its action plan, it identifies key priorities for achieving improved equality outcomes in a targeted and consistent way across the Council.

East Lothian Council through its work on equality and diversity aims to:

- embed a culture where respect, choice and understanding is fostered and diversity positively valued;
- create an environment where unlawful discrimination, harassment or bullying is not tolerated
- understand and address the needs of different groups;
- embed the equality agenda in all our work ensuring that equality and diversity is considered, implemented and assessed in all our policies, services and decision-making processes;

The Council as an Education Authority also needs to meet the requirements of the Equality Act, including the specific duties. The Council also administers the Licensing Board and needs to meet the requirements if the Act when undertaking its duties in this regard. The commitments of these bodies are also contained in this Plan.

Through this work, we will meet our legal obligations to remove disadvantage, advance equality of opportunity and promote good relations with various groups. The Plan also aims to develop our work on all protected characteristics. It furthers work of previous equality schemes and action plans.

The Equality Act 2010

The purpose of the Equality Act is to ensure that everyone, whether at work or in using a services has the right to be treated fairly. It protects people from discrimination on the basis of certain characteristics. These are known as protected characteristics and they vary slightly according to whether a person is at work or using a service.

The protected characteristics are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion and Belief
- Sexual Orientation
- Sex
- Marriage and civil partnership (the law provides protection in the area of employment and vocational training only)

What is Discrimination?

Discrimination is the behaviour towards a person, or group of people, that usually happens as a result of negative prejudice and stereotyping. The main types of discrimination areas are:

1. **Direct discrimination** - treating people less favourably than others on grounds of race or ethnic origin, age, disability, gender, sexual orientation, or religion or belief.
2. **Indirect discrimination** - applying a provision, criterion or practice which disadvantages people of race or ethnic origin, age, disability, gender, sexual orientation, or religion or belief and which is not justified.
3. **Victimisation** - treating people less favourably because they have used the law to complain of discrimination, given evidence or made allegations.

4. **Harassment** - Unwanted conduct that violates people's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment on grounds of race or ethnic origin, age, disability, gender, sexual orientation, religion or belief

What responsibilities does East Lothian Council have under the Act?

As a local authority, East Lothian Council is required to implement the Public Sector Equality Duty in addition to the provisions relating to employment, education and training. This is comprised of two elements, the general duty and the specific duty.

The general duty was developed for public bodies recognising the significant impact that the delivery of public services has on people's lives. The general duty is designed to ensure that, if followed, services are designed to meet the diverse needs of the community and also builds inclusive services. The three general duties are to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The **specific duty** is designed to help authorities to put the general duty into practice. It includes a requirement for the authority to:

- Report on mainstreaming the equality duty
- Publish equality outcomes and report progress
- Assess and review policies and practices
- Gather and use employee information
- Publish gender pay gap information
- Publish statements on equal pay
- Consider award criteria and conditions in relation to public procurement
- Publish in a manner that is accessible

Section 2: How we developed the Equality Plan

Outcomes are the consequences of the actions that we undertake; things that make a difference to the lives of people.

In setting the Council's Equality Outcomes we wanted to gather a range of information that would help us to ensure that the outcomes we work to are the right ones.

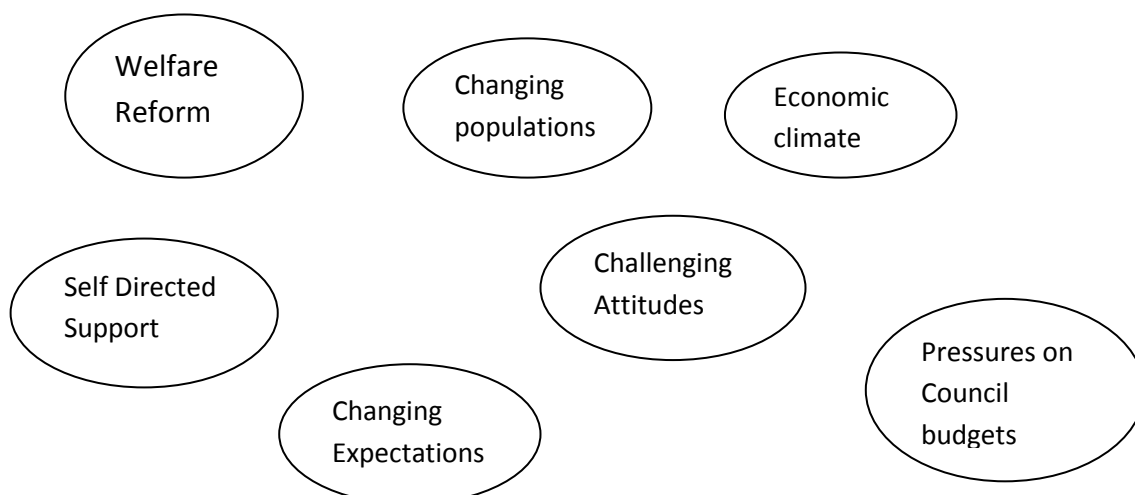
To inform our outcomes we:

