



COMPREHENSIVE EQUALITY POLICY and ACTION PLAN

PEAK DISTRICT NATIONAL PARK AUTHORITY

Peak District National Park Authority
Comprehensive Equalities Policy and Plan
2006, Peak District National Park Authority

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Member of The Association of National Park Authorities (ANPA)

Holder of the Council of Europe Diploma

Published August, 2006, Revised December 2006

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Foreword

The Policy has been produced following wide consultation. This helped the Peak District National Park Authority meet Level One of the Government's Equality Standard for Local Government (the Standard) in September 2005 and Level 2 in August, 2006. It reflects our ongoing commitment to equality of opportunity for all. The Policy, together with the Action Plan, will guide our work as we keep under review the pursuit of Level 3 of the Equality Standard.

This document sets out how we intend to promote equality of opportunity in all our functions.

The Equality Standard for Local Government is a means to combat the institutional processes that lead to discrimination, either direct or indirect. Through adopting the Standard, we will mainstream issues of equality and diversity into service delivery and employment in all aspects of our work. We are committed to providing equal and universal access to services and employment for all.

The Standard is about long-term, institutional change and for this reason responsibility for implementing the policy lies with all of the Peak District National Park Authority members and officers. Our policy recognises the crucial importance of ensuring that the principles of equality and diversity inform decision-making at every level within the Authority.

We welcome comments on our Comprehensive Equality Policy and encourage any feedback that will assist us in our efforts to tackle all forms of unfair discrimination, inequality and injustice as we review the Policy and Action Plan.



Tony Hams
Chair
Peak District National Park Authority

Comprehensive Equality Policy and Action Plan

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1. Statement of Commitment

- 1.1 Equality of opportunity involves both recognition and acceptance of the fact that discrimination and disadvantage means some members of the community are unjustifiably denied equal access to services and/or employment. The Peak District National Park Authority is committed to developing and implementing policies that will ensure equal and universal access to both services and employment. This Comprehensive Equality Policy documents that commitment.
- 1.2 We realise that there are many diverse groups in society - people who use our services and who may seek employment with us. These groups include people who perceive themselves as disabled, people from black and minority ethnic backgrounds, people who are lesbian, gay or transgender, people with a criminal background and men and women of all ages.
- 1.3 We believe that all people deserve high quality services that meet the needs of individuals. To move this agenda forward we will be looking for ways in which we can increase the flexibility of the services we provide. We will also try to offer individuals genuine choice in the type and style of services that they receive.
- 1.4 This policy framework has been developed in order to recognise and value diversity. It is based on principles of mutual respect, fairness, social inclusion and a commitment to tackle inequality and injustice. Specific policies relating to employment, race, age, gender, disability and sexual orientation form a part of this comprehensive policy.
- 1.5 The aim of this policy is to contribute towards implementing the principles of equality, equity, empowerment, accessibility and quality.
- 1.6 We will work toward ensuring that people are not discriminated against (either directly or indirectly) on the grounds of disability, gender, race, colour, ethnic origin, religion, belief, culture, nationality, national origin, age, sexual orientation or criminal background. In doing so, we realise that individuals do not fit neatly into categories and that some may be affected by more than one form of discrimination.

2. The Peak District National Park Authority's Vision

- 2.1 The National Park Authority main aim is to conserve the special qualities of the Peak District National Park. There are two overarching principles that drive all our work:
 - Sustainable development, focusing on the overall quality of people's lives now and in the future, considering people, the economy and the environment together
 - Partnership working with other statutory bodies, business and land managers, communities and the voluntary and community sector
- 2.2 Our vision for the Authority as an organisation, as published in the Best Value Performance Plan, is that:

"We will be forward thinking and positively responsive to changing priorities. Building on best practice, we will be a model of customer and performance focused services and an organisation that people choose to work for."
- 2.3 In pursuing this vision, we will be able to make an effective contribution to a shared future for the Peak District National Park as a welcoming place at the heart of the nation.
- 2.4 An outcome in our new National Park Management Plan to be published early in 2007 is that by 2011 all people, visitors and residents alike, especially those from disadvantaged communities, children and young people and the elderly should:

- Feel welcome and know they are in in the Peak District National Park
 - Understand why the Peak District National Park is a special place
 - Have the opportunity to influence decisions that affect them and respect each others needs
 - Have the opportunity to participate in diverse recreational activities that enhance the quality of their lives
 - Have the opportunity to make a personal contribution to sustainable management of the National Park
- 2.5 Our corporate priorities are published annually in the Best Value Performance Plan and include as a priority the commitment to:
- Target specific groups, especially young, disadvantaged and ethnic minority groups from our surrounding towns and cities to visit, understand and enjoy the National Park
- 2.6 The Performance Improvement Plan includes a focus on “engaging more effectively with the communities that we serve in and beyond the Park and forging more effective partnerships so that we can better meet the expectations that residents have of access to services, opportunities for employment and involvement in the work of the Authority.” It includes increasing the standard of all visitor and recreation facilities with emphasis on “getting the basics right”, such as signage, parking, toilets, safety and accessibility. The Plan also includes providing a greater degree of access to all our services for disadvantaged groups. An example is action taken to address reasonable access to public areas of authority buildings for disabled people in accordance with the Disability Discrimination Act. Our Strategy for Working with People and Communities is summarised in Annex H.