- engaged with people with protected characteristics
- engaged with voluntary and third sector organisations that work with equalities groups.
- Considered feedback from consultation on the existing equality objectives;
- Considered equality issues raised by members of staff and the community previously;
- Looked at what existing service areas are doing about equality
- Undertook an extensive evidence review to identify barriers, gaps and inequalities in a range of key areas of life. The evidence included statistical information as well as qualitative sources such as service user feedback.
- Looked at external factors which will impact on local people and the way in which the Council delivers services.
- Consulted on a draft set of equality outcomes.

Factors influencing the new Equality Plan

Outcomes are often difficult to achieve as there are usually many different reasons why a particular outcome occurs (or does not occur). Factors such as the state of the economy or an individual's health can affect whether or not an outcome is achieved.

These are some of the factors we think will impact on people in our communities and the way in which the Council deliver its services.



What can be different in East Lothian?

What communities told us is important.

Equality is important in many areas of our lives. Here are some of the key themes that emerged from our engagement with local communities and those who work on equality issues locally.

- **We need to make sure that our services meet the needs of those who require them.**

‘Equality needs to run through everything, not just be bolted on at the end after someone has been excluded’.

‘I have low self respect due to being put down all the time because my child has a disability. I fight for him constantly to be included and you end up feeling worthless’

- **We need to recognise the importance of dignity, choice and self respect when designing and delivering services**

No one just sits and listens to what’s going on with me. Everyone has an opinion and gets over involved/ tells me what to do.’

‘Some of the support workers are amazing. Others are condescending and that makes me really cross’.

‘Allow disabled people the life they want to have rather than what they are given’

- **We need to tackle the issues of Violence Against Women and Hate Crime**

“After I left, I revelled in the small freedoms everyone else takes for granted – making eye contact with people, being able to shut the loo door, tidying up later, or even not at all if I felt like it!”

- **We need to celebrate our diversity and respect everyone in our community**

‘I feel I have become less visible and less valued in older age’

‘Gay’ is still the most common insult on the school playground – many LGBT people leave school early or under-perform due to hostile environments.’

- **We need to recognise the importance of family and social networks to everyone in the community**

How can I feel like I can participate or have a voice if I don’t know anyone, I don’t speak the language, don’t have any confidence and have no social connections?

'20-30% of homeless people are lesbian, gay, bisexual or trans – often due to family rejection'

'Coming to this group is really important to me. I have support, we all understand each other and I have made friends.'

- **We need to make sure that East Lothian Council is a good place to work, where employees are treated equally and with respect**

12.6% of Council employees feel that they are not treated fairly at work. 11% of employees feel unable to disclose personal information such as religious belief, sexuality or any disability.

Equality Evidence Review

- East Lothian Council employees: Of the Council's 5321 employees 70% are female employees. 40% of the Council's workforce is made up of women working part time. Two thirds of the council's male employees work full time. These figures show that men and women participate in the workforce differently.
- There are unacceptably high instance of Violence Against Women in East Lothian. 925 cases of domestic abuse were reported in East Lothian in 2011/2012 and we know that many more go unreported. The impact of domestic abuse on women and children is devastating and can be long lasting. It is recognised that men are also affected by domestic abuse and that it is also present in same sex relationships.
- Reported hate crime has increased in recent years in East Lothian. Victims of racist hate crime are often repeat victims as they work in public facing jobs in the retail and catering industries. Racial hate crime accounts for 80% of all hate crime in the Force area. Disability and other forms of Hate Crime remains underreported across East Lothian
- The ability to 'be yourself' and feel respected in the community has a big impact on an individual's mental health and wellbeing and also their sense of community. East Lothian social attitudes show that prejudice and negative attitudes towards equality groups remain a problem in our communities.
- We need to recognise that different people have different needs when accessing and using our services. All services need to take account of equality in designing, developing and implementing their services.
- Male life expectancy varies by almost ten years between the most affluent and the most deprived areas of the county. This highlights that although we are living longer healthier lives, some groups in the community are not benefiting equally from improvements in health.

Building on existing work

The Council has been working to meet the requirements of previous equalities legislation for a number of years and has developed good practice and skills arising from this work. The Council also works within a complex legislative requirements and provides a range of services for vulnerable people as required. For more information about previous equality work and examples of good practice, please read our 'Mainstreaming Equality Report'. This is available on our website.

Section 3: Delivering Equality in East Lothian

How can we advance Equality of Opportunity?

As a service provider, East Lothian Council plays a significant role in people's lives. We need to ensure that our services are accessible to all those who need them and demonstrate that we have considered the diverse needs of the community when developing them. We can do this by:

- removing or minimising disadvantages suffered by people who share a relevant protected characteristic that arise from them having that characteristic
- taking steps to meet the needs of people who share a relevant protected characteristic that are different from the needs of those who do not share it
- encouraging individuals or groups who share a relevant protected characteristic to participate in public life or in any other activity in which their participation is disproportionately low.

Outcomes are the consequences of the actions that we undertake; things that make a difference to the lives of people. East Lothian Council has set the following equality outcomes to work towards. These outcomes reflect the work that is being undertaken to mainstream equality into all areas of the Council's work and the work we do in partnership with others. Therefore the outcomes are similar, and in some cases, the same as the outcomes contained in the Council's Single Outcome Agreement.

East Lothian Council Equality Outcomes 2013 -2016

1. East Lothian Council is a positive workplace for all employees

- East Lothian Council will be a workplace free of harassment and discrimination
- East Lothian Council will eliminate the pay gap between employees and have a range of flexible working policies in line with business need.

2. All of East Lothian's young people are successful learners, confident individuals, effective contributors and responsible citizens

- Close the gap in literacy rates between boys and girls in primary school
- Reduced incidence of identity based bullying in youth settings e.g. homophobia
- All children are ready to start primary school

- 3. In East Lothian we live healthier, more active and independent lives**
 - People have more choice and control over the services that they use
 - Increased positive mental health and well being
- 4. Everyone in East Lothian has access to quality sustainable housing**
 - People with particular needs are able to get and sustain their choice of housing, including independent living
 - Increase housing supply and improve access to housing, including affordable housing
- 5. Fewer people are the victim of crime, disorder and abuse in East Lothian**
 - Improved levels of safety for women and children experiencing domestic abuse
 - Reduced incidence of hate crime
 - Increased confidence in reporting hate crime
- 6. East Lothian has strong, vibrant communities where residents have a sense of belonging**
 - East Lothian communities are places where people from different backgrounds and cultures get on well together
 - East Lothian Communities are well informed and can influence decisions that matter in their local areas
- 7. Fewer people experience poverty in East Lothian**
 - People in East Lothian are financially capable and less financially excluded
 - People in East Lothian are supported to manage the impact of welfare reform
 - The cycle of poverty is broken in East Lothian
- 8. East Lothian Council services will meet the needs of all those in the community**
 - Equality is taken into account when making decisions
 - East Lothian Council has increased knowledge and competent to deal with equality issues.

- East Lothian Council Procurement Practices ensure equality is a core part of the tendering process

East Lothian Council as an Education Authority

East Lothian Council as an Education Authority is founded on inclusive values, and seeks to provide a wide range of high quality services to all, while giving priority to the most vulnerable and disadvantaged individuals and groups in our communities.

The Department's vision is 'to make a positive difference to the lives of children, young people and their families'. We recognise the individuality and diverse needs of all children, young people and their families.

Curriculum for Excellence

The Curriculum for Excellence is a new way of looking at the curriculum that builds on best existing practices in Scottish education. It is a continuing process to encourage more learning through experiences to best ensure that children and young people are prepared for the complex world they will be living in when they leave school. Children and young people are at the centre of learning provision. Our aspiration is that they should all develop the four capacities to become:

- successful learners
- confident individuals
- responsible citizens
- effective contributors

To achieve these we follow key principles to underpin the development of policies and procedures for meeting the needs of all pupils:

- all children and young people residing in East Lothian will have access to educational and social opportunities of the highest quality
- the individuality and diverse needs of all children and young people will be recognised and met where possible
- positive partnerships with parents, children and young people will be established to enable the sharing of common aims, views and aspirations
- collaborative working with other agencies and networking of services will be a requirement

Our long term outcome is that 'All of East Lothian's young people are successful learners, confident individuals, effective contributors and responsible citizens'. This is outlined in the Curriculum for Excellence Plan 2013. Our shorter term outcomes include:

- Close the gap in literacy rates between boys and girls in primary school
- Reduced incidence of identity based bullying in youth settings e.g. homophobia

- All children who require additional support have the right support in place

Equality Impact Assessment

The East Lothian Council Education Authority will use the Combined Impact Assessment Tool that has been developed by East Lothian Council. All reports presented to the Council committees proposing new policies or guidelines setting out new functions, or proposing any other changes with implications for equality strands will include details of the results of the impact assessment.

Publication

Information about all Education functions, including a copy of this Plan, Annual Reports and results of impact assessments will be published on the Council website and Edubuzz.