Valuing diversity

- 2.7 We see a direct link between the achievement of our corporate priorities and the adoption of policies that recognise and value diversity as advocated in the Countryside Agency’s Diversity Review. For example, a workforce that is representative of diversity in the communities we serve will help us to better understand the needs of our customers. A modern, high quality service will therefore recognise the diversity of its customers and act to ensure that individual needs are met.
- 2.8 We will work to promote fairness in all areas of our own work, together with partner organisations and communities. We acknowledge our responsibility to challenge all forms of discrimination, both direct and indirect, in our work and to provide leadership to challenge discrimination when we work in partnership with organisations in the voluntary and community, statutory and private sectors. We are committed to tackling the injustice that is the result of discrimination. Our commitment extends to our functions as a fair employer, a provider of services, a community partner, and in the leadership and management of the Authority.

"A Comprehensive Equality Policy involves a commitment to review and change local authority practice. This is considerably more than the production of a policy statement and should extend to planning and initiation of a series of processes across the local authority and in partnerships with other groups and organisations."

(Extract from *The Equality Standard for Local Government*, published by The Employers’ Organisation for Local Government.)

- 2.9 Members, managers, and employees need to make sure that the commitments within this policy are translated into action. Breaches of the policy will be treated seriously and may lead to disciplinary action.

3. The Way Forward – Our strategy for developing equality of opportunity

Mainstreaming

- 3.1 The Peak District National Park Authority will develop a coherent, strategic approach to equality issues that is effective, appropriate and continually challenges inequality. This approach will be built into existing mechanisms of performance planning and management.
- 3.2 We will ensure our approaches to equality and diversity issues are incorporated into service planning and delivery activities, and so become mainstream. Service managers must build a commitment to equality for all people into their day-to-day activities, acknowledging that for some the experience of injustice is a current reality.
- 3.3 Appropriate learning and development opportunities, and/or information resources, will be provided for employees and elected members to enable them to fulfil the Authority's commitment to equality, realising that the choices they make everyday will affect people's lives.
- 3.4 Achieving a position where our commitments are truly mainstreamed is a long-term process and will need sustained leadership, support and challenge.

Scope

- 3.5 Our Equality policy applies to:
- Users of our services
 - Authority members
 - Employees and potential employees
 - People seconded from other organisations to work with us
 - Volunteers
 - Contractors, sub-contractors and partners

Our Individual and Collective Responsibilities

- 3.6 The Chief Executive has overall responsibility for ensuring that this policy is consistently applied throughout the Authority. Senior management team decisions must reflect equality commitment, and the equality responsibility be included in all their personal objectives.
- 3.7 Members have overall responsibility for the direction, adoption and scrutiny of this policy. The Audit and Performance Committee will have responsibility for the scrutiny of the policy, its contents and its implementation, and in particular for the delivery of objectives and performance against the Action Plan set out below.

- 3.8 The Management Team will have responsibility for the management of equalities policies, including this Comprehensive Equality Policy.
- 3.9 We expect all staff to show commitment to ensuring that the Comprehensive Equality Policy is implemented at service delivery levels, and to abide by the principles of equal opportunity in the performance of their duties and when working with colleagues We are promoting the Equality Policy to staff and Members through posters indicating we are playing fair and we will:
- Recognise, accept and value diversity
 - Ensure that no one is discriminated against on any grounds
 - Promote equality, equity, empowerment and accessibility in all our work
 - Take a lead by challenging all forms of discrimination
 - Encourage other to follow the principles of equality and diversity
- 3.10 All policies and service plans should reflect the principles of equality of opportunity, and should include equality objectives. These objectives should have a clear timetable and specify who is responsible for action.

Managing Failure to Adhere to this Policy

- 3.11 The following actions by employees may lead to disciplinary action:
- Discriminating against fellow employees, job applicants or service recipients on grounds that cannot be justified
 - Persuading, or trying to persuade, other employees, unions or management to discriminate unfairly
 - Harassment or bullying
 - Victimising individuals who have made allegations about discrimination or who have provided information about such discrimination
- 3.12 These matters will be investigated and breaches addressed through the disciplinary procedure.

Equality and Diversity Action Plan

- 3.13 The aims of this policy will be progressed through the Equality and Diversity Action Plan, which will be reviewed annually and will encompass service delivery and employment issues.
- 3.14 The plan will concentrate on three levels of activity:
- **Implementing equal opportunities monitoring of mainstream activity:** Developing indicators, success measures, targets and an information system that supplies the Chief Executive with regular monitoring information, so that the success of equality initiatives that have been implemented can be reviewed. Key performance indicators will be published annually in the Best Value Performance Plan.
 - **Working towards mainstreaming equality in all the work we do and the services we provide:** Mainstreaming is acknowledged as a medium / long-term goal. Given this, it will be necessary in some situations to provide more than a monitoring function to specific service areas in order to achieve change and eliminate discrimination. The Equality Standard Steering Group will provide co-

ordination, support and direction to Heads of Service. Action Plans were produced for the following service areas arising from staff workshops with over 190 staff as part of Service Plan development for 2005/06:

- Chief Executive's Unit
- Corporate Services
- Conservation and Development
- Access and Recreation
- Environmental Education
- Sustainable Tourism

These were reviewed in 2006/07 to meet the requirements of Level 2 of the Equality Standard.

- **Commissioning work on crosscutting issues:** There will be some priorities that do not sit appropriately in any one part of the organisation. The Equality Standard Steering Group will provide co-ordination, support and direction to cross cutting work.