East Lothian Council: Licensing Board

The East Lothian Licensing Board is constituted in terms of the Licensing (Scotland) Act 2005 and the Gambling Act 2005. The regimes under these Acts set out broad aims which the Board must and will support in all its functions. The pursuit of these aims is a principal feature of this Board's statement of policy. A copy of the Board's Statement of Licensing Policy can be viewed http://www.eastlothian.gov.uk/downloads/download/524/east_lothian_licensing_board_statement_of_policy-licensing_scotland_act_2005

The Licensing (Scotland) Act 2005:

- Preventing crime and disorder;
- Securing public safety;
- Preventing public nuisance;
- Protecting and improving public health ; and
- Protecting children from harm

The Gambling Act 2005:

- Preventing gambling from being a source of crime and disorder, being associated with crime or disorder or being used to support crime
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable young persons from being harmed or exploited by gambling

Our Outcomes

In all the Licensing Boards' work we will contribute to the long term outcome:

'Fewer people are the victim of crime, disorder and abuse in East Lothian'.

Our short term priorities include:

- Developing the Licensing Application process to ensure fair access, including the development of electronic applications
- Licensing Board works in partnership with a range of stakeholders to ensure the most effective decisions are made to meet the aims of the Board
- Licensing Board works with license holders and other Council services to support positive behaviour on and around license premises.

Gathering Information

The Licensing Board works with a range of partners to ensure that they have the appropriate information they need to make the right decisions about applications presented. Key partners include police, health and fire services, anti-social behaviour team, community councils, child protection teams and any other relevant

stakeholders. Where relevant this can include information about equalities issues and experiences of equality groups in the community.

Equality Impact Assessment

The East Lothian Licensing Board will use the Combined Impact Assessment Tool that has been developed by East Lothian Council. All reports presented to the Board proposing new policies or guidelines setting out new functions, or proposing any other changes with implications for equality strands will include details of the results of the impact assessment.

Publication

Information about all Licensing functions, including a copy of this Plan, Annual Reports and results of impact assessments will be published on this page <http://www.eastlothian.gov.uk/downloads/1125/licences>

East Lothian Council as an Employer

East Lothian Council's vision is to be "an Employer of Choice" delivering quality services needed by the residents of East Lothian and this is fundamental to the People Strategy. The four key drivers identified as crucial to delivering on this are as follows:-

- High achieving leadership and management
- Building workforce capacity
- Competitive recruitment and retention
- Positive employment experience

Key areas of work include:

- Implementing Equal Pay
- Equality in recruitment and selection
- Conditions of service
- Prevention of harassment
- Employee development

Fundamental to achieving this goal is equality of employment opportunities and the Council strives to ensure that equal opportunities underpin all aspects of employment and employment policies.

Equal Pay

East Lothian Council is committed to the principle of equal pay for all our employees. This is outlined in the Council's Equal Pay Statement. The Council implemented the national Single Status Agreement at a local level on 01 June 2008. This saw the introduction of a new pay and grade structure for all affected Local Government Employees. Craft workers, teachers and Chief Officer's pay are generally regulated by national conditions of service

Living wage

In October 2012, East Lothian Council agreed to introduce the Scottish Government's 'Living Wage' structure. The introduction of the living wage will particularly benefit women who are more highly represented in lower paid and part time jobs.

The Council supports a range of work that supports the equalities agenda including:

- A comprehensive Employee Assistance programme
- Childcare voucher scheme
- Use of the Two Ticks symbol
- Participation in the Stonewall Workplace Equality Index
- Taking the See Me campaign pledge
- Healthy Working Lives

Our Employment Outcome:

Our long term outcome is that *'East Lothian Council is a positive workplace for all employees'*

- East Lothian Council will be a workplace free of harassment and discrimination
- East Lothian Council will eliminate the pay gap between employees and have a range of flexible employment practices in line with business need.

Mainstreaming Equality

'Mainstreaming equality' means taking equality into account in the way East Lothian Council undertakes our day to day functions. In practice this means that we think about equality as a core part of everything that we do from our employment practices to the services we provide.

Mainstreaming equality has a number of benefits including:

- Embedding equality into the culture of the Council and influencing our attitudes and behaviour
- Allows the Council to demonstrate how we are meeting our legal obligations to promote equality
- Allows us to continually improve our performance and the services we provide.

Key ways we can help to ensure we consider equality as part of everything we do :

1. Ensuring high level commitment to Equality through all levels of the Council structures and planning procedures.
2. Understanding the impact of our work
3. Gathering information about the experiences of equality groups
4. Building organisational capacity
5. Ensuring that those who provide services on our part consider equality
6. Working in partnership with others.

Detailed information about how the Council has mainstreamed equality can be found in the Mainstreaming Equality Report (include hyperlink when available).