Targets and Monitoring

- 3.15 We realise that working towards equality and diversity involves setting specific measurable and realistic targets. In addition to using targets required to satisfy Local Government Equality Standards, we will use Best Value indicators and locally agreed targets to assess our progress. These targets will be set each year and reviewed regularly. The targets developed, the results of monitoring and the details of subsequent actions will be published in the BVPP, a document made available to the public annually.
- 3.16 The Authority has a legal responsibility to monitor job applicants and employees according to ethnicity. Extending this legal responsibility, Human Resources will monitor and analyse data on the basis of age, disability, gender and race in relation to applications for employment, current workforce profiles and leavers in the areas of:
- Recruitment
 - Training
 - Promotion
 - Outcome of performance assessments
 - Those involved in disciplinary and grievance procedures
 - Those leaving the authority's employment
- 3.17 We have a statutory obligation to provide information about provision and use of services via specified performance indicators. Arrangements exist to measure how ethnic minority groups, women and/or disabled people are using a service. The use and impact of services will be monitored and analysed by Heads of Service in order to:
- Improve service take up
 - Identify gaps in services
 - Better target resources to meet needs
 - Provide data for service planning
 - Demonstrate continuous improvement

Equality through Partnership, Consultation and Community Participation

- 3.18 To successfully tackle inequality, the Authority realises that it needs to gain the trust and confidence of those it is seeking to work with and to serve, both now and in the future.
- 3.19 The Authority is committed to listening to peoples' views and to working with communities and service users as an essential component of informed decision-making, and we use a variety of methods to gather the views of local people, for example public meetings, partnership groups and attendance at parish council meetings.
- 3.20 Although the Authority has encouraged community participation in local governance, we realise that a different approach may be required to engage successfully with some members of local communities to ensure that their needs and aspirations are properly taken into account and addressed as part of planning our service delivery.
- 3.21 We will seek to engage with diverse groups of people and will encourage these groups to:
- Work with us to identify priorities for action based on their experience and evidence from casework
 - Provide practical advice and guidance on how to implement change
 - Participate in the implementation and monitoring of the equality action plan
 - Constructively challenge the authority in its efforts to continuously improve, promote and share best practice
 - Help us to identify possible barriers to equal opportunities and ways we can overcome the barriers
- 3.22 Through its participation in Local Strategic Partnerships, the Authority will seek to ensure that tackling discrimination is included in any plans to improve services in local communities and we will continue to improve how we engage service users.

Impact Assessment

- 3.23 The Authority will undergo an audit to identify policies that have a potential impact on equality of opportunities and prioritise those activities that have the most impact. Where an adverse impact is identified, the service provider will identify specific corrective actions. This exercise will lead to the production of Action Plans to take forward the most important activities for the promotion of equal opportunities.
- 3.24 Action Plans and reviews will be reported to the Equality Standard Steering Group for inclusion into the evidence collected for audit by the Equality Standard Audit Group.

Positive Images and Language

- 3.25 We are committed to ensuring that our communications and publications use images and language that promote equality of opportunity and good community relations.

Employment

- 3.26 Our aim is for our workforce to reflect the diversity of the population of the communities we serve. We aim to achieve this by positively encouraging applications from those sections of the community that are currently under-represented in our workforce.
- 3.27 We will ensure that practices and procedures reflect current best practice and that person specifications contain only criteria that are necessary to perform the duties of the post.

Where a particular group is under-represented in an area of work, positive action may be taken to encourage applications from that group. This action may include specific indications that we would welcome applications from people in those groups, or targeted advertising of vacancies to supplement standard advertisements.

- 3.28 We believe that Trade Unions are key partners in promoting our equalities policy and helping to ensure adherence to it and that the involvement, support and participation of employees and their Trade Unions is essential. UNISON is our organisation's union and has been fully involved and supports this policy.

Recruitment and Selection

- 3.29 The Authority's Recruitment and Selection policies and training for those making recruitment decisions aim to minimize the risk of discrimination.

Learning, Development and Information Resources

- 3.30 We will endeavour to ensure that all employees and Authority Members have the competence necessary to ensure that this Policy is translated into positive action. In particular, we will do this through continuing our programme of training for:

- Front line employees in equality and diversity issues
- Members and managers in good practice in recruitment, selection, induction, performance review and employee welfare
- Members and employees in preventing and challenging discrimination, harassment and prejudice
- All staff at induction sessions

Service Delivery

- 3.31 We are committed to providing quality services that are responsive and accessible to all. People who use our services are entitled to do so free from discrimination and harassment. Managing diversity in service delivery is about providing appropriate services according to need. Through delegated responsibility to our Heads of Service we aim to ensure that our services:

- Are welcoming and accessible
- Attempt to remove the barriers which disabled people face in accessing services and encourage disabled people's right to an independent life
- Recognise the needs of carers of children and carers of adults
- Address the needs of different ethnic groups
- Support the right of lesbian, gay and bisexual people to be open about their sexuality
- Support the right of transgender people to live their lives free from discrimination or barriers to accessing services

- 3.32 All people providing Authority services to the public are entitled to be treated fairly and with respect. Where they face discrimination or harassment from service users, the Authority will take appropriate action to prevent this happening again.

- 3.33 Service users do not have the right to unreasonably refuse service from particular employees or service providers on the grounds of gender, and do not have the right under any circumstances to refuse service from particular employees or service providers on the grounds of disability, race, colour, ethnic origin, religion, belief, culture, nationality, national origin, age, sexual orientation or offending background. The Authority will investigate any complaint and take appropriate action.

Providing Information about our Services

- 3.34 We are committed to making information about our services accessible by:
- Using “Plain English” (language that an English speaking audience can understand and act upon from a single reading)
 - Providing appropriate translation and interpretation for non-English speakers on request
 - Providing appropriate options for disabled people

Procurement and Commissioning

- 3.35 We will take account of equality and diversity when selecting contractors, evaluating their ability to deliver services and monitoring their performance.

Partnership Working

- 3.36 We will encourage our partners to incorporate equality and diversity principles in all joint ventures and agreements, and will work towards a position where the criteria set out in this are jointly accepted as the minimum standard.

Development and Review of the Policy

- 3.37 We are committed to the implementation of our Comprehensive Equality Policy. The policy will be subject to periodic review in order to reflect best practice and support ongoing improvement, whilst responding to changing circumstances and new legislation.