1. Ensuring high level commitment to Equality through all levels of the Council structures and planning procedures.

- **Service Planning and Performance**

The service planning structure at East Lothian Council includes the Single Outcome Agreement, the Council Plan, the Council Improvement Plan and Business Plans. Each of these plans makes a contribution to achieving the Council's desired outcomes. A strong commitment to equal opportunities is made at each level of the Planning process. Guidance developed for each stage of the planning process includes guidance on how to include equality.

Single Outcome Agreement



East Lothian Council Plan



Business Plans (including Service Plans, Unit Plans and Teams Plans)

2. Understanding the Impact of our work

- **Impact Assessment**

An Equality Impact Assessment (EQIA) is a way of deciding whether an existing or proposed policy, procedure, practice or service does (or may) affect people differently and if it does affect people differently, whether it affects them adversely.

East Lothian Council has developed a 'Combined Impact Assessment Tool' to allow us to examine the impact of our decisions on the community. The tool brings together key social, environmental and economic priorities to highlight whether the decisions we make or the plans we put in place will have a positive or negative impact in the community. The process also helps the Council to be more transparent and accountable for the decisions we make.

East Lothian Council requires all reports to the Council committees to include the findings of the Combined Impact Assessment where proportionate and relevant.

Completed Impact Assessments are published on the Council's website www.eastlothian.gov.uk

- **Equalities Monitoring**

Equalities 'Monitoring', means gathering and analysing information on the personal characteristics of our service users. Gathering information about our service users helps us to understand the profile of our community, who is and who isn't using our services and what people think of them.

Equalities monitoring allows us to establish:

- The nature or extent of inequality
- The areas where action is most needed to encounter inequality
- Whether or not measures aimed at reducing inequality are succeeding

East Lothian Council's 'A Guide to Monitoring Equalities in Council Services' provides clear guidance on how to monitor equalities effectively in service areas.

- **Self Evaluation**

'How Good is Our Council?' is used across East Lothian Council to assist services and the Council as a whole to evaluate how well it is doing in a rigorous, robust, systematic and consistent way. It provides a framework with which all services will be able to identify their strengths and areas of development, thereby allowing learning and improvement to take place throughout the Council. The framework picks up on both qualitative and quantitative information and encourages service areas to collect examples from practice to demonstrate and evidence their self evaluation.

- **Reporting on equalities performance**

The Council has developed a series of performance indicators which relate to equalities. These comprise both statutory performance indicators and indicators gathered through service plans or the Single Outcome Agreement.

Key Performance Indicators (including the Statutory Performance Indicators) are published on the Council's performance website:

<http://www.eastlothian.gov.uk/performance/>

The Key Performance Indicators are reported to the Policy & Performance Review Committee for scrutiny by the Elected Members. Performance reports are also analysed by the Council Management Team and Board of Directors. Indicators relating to equalities are reported in relation to several outcomes and also in relation to the outcome of 'Prioritising prevention and promoting equality'.

Information on performance against the performance indicators in the Single outcome Agreement are presented on 'East Lothian Performs' within the ELCPP website

<http://www.eastlothiancommunityplanning.org.uk/eastlothianperforms.aspx?dowhat=elplocal>.

3. Gathering Information about the experiences of equality groups

East Lothian Council recognises that gathering evidence about the needs and experiences of those with protected characteristics is an important way for us to deliver services that meet the needs of the community. Having this information also help us to assess that the impact of proposed and revised policies.

We seek to:

- Identify what issues people in local communities are facing which might be stopping them from accessing our services or making it harder for them to access our services
- Learn more about the diverse experiences of people in the community
- Build trust and improve communication with harder to reach communities
- Understand which issues are within the remit of the Council to address, together with our partners where relevant.

The Council does this in a number of ways including community engagement, research and working in partnership with other specialist organisations.

- **Community Engagement**

The Council routinely engages with a range of local equality groups to gather information about their experiences. Examples include:

- The **East Lothian Community Planning Partnership** also has a shared post between the Council and Community Health Partnership to improve and develop community engagement across the partnership. This has lead to the development of a new Community Engagement Strategy for East Lothian
-
- The **East Lothian Access Panel** works to ensure that the issues affecting disabled people are brought to the attention of the Council and other partners. Since the development of the Disability Equality Scheme, the panel have expanded the scope of their work and they have become a valuable consultee on a range of issues including planning applications, service reviews and development.
- The **Children's' Services Disability Team** have undertaken extensive engagement work with parents, carers, siblings and disabled children to identify areas of concern to them in relation to access to services. The Council have worked with parents to set up Family Lead Information Point (FLIP). FLIP is a group for parents and carers of children with additional support needs. It offers members the chance to meet to share experiences and knowledge of services and support that may be available.

- East Lothian has active Community Councils that are encouraged to be inclusive in the ways that they work. Following each Community Council Election, community councillors are offered Equalities Training and have an Equalities Manual which offers advice and support on equalities issues.