Publication

- 3.38 The Comprehensive Equality Policy will be publicly available on our website and in hardcopy on request from Customer Services.
- 3.39 The results of monitoring, assessments and consultations will be published annually on the website and will be available in hardcopy or in alternative formats on request from Customer Services.

Feedback, Complaints and Compliments

- 3.40 We welcome constructive comments on our Comprehensive Equality Policy and encourage any feedback, either positive or negative, that will help in our efforts to tackle all forms of discrimination, inequality and injustice, and to identify and remove barriers to equal opportunity. Complaints procedures are in place for customers and staff where necessary, but our aim is to resolve concerns and improve services through contact and discussion.

4. Annexed Statement of Policy for:

- A Employment
- B Disabled People
- C Racial Equality
- D Gender Equality
- E Lesbians, Gay, Bisexual and Transgender people
- F People of all Religions and Beliefs
- G People of all Ages

ANNEX A

Our Policy on Equality in Employment

Statement of Commitment

1. The Authority is committed to mainstreaming equality in employment for all present and potential employees. This commitment goes beyond the current requirements of the law.
2. We seek to ensure that all employees present or potential employees are treated fairly regardless of their gender, sexuality or sexual orientation, colour, creed, ethnic origin, nationality, disability, age, marital status, responsibility for dependants, trade union activity, political or religious beliefs or offending background.
3. We will endeavour to ensure that all employment actions and decisions affecting present and potential employees are made on fair objective grounds without personal prejudices or discrimination. We hope that this will improve our ability to become an employer of choice.
4. We aim to employ a workforce that is representative of the population of the Peak District and its surrounding areas.
5. We will only consider applicants for jobs on the basis of relevant experience, qualifications, skills and abilities required for the post. No posts in the Authority currently identify a Genuine Occupational Requirement (which would require positive discrimination for a particular group) for reasons of authenticity. Posts with responsibility for working with children and/or vulnerable adults require Disclosure by the Criminal Records Bureau and decisions regarding suitability for employment (and continued suitability through periodic checks) will be handled confidentially, sensitively and fairly.
6. We will ensure that our recruitment and selection procedures are non discriminatory and that disabled applicants are consulted about reasonable adjustments to suit their needs.
7. We will seek Occupational Health advice and consult disabled employees with regard to reasonable adjustments and redeployment in order to retain them in suitable employment wherever possible.
8. We will ensure that all employees receive fair and equal treatment in relation to their terms and conditions of employment, regardless of whether they are part time, full time, seasonal, fixed term or temporary.
9. We will encourage and help all employees to reach their full potential, within the resources available to us. We will ensure that appraisal, promotion, training and development, and opportunities for secondment are based on aptitude and ability. We will ensure that all employees are able to implement a Personal Development Plan. Where succession planning and career development is undertaken we will ensure that it is done in a way that enables the organisation to develop and retain high achieving employees so that they are able to present themselves well for a competitive recruitment to future vacant posts (i.e. appointment will not occur without competition).
10. We will treat our employees fairly under the 'Managing Change: A Human Resources Framework Policy' in relation to changes to posts and the establishment through transfers, redeployment and redundancy.
11. We will ensure that handling of grievance and disciplinary procedures and application of the Absence Management Policy is non discriminatory.

12. We will ensure that the workplace is free from discrimination and harassment and act promptly in response to any complaints of discrimination or harassment in an appropriate and sensitive manner. Complaints will be handled under the Authority's Grievance Procedure.
13. We will ensure equal pay by the fair evaluation of posts through the Local Government Job Evaluation scheme developed through the Single Status Agreement in 2000. Further we will ensure that any related reward or recognition schemes are developed and applied without discrimination.
14. We will ensure that terms and conditions of employment are applied fairly and equally and that all employees have equal access to the employee benefits such as the pension scheme and work life balance opportunities (including flexible working agreements).

Definitions of Discrimination

15. Direct discrimination occurs where someone is treated less favourably than another person because they belong to a particular minority group.
16. Indirect discrimination occurs where an unjustifiable requirement or condition is applied which has a disproportionately adverse effect on a particular minority group. For example, an unnecessary physical requirement even though applied to everyone might discriminate against a particular group in the list at point 2 above.

Action to Implement this Policy

17. In order to put this Policy into practice we will:
 - (a) Continue to develop Human Resource policies and procedures that address equality in employment. These include policies for recruitment and selection, promotion, training and development, employee appraisals, granting of leave, grievance and disciplinary matters, reward, retirement, redundancy, transfer, conditions of employment and the work environment.
 - (b) Monitor our performance on equality in employment against performance indicators and through consultation with employees and potential employees in order to assess whether our Policy is being turned into practice. Monitoring our performance will enable us to identify and remove barriers through development of an equality in employment action plan. This action plan will be revised and updated to reflect the continuous cycle of action and evaluation. It will focus on the four main areas of recruitment and selection, appraisal, training and career development and application of conditions of service.
 - (c) Mainstream equality in employment by providing training and advice for all employees at Induction, on courses whilst in employment and during periodic internal communications. This will raise awareness of the issues and enable employees to become aware of their personal responsibility to follow and support this policy. Further, we will provide more focused training for line managers who are key decision makers particularly in recruitment and selection, appraisal, discipline, training and employees development.
 - (d) Provide a copy of this Policy for all new employees. We will also draw attention of potential employees to this policy in job adverts, recruitment packs and on our website.

- (e) Continue to consult and work with Trade Union and Staff Committee representatives in the pursuit of equality in employment.

Complaints

- 18. Complaints about discrimination are taken very seriously. Any employee who has a concern over the application of this policy should seek resolution initially through their manager. If the matter is not resolved to their satisfaction the employee may make a formal complaint of discrimination through the Authority's Grievance Procedure. Where the complaint involves an employee's Line Manager, the employee should seek resolution through the next in-line Manager. If the matter is not resolved to their satisfaction the employee may make a formal complaint of discrimination through the Authority's Grievance Procedure Advice. Advice can also be sought from the Head of Human Resources and/or Trade Union and Staff Committee representatives.
- 19. Any potential employee who has a complaint of discrimination under this Policy should apply the Authority's Complaints Procedure, a copy of which can be obtained from the Director of Corporate Resources, at the National Park's Head Office address, Aldern House, Baslow Road, Bakewell, DE45 1AE.

Disciplinary Action

- 20. Any allegations of discrimination will be thoroughly investigated and, where appropriate, action will be taken in accordance with the Authority's Disciplinary Procedures. These Procedures cite discrimination as an example of misconduct.

Responsibilities

- 21.
 - (a) It is the responsibility of Directors to ensure all employees in their directorates observe this Policy and support corporate initiatives to put the Policy into practice.
 - (b) It is the responsibility of the Director of Corporate Resources, with the assistance of the Head of Human Resources, to advise the Management Team on the implications of monitoring results and the actions to be taken to put the Policy into practice.
 - (c) It is the responsibility of every employee to ensure no discrimination occurs in their sphere of influence at work and in their contact with the public and colleagues.

Under Pinning Legislation

22. This policy aims to fulfil the Authority's obligations under the following Acts:
- Sex Discrimination Act 1975 (amended in 2003)
 - Equal Pay Act 1975 (amended 1984)
 - Sex Discrimination (Gender Reassignment) Regulations 1999
 - Human Rights Act 1988
 - Employment Equality (Sexual Orientation) Regulations 2003
 - Race Relations Act 1976
 - Commission for Racial Equality's Race Relations Codes of Practice
 - Race Relations [Amendment] Act 2000
 - Disability Discrimination Act 1995
 - Employment Equality (Religion or Belief) Regulations 2003
 - Rehabilitation of Offenders Act 1974
 - Protection of Children Act 1999
 - European Community Anti-Discrimination Directive (which requires legislation on Age be introduced by October 2006)

Review of Policy

23. The content and effectiveness of this Policy will be periodically reviewed in the light of changing circumstances, experiences and new legislation.

ANNEX B

Our Policy on Equality for Disabled People

Statement of Commitment

1. The Peak District National Park Authority is committed to eliminating discrimination against disabled people, to attempting to remove any barriers that disabled people face in accessing its services and to supporting the right of to an independent life free from prejudice and discrimination. In pursuing these commitments the Authority acknowledges its statutory duties under the Disability Discrimination Act 1995 [DDA] and the Human Rights Act 1998.
2. To achieve this objective the Authority will:
 - Review all policies, procedures and practices to ensure they comply with the DDA
 - Consider and take into account the specific needs of disabled people and their personal assistants in planning and delivering of services
 - Design, plan and provide services that enable disabled people to exercise control over their own lives and encourage their social and economic inclusion
 - Improve access to services and the built environment
 - Recognise the experience, views, creativity and expertise of disabled people
 - Tackle barriers in the provision of joint services through effective partnership working
 - Where possible, make information available on request in a range of formats [including the provision of materials in symbols, large print, Braille, British Sign Language video or audio description] and offer alternatives to verbal communication so all customers can access our information and services
 - Sensitively handle allegations of discrimination and harassment providing appropriate support to the alleged victim(s) in accordance with Authority policy and procedure improve facilities and support to enable independent advocacy, self advocacy, legal and advice services to assist disabled people take control over their own lives
 - Carry out recruitment and selection in accordance with corporate standards and best practice, and make reasonable adjustments so that applicants with disabilities and existing employees who are or who become disabled, are treated fairly and with proper consideration of their abilities
 - Make all reasonable efforts to help employees who are, or become, disabled remain in the Authority's employment. For example, by complying with our duty to consider reasonable adjustments to the workplace, or to the way in which work is carried out, so that no employee who perceives themselves to be disabled is placed at a substantial disadvantage when compared with their peers. Such adjustments will depend on the job and the individual, but may include:
 - Carrying out physical alterations to premises to make them accessible
 - Reallocating any non-essential tasks of a job to another employee if for example, an employee who is disabled finds them difficult
 - Acquiring or modifying equipment
 - Providing a reader or interpreter
 - Adjusting the working hours

- Manage employees fairly and appropriately, ensuring there is no discrimination in terms of attitude, work allocations, consultation, communication, promotion, training and development opportunities, employee appraisals, granting of leave, grievance and disciplinary matters, conditions of employment, the work environment, reward, retirement, redundancy or transfer
- Work in consultation with disabled people, to find solutions to disability issues, to meet needs and to deliver best value to users of Authority services
- Ensure that all consultants, contractors, suppliers and partners are made aware of this policy and the expectation that their own policies will include as a minimum:
 - A commitment to equal opportunities
 - The name or position of the person responsible for the effective implementation of their policy.