- **Research/ Equality Evidence Review**

The Council recognises that we do not have information about the experiences of all those with protected characteristics in East Lothian. In 2012 East Lothian Council undertook an exercise to gather information about the experiences of people with protected characteristics in East Lothian. This includes information about health, education, poverty, standard of living, safety and other topics. It aims to build a resource for those who are undertaking Combined Impact Assessments and developing new strategies or policies which need to take equality into account.

In recent years where significant gaps in information have been identified, research has been commissioned to improve the information held by the Council. Key pieces of research have included:

- BME Housing Needs Assessment
- Gypsy Traveller Accommodation Needs Assessment
- East Lothian Minority Ethnic Carers Needing Services: Research and Assessment

4. Building Organisational Capacity

- **Equality Training Plan**

Equality and diversity training is a key way forward for all employees to understand more about the meaning and importance of equality and diversity, the impact of prejudice and discrimination. The Council developed an Equality Training Plan in 2010 to outline how equality training to identify and clarify how learning and development in relation to equality and diversity contributes to the achievement of the culture change described in the 'East Lothian Way'. The aims of the Equality Training Plan are:

- To ensure that East Lothian Council is able to meet its general and specific duties under equalities and human rights legislation.
- To provide employees with opportunities for learning and awareness of their role and responsibilities under equality and human rights legislation.
- To develop a skilled, motivated and culturally capable workforce that can bring about changes that will improve services and tackle inequalities.

Key aspects of the training plan include:

- Training and development for Elected Members
- Bespoke training opportunities , including inter-agency training
- E-Learning
- Equality Guides and Online Resources
- Individual Support and Guidance

5. Ensure that those who provide services on our behalf also consider equality

East Lothian Council ensures that all duties under the Equality Act will be integral to the procurement process. The Council's current Corporate Procurement Policy contains clauses to ensure the equality of opportunity in relation to service provision and employment. The Council also actively supports the use of Article 19 (regulation 7) and is actively working to ensure that at least some Council contracts are with supported businesses.

6. Work in partnership with others

East Lothian Council facilitates the work of the East Lothian Partnership. The Partnerships' Single Outcome Agreement highlights the shared responsibility for equal opportunities and adopts the same definition of 'an Equal Society' as adopted in this strategy. Equality is a cross cutting theme throughout the SOA and work of the partnership.

For more information on the East Lothian Single Outcome Agreement, please visit <http://www.eastlothiancommunityplanning.org.uk/>

Fostering Good Relations

The requirement of the Equality Act is to foster good relations between those who have a protected characteristic and those who do not. There are two significant components to this work:

- tackling prejudice
- promoting understanding

East Lothian has strong and active communities with high levels of satisfaction about the places people live reported through local resident's surveys. However, despite a positive picture we are aware that there are pockets within our communities where tensions exist. East Lothian's population is changing over time and across the country we have seen a growth in support for far right political parties, increasing concerns about immigration, incidents of hate crime and global terrorist incidents. This highlights the importance of working towards community cohesion and it challenges us to build consideration about how our work can help to foster good relations in all aspects of our work.

We have included 'promotes good relations' as a core policy theme within our new Combined Impact Assessment process to help us ensure we maximise our awareness of this area of work.

East Lothian Diversity Network

The East Lothian Diversity Network brings together individuals, community organisations and groups that are interested in equality and diversity issues locally. The Diversity Network was established as a means of identifying and supporting engagement activities to raising the profile and awareness of equality and diversity issues in East Lothian.

Key focuses of the Diversity Network

- Celebration: celebrating East Lothian's rich diversity
- Policy: helping to shape our services and practices
- Information: gathering information about the needs and ambitions of minority groups
- Campaigns: improving the understanding of equality and diversity amongst the residents of East Lothian

Over the past five years the Diversity Network has hosted a range of events to highlight equal opportunities and to challenge prejudice. Examples include:

- Development of East Lothian Family Multi-Cultural Day

- East Lothian White Ribbon Football Tournament: working with young people to engage them in taking a stand against Violence Against Women
- LGBT History month: an annual event celebrating the contribution that LGBT people make in our communities
- International Women's Day: an annual celebration of women in the community. Events have included film screening, coffee mornings, pamper days and celebration of the story of local suffragettes.
- Black History Month
- Work with Guide Dogs Scotland
- Fire and Home Safety Event for families with disabled children
- 'Walk in My Shoes' events to raise awareness of the issue of Violence Against Women
- Hosting the 'Signs' Photography exhibition featuring deaf children from Glasgow and Syria

Section 4: East Lothian Equality In Action

Get Involved & Keep in Touch

You can get involved in supporting East Lothian's work on equalities in a number of ways.

- Contact our Equality Champions:

Councillor Shamin Akhtar

Tel: 01620 827019/07718 669395

Email sakhtar@eastlothian.gov.uk

Councillor Paul McLennan

Tel: 01620 827334 / 07772 383570

Email pmclennan@eastlothian.gov.uk

Councillor John McNeil

Tel: 01620 827001

Email jmcneil@eastlothian.gov.uk

- Come along to a Diversity Network event

http://www.eastlothian.gov.uk/info/751/equality_diversity_and_citizenship/835/equality_and_diversity

- Respond to consultations via the Consultation Hub

<https://eastlothianconsultations.co.uk/>

- Read the East Lothian Diversity Newsletter

http://www.eastlothian.gov.uk/downloads/download/1912/east_lothian_diversity_newsletters_2013

You can find out more information about equalities work in East Lothian by visiting our webpage

http://www.eastlothian.gov.uk/info/751/equality_diversity_and_citizenship/835/equality_and_diversity

You can also find out more about Diversity Network via the Facebook page.

Contact us

You can get in touch with us by:

- **Email:** equalities@eastlothian.gov.uk
- **Phone:** 01620 827134
- **Write to:** Equalities Officer
East Lothian Council
John Muir House
Haddington
EH41 2HA
- **Facebook:** Search for East Lothian Diversity Network

Equality Action Plan 2013-2016

Long term SOA Outcome	East Lothian Council is a positive work place for all employees			
Short Term outcome	Action	Timescale	Indicator	Equality Strand
East Lothian Council is a workplace free of harassment and discrimination	Implement the Equality in Employment Action Plan	2013-2016	Number of cases of harassment reported to HR annually % of employees who agree with the statement 'I have been bullied in the past 12 months' % of employees who agree with the statement 'I am treated fairly at work' % of employees who agree with the statement 'I feel able to disclose personal information such as religious belief, sexuality or any disability'	All

			Rank in the Stonewall Workplace Equality Index Number of employees with caring responsibilities sustaining employment	
East Lothian Council will eliminate the pay gap between employees and have a range of flexible working policies in line with business need	Implement the Equal Pay Statement Development of Flexible working options	Ongoing Ongoing	ELC Gender Pay Gap Number of employees working flexibly (male/female) % of applications for flexible working successfully granted	Gender
Long term SOA outcome	All of East Lothian's Young people are successful learners, confident individuals, effective contributors and responsible citizens			Equality Strand
Close the gap in literacy rates between boys and girls in primary school	East Lothian Literacy Action Plan	2013-2014	% of young people whose performance in reading and maths is in line with expectations given their developed ability (PIPs P3,P5, P7) % of young people in	Gender LAC

			positive post-school destinations Average Tariff S4 Scores (Scottish Government Statistics)	
Reduced incidence of identity based bullying in youth settings e.g. homophobia	East Lothian Hate Crime Action Plan Diversity Network events and campaigns Revise the East Lothian Anti-Bullying Policy	2013-2015 ongoing 2013	Number of incidents of identity based bullying by protected characteristic	Sexual Orientation Disability Race
All children are ready to start primary school	Revise and implement the East Lothian Accessibility Strategy Finalise and implement the East Lothian Carers and Young Carers Strategy Implement the East Lothian Corporate Parenting Strategy Support From the Start East Lothian	2013-2015 2013-2015 2013 ongoing	Number of Looked After Children accessing Active Schools Activities Increased number of young carers identified and supported % of children assessed as 'vulnerable' in East Lothian in the five domains of early development as assessed by the Early	Disability Looked After Children Carers

			Development Index % of children living in poverty	
Long term SOA outcome	In East Lothian we live healthier, more active and independent lives			
Short Term outcome	Action	Timescale	Indicator	Equality Strand
People have more choice and control over the services that they use	<p>Implementation of Self Directed Support in line with the Self Directed Support Act</p> <p>Implement East Lothian's Physical Disability and Sensory and Visual Impairment Strategy</p> <p>East Lothian Older Peoples Strategy 2011-20</p> <p>East Lothian Learning Disability Strategy</p> <p>East Lothian Carer and Young Carer Strategy</p> <p>East Lothian Integrated Children's Services Plan</p> <p>Update the Children and Young People's Participation Strategy</p>	2014	<p>% of people who understand the options available through self directed support</p> <p>Number of people selecting from the four options available through Self Directed Support</p> <p>Increased uptake of short breaks by people with a physical disability, carers and young carers</p> <p>Number of young people with disabilities accessing East Lothian's Summer Activity Programme</p>	Age Disability