Definition of Disability

3. The Disability Discrimination Act 1995 relates to people who have, or have had, a disability, which makes it substantially difficult for them to carry out normal day-to-day activities. These are activities carried out by most people on a fairly regular and frequent basis. The test of whether or not impairment affects normal day-to-day activities is whether or not it affects one of the following broad categories of capacity:
 - Mobility
 - Manual dexterity
 - Physical co-ordination
 - Continence
 - Ability to lift, carry or otherwise move everyday objects
 - Speech, hearing or eyesight
 - Memory or ability to concentrate, learn or understand
 - Perception of the risk of physical danger
4. The disability may be physical or sensory, a learning disability or a mental health condition. It must be long term (have lasted or be expected to last a year) or likely to recur.
5. People with a severe disfigurement are protected, as are those with a history of disability, an example of the latter being, people who have recovered from a mental illness but continue to experience prejudice. People with progressive conditions such as cancer, HIV infection, multiple sclerosis or muscular dystrophy are now included from the point of diagnosis, even if their daily lives are not yet affected by their condition.
6. Conditions not defined as a disability include, for example, disfigurements that consist of a tattoo (which has not been removed) and non-medical body piercings, or anything attached through such piercings. There will be treated as not having a substantial adverse effect on the person's ability to carry out normal day-to-day activities.

Legislation

7. The Disability Discrimination Act 1995 makes it unlawful to treat disabled people less favourably for any reason relating to their disability without objective justification. It also places a duty on employers to make reasonable adjustments to working arrangements or premises where these place a disabled person at a substantial disadvantage to others.
8. Since October 1999, we have been required to make reasonable adjustments for disabled people, such as providing extra help or making changes to the way we provide our services, and from October 2004 physical barriers will have to be removed (where this is reasonable) or the service provided by alternative means.
9. In addition, on 1 September 2002 the Special Educational Needs and Disability Act (SENDA) 2001 came into force, requiring education providers not to discriminate against, and to make reasonable adjustment in respect of, disabled students. The Peak District National Park Authority is not directly responsible for education provision, but does provide services for young people in partnership with education institutions and administrators. In the provision of these services, we will work within the scope of this CEP.

ANNEX C

Our Policy on Racial Equality

Statement of Commitment

1. The Peak District National Park Authority is committed to eliminating discrimination against people on the grounds of race, colour, nationality, ethnic origin, and cultural background. It is also committed to the principles of individuality and diversity.
2. The Authority was not required to adopt a Race Equality Scheme but is committed to the underlying principles that would inform such a scheme.
3. The Authority will afford equal access to employment and services and will not discriminate on the grounds of race, colour, nationality, ethnic origin, and cultural background. In order to achieve this objective, the Authority will:
 - Ensure that black and minority ethnic communities are involved and their specific needs considered when planning services and in any consultation processes
 - Give consideration to advertising and promoting services in the black and minority ethnic media, and in areas with higher concentrations of black and minority ethnic people reside
 - Make service users clearly aware that they do not have the right to refuse service from particular members or employees on racial grounds
 - Monitor use of services by ethnicity [using the latest Census classifications, presented alphabetically] to ensure equality of access, and use the data obtained to further develop services which are appropriate to the needs of the whole community
 - Ensure that recruitment and selection is carried out fairly, based solely on the skills and abilities of the applicant, the Commission for Racial Equality Code of Practice and general best practice
 - Ensure that employees are given appropriate training in racial equality and are made aware of their responsibilities in the implementation of this Policy
 - Ensure that service users, employees, consultants, contractors, suppliers and partners [including those in the voluntary and community sectors] are able to go about their daily business free from racial harassment and discrimination
 - Handle allegations of racial discrimination and harassment with sensitivity, giving appropriate support to the alleged victim[s] in accordance with Authority policy and procedures
 - Manage employees fairly and appropriately, ensuring there is no discrimination on racial grounds in terms of work allocations, consultation and communication, promotion, development and training opportunities, employee appraisals, granting of leave, grievance and disciplinary matters, conditions of employment, the work environment, reward, retirement, redundancy or transfer
 - Ensure all consultants, contractors, suppliers and partners are made aware of this policy and the expectation that their own policies will include as a minimum:
 - A commitment to equal opportunities
 - The name or position of the person responsible for the effective implementation of the policy

Legislation

4. Section 71 of the Race Relations Act 1976, as reinforced by the Race Relations [Amendment] Act 2000, and our responsibilities under the European Directive on Racial Discrimination.

ANNEX D

Our Policy on Gender Equality

Statement of Commitment

1. The Peak District National Park Authority is committed to eliminating sex discrimination and enabling women and men to participate on an equal basis in social, cultural, political and economic life. It is also committed to the principles of individuality and diversity. In pursuing these commitments the Authority acknowledges its statutory duties under the Sex Discrimination Act 1975 (most recently amended 2003), the Equal Pay Act 1975 (amended 1984), Sex Discrimination (Gender Reassignment) Regulations 1999 and the Human Rights Act 1988.
2. The Authority will ensure that, in carrying out its duties, all people are protected from unlawful discrimination and treated equally. To help achieve this objective the Authority will:
 - Encourage all people to participate equally in the decisions which affect their lives
 - Work in partnership to create safer environments for all people
 - Value life skills developed in the home and the community
 - Support employees in making personal choices about their parenting, caring and working roles
 - Where operationally viable, support and enable flexible working to help employees who wish to do so balance their lives inside and outside work
 - Ensure that all workers have the same development and progression opportunities
 - Ensure that development and progression opportunities for part-time workers are the same as those for full-time workers
 - Ensure that all employees receive equal pay for doing equal work, that the same service conditions apply and that any special supplements are approved and paid in accordance with the principles of the Work Force Plan and Local Government Terms and Conditions of Employment
 - Ensure that all employees are able to work in an environment that values them as individuals and is free from sexual harassment
 - Confront unlawful discrimination and promote sex equality through learning and development
 - Sensitively handle allegations of sexual discrimination and harassment and provide appropriate support to the alleged victim(s) in accordance with Authority policy and procedures
 - Ensure that recruitment and selection is carried out in accordance with corporate standards and best practice
 - Manage employees fairly and appropriately, ensuring there is no discrimination in terms of attitude, work allocations, consultation, communication, promotion, development and training opportunities, employee appraisals, granting of leave, grievance and disciplinary matters, conditions of employment, the work environment, reward, retirement, redundancy or transfer

- Provide appropriate development opportunities to assist with the implementation of this policy and ensure that employees and elected Members are aware of their individual responsibilities and the Authority's commitment ensure that all consultants, contractors, suppliers and partners are made aware of this policy and the expectation that their own policies will include as a minimum:
 - A commitment to equal opportunities
 - The name or position of the person responsible for the effective implementation of their policy

Legislation

3. Under the Sex Discrimination Act 1975, it is unlawful to treat any person less favourably than another is treated in similar circumstances on the grounds of sex. It is also unlawful to apply a requirement or condition, which discriminates against women because they are less able to comply with it than are men (or vice versa). The protection applies irrespective of marital status.
4. It is also unlawful, to treat a person less favourably than another on the grounds that he or she intends to undergo, is undergoing or has undergone, gender reassignment.
5. The Equal Pay Act 1970 requires that men and women should be paid equally where they are carrying out the same job, doing work rated as equivalent under a job evaluation scheme or doing work of equal value.

ANNEX E

Our Policy on Equality for Lesbian, Gay, Bisexual & Transgender People

Statement of Commitment

1. The Peak District National Park Authority is committed to eliminating homophobic prejudice and discrimination, and to the principles of individuality and diversity. In pursuing these commitments the Authority acknowledges its statutory duties under the Employment Equality (Sexual Orientation) Regulations 2003, the Human Rights Act 1998, the Local Government Act 1988, the Sex Discrimination Act 1975, the Sex Discrimination (Gender Reassignment) Regulations 1999 and guidance produced by the Local Government Association on 'Supporting Inclusive Communities – Lesbians, Gay Men and Local Democracy', March 2001.
2. The Authority will ensure that, in carrying out its duties, lesbian, gay, bisexual and transgender people are given equal and unprejudiced treatment. To achieve this objective the Authority will:
 - Ensure that policies, procedures and practices are not based on the assumption that everyone is, or should be, heterosexual
 - Acknowledge same sex relationships and ensure that, wherever possible, the partners of same sex or transgender couples have equal access to the services and benefits available to heterosexual couples
 - Encourage the participation of lesbian, gay, bisexual and transgender people in the decisions that affect their lives
 - Work with partners to make communities safer and enable lesbian, gay, bisexual and transgender people to live without prejudice or fear
 - Encourage a culture where people feel able to be open about sexual orientation and ensure that lesbian, gay, bisexual and transgender employees have a safe and supportive environment in which to work
 - Ensure service users are aware that they do not have the right to refuse service from lesbian, gay, bisexual and transgender employees
 - Monitor the uptake of services by lesbian, gay bisexual and transgender people
 - Ensure that recruitment and selection is carried out in accordance with corporate standards and best practice
 - Provide appropriate development opportunities to assist with the implementation of this policy and ensure that employees and Members are aware of their individual responsibilities and the Authority's commitment
 - Handle allegations of discrimination and harassment sensitively, providing appropriate support to the alleged victim(s), in accordance with Authority policy and procedure
 - Manage employees fairly and appropriately, ensuring there is no discrimination in terms of attitude, work allocations, consultation, communication, promotion, development and training opportunities, employee appraisals, granting of leave, including maternity/paternity/adoption leave, grievance and disciplinary matters or other conditions of employment the work environment, reward, retirement, redundancy or transfer
 - Provide information and guidance to managers and employees on gender reassignment and appropriate language, as well as on behaviour issues that may affect people who are lesbian, gay, bisexual or transgender

- Ensure that all consultants, contractors, suppliers and partners are made aware of this policy and the expectation that their own policies will include as a minimum:
 - A commitment to equal opportunities
 - The name or position of the person responsible for the effective implementation of their policy.

Legislation

3. The Employment Equality (Sexual Orientation) Regulations 2003 prohibit discrimination on grounds of sexual orientation in employment and vocational training.

ANNEX F

Our Policy on Equality for People of all Religions and Beliefs

Statement of Commitment

3. The Peak District National Park Authority is committed to eliminating discrimination against people because of their religion or belief. In pursuing this commitment, the Authority acknowledges its statutory duties under the Employment Equality (Religion or Belief) Regulations 2003 and the Human Rights Act 1998.
4. The Authority will afford equal access to employment and services, and will not discriminate on the grounds of religion or belief. In order to achieve this objective, the Authority will:
5. Ensure that Faith communities are consulted in planning for services and their specific needs considered in any consultation processes
6. Give consideration to advertising and promoting services in the Faith media
7. Ensure that recruitment and selection is carried out in accordance with corporate standards and best practice
8. Ensure that service users, employees, consultants, contractors, suppliers and partners [including those in the voluntary and community sectors] are able to go about their daily business free from harassment and religious discrimination
9. Handle allegations of religious discrimination and harassment with sensitivity, giving appropriate support to the alleged victim[s], within the context of the normal policy and procedure
10. Manage employees fairly and appropriately, ensuring there is no discrimination on religious grounds in terms of work allocations, consultation and communication, promotion, development and training opportunities, employee appraisals, granting of leave, grievance and disciplinary matters, conditions of employment, the work environment the work environment, reward, retirement, redundancy or transfer
11. Acknowledge and publicly recognise cultural and religious festivals and holidays across the Authority so that leave is not unreasonably withheld from employees who may wish to celebrate them
12. Ensure that all consultants, contractors, suppliers and partners are made aware of this policy, and the expectation that their own policies will include as a minimum:
 - A commitment to equal opportunities
 - The name or position of the person responsible for the effective implementation of their policy

Legislation

3. The Employment Equality (Religion or Belief) Regulations 2003 prohibit discrimination on grounds of religion or belief in relation to employment and vocational training.
4. Some incidences may also be covered by the Race Relations (Amendment) Act.