Increased positive mental health and wellbeing	Lothian Mental Health Strategy and Action Plan– A Sense of Belonging National mental Health Action Plan Choose Life Strategy (including Self Harm) Continue membership of the ‘see me’ campaign Maintain East Lothian Council ‘Healthy Working Lives Gold Award’	2011-2016 2012-2015 ongoing ongoing	Suicide rates in East Lothian (5yr average) % uptake for Mental Health screening of Looked After Children Improved social attitudes to mental health (Scottish Attitude Survey)	Disability
Long term SOA outcome	Everyone in East Lothian has access to quality sustainable housing			
People with particular needs are able to get and sustain their choice of housing including independent living	Local Housing Strategy Joint Commissioning Strategy Housing Contribution Statement East Lothian Housing Options Guide	2012-2017	% of people who access specialist equipment and adaptations	Disability Age Gender Religion and Belief
Increase housing supply and improve access to	Local Housing Strategy	2012-2017	Number of people	All

housing including affordable housing			identifying as homeless	
Long term SOA outcome	Fewer people are the victim of crime, disorder or abuse in East Lothian			
Short Term outcome	Action	Timescale	Indicator	Equality Strand
Reduced incidence of Hate Crime	Implement the East Lothian Hate Crime Action Plan	2012-2014	Number of those involved in committing antisocial behaviour % young people reporting 'I feel safe to go out in my local neighbourhood during the evening' Incidence of hate crime	Sexual orientation Race Religion and Belief Disability
Increased confidence in reporting hate crime	Implement the East Lothian Hate Crime Action Plan	2012-2014	Levels of confidence in reporting hate crime Number of incidents reporting via third party reporting	Sexual orientation Race Religion

				and belief Disability
Long term SOA Outcome	East Lothian has strong, vibrant communities where residents have a sense of belonging			
Short Term outcome	Action	Timescale	Indicator	Equality Strand
East Lothian communities get on well together	Develop the East Lothian Diversity Network Community Learning and Development Action Plan (to be updated to reflect the Education Scotland Strategic Guidance) East Lothian Culture Service Business Plan	2013-2014 2013-2014	% of residents who agree their local area is a place where people from different backgrounds get on well together (source for this information to be identified) Incidents of hate crime Number of people attending East Lothian Diversity Network events	Religion and Belief Age Race Sexual Orientation
East Lothian communities are well informed and can	Development of Local Community Planning that	2014	% or residents reporting that they agree they can	All

influence decisions that matter in their local areas	are inclusive of all members of the community		influence decisions affecting their local area % of S2&P6 pupils agreeing that young people's views are listened to Indicator to be developed to reflect participation of those with protected characteristics	
Long term SOA outcome	Fewer people experience poverty in East Lothian			
People in East Lothian are more financially capable and less financially excluded	Implement the Tackling Poverty Strategy Carer and Young Carer Strategy	2013-2015	No of households in fuel poverty/extreme fuel poverty Number of carer assessments	Age Disability Gender

			<p>undertaken where financial inclusion/ income maximisation is included</p> <p>Number of young people with a bank account</p> <p>Number of people who have access to the internet in their own home</p>	<p>Race</p> <p>Maternity</p>
People in East Lothian are supported to manage the impact of welfare reform	Deliver the Welfare Reform Action Plan	2013 onwards	% of population who are income deprived	<p>Disability</p> <p>Age</p> <p>Gender</p>
The cycle of poverty is broken in East Lothian	<p>Support from the Start East Lothian</p> <p>Implement the Tackling Poverty Strategy</p>	Ongoing 2013-2015	<p>Uptake of free school meals</p> <p>% of population (16-64) in receipt of out of work benefits</p> <p>% of school leavers in positive destinations</p>	All
Long term SOA	East Lothian Council services meet the needs of all members of the community			Equality

Outcome				Strand
Short Term outcome	Action	Timescale	Baseline Indicator	
Equality is taken into account when making decisions	<p>All and relevant policies, plans and services are impact assessed</p> <p>Equalities Monitoring is undertaken where relevant, including workforce monitoring</p> <p>Engage with equality groups in service re-design and decision making when relevant and appropriate</p>	2013-2016	Number of Combined Impact Assessments Published	All
East Lothian Council has increased knowledge and capacity about equality and diversity	<p>Continue to gather information about the needs and experiences of those with protected characteristics in East Lothian</p> <p>Revise and deliver the East Lothian Equality Training Plan</p>	2013-2016	<p>Number of people who undertake the E-Learning Equality Module</p> <p>% of people who undertake 'Equality in Early Years' training that agree with the statement 'the training made me think differently about inclusion'.</p>	All
East Lothian Council Procurement Practices ensure equality is a core	Implement 'Buy Smart' (Council's Procurement Strategy)	2013-2016	To be developed	All

part of service delivery and employment	Investigate the establishment of a 'supported business' as a social enterprise in East Lothian (in support of Article 19)			
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