ANNEX G

Our Policy on Equality for People of All Ages

Statement of Commitment

1. The Peak District National Park Authority is committed to eliminating age discrimination. We will do all we can to promote greater social inclusion for people of all ages and will develop the right conditions for employees of all ages to develop and to contribute. In order to achieve this objective, the Authority will:
 - Include younger and older people in drawing up plans and making decisions
 - Support younger and older people's interest groups, making special efforts to include hard to reach groups
 - Provide services on the basis of need, regardless of age. Age will not be used as a criterion to restrict access to services
 - Work with partners in other organisations to improve our effectiveness in promoting equality and valuing diversity
 - Ensure that consultants, contractors, suppliers and partners are made aware of this policy and the expectation that their own policies will include as a minimum:
 - A commitment to equal opportunities
 - The name or position of the person responsible for the effective implementation of their policy

Continuous Improvement, Monitoring and Review

2. We will continue to improve how we work towards eliminating age discrimination and we will monitor the following in relation to age:
 - Service usage
 - Workforce information, to show where there is risk of discrimination and to help plan workforce developments
 - Community consultation and engagement.
3. We will develop plans in the light of information derived from monitoring and we will invite feedback on the effects of what we do.

Employment

4. The Authority acknowledges that both older and younger workers may face stereotyping with regard to their capabilities and prospects. We believe that age stereotypes diminish choice for individuals and lead to ineffective use of people in the Authority.
5. We acknowledge that age does not equate to physical or mental ability and is a poor predictor of performance. We consequently reject the use of age as a deciding factor in employment decision-making.
6. The Authority will apply these principles to all employment policies, practices and decisions applied to employees of the Authority. This includes recruitment, work allocations, consultation, communication, promotion, development and training

opportunities, employee appraisals, granting of leave, grievance and disciplinary matters, conditions of employment or the work environment, reward, retirement, redundancy or transfer.

Legislation

7. There is currently no specific legislation against discrimination on the grounds of age, however we are aware of the EC Anti-Discrimination Directive and legislation that will be introduced in October 2006. We will ensure that our policies are in line with this new legislation and indeed have already given staff over our current retirement age the opportunity to continue their employment if they wish.

Annex H

Summary of Strategy for Working with People and Communities

1. The Strategy for Working with People & Communities was approved by the Authority in February 2006. The strategy co-ordinates actions across a range of Authority activities, including partnership programmes, communication channels and services that promote understanding of and engagement with the Peak District National Park e.g. Visitor centres, communication, education, Ranger activities, volunteering, engagement
2. The strategic outcome is as follows:
By 2011, increase understanding of the special qualities of the Peak District National Park amongst residents & **target groups*** so that they:
 - Feel welcome
 - Know that they are in the Peak District National Park
 - Enjoy their visit to the PDNP
 - Understand why the PDNP is a special place
 - Know about opportunities where they can influence decisions that affect them
 - Respect that other people live, work and visit the PDNP
 - Know about opportunities where they can make a personal contribution to the sustainable management of the PDNP

***Target Groups:**

3. The Authority will develop audience-led Action Plans for the following target groups:
 - Young people
 - Under-represented groups –
 - People with special needs
 - Black & ethnic minority
 - Disadvantaged communities
 - Local residents
 - Visitors
 - Businesses & land owners in the Park/affecting the Park
 - Local Authorities, Constituent Authorities, DEFRA, MPs etc

from **target areas****

****Target Areas:**

4. The focus of the Authority's work for young people and under-represented people will be on the following target areas: Sheffield, Bolsover, Chesterfield, Derby City, Oldham, Stoke-on-Trent, Barnsley, Kirklees, Tameside, Manchester, Rochdale, Stockport, Doncaster, Rotherham, Nottingham, Ashfield, Mansfield.
5. The Authority has identified reaching young people and under-represented groups from the target areas as a priority

5. Peak District National Park Authority: Corporate Equality Action Plan: July 2005 - July 2006

Equality Standard element	Action	Lead	Resources	Timescale	Outcome/output	Measure
LEADERSHIP AND CORPORATE COMMITMENT	Demonstrable dynamic commitment from Senior Management Team and Members	Jim Dixon Barbara Wilson	Management Team Members	Throughout period	Commitment demonstrated in meetings, reports, resolutions, actions	Evidence for Equality Standard levels
	Build on previous equal opportunities training by developing and rolling out equalities awareness training in 2005/6 Corporate Training Plan (and beyond) – including front line staff, monitoring turnout to ensure appropriate attendance	Deborah Unwin	External trainer	By June 2006	Increased awareness and understanding of Equalities issues	Feedback from participants
	Ensure the next staff survey includes relevant questions to check staff understanding of the Equality Standard	Deborah Unwin	HR Team	March 2006	Staff survey has relevant questions	Staff survey results
	Harassment Policy	Deborah Unwin	HR Team	March 2006	Harassment policy	Staff survey results
	The Chief Executive's Unit are all involved in the development, promotion and communication of our corporate objectives	Jim Dixon	Chief Executive unit Heads of Service	March 2006	Equalities issues are reflected in corporate objectives	Outputs in Best Value Performance Plan
	Implement corporate commitment to strategies and documents which incorporate good equality practice	Jim Dixon	Directors and Heads of Service	Ongoing	Corporate documents and Strategies include good equality practise	Regular monitoring
	Prioritise reasonable, cost effective access improvements for visitors to all authority properties where feasible	Paul Harrop with relevant managers	Property Team, Heads of Service	Ongoing	Accessibility projects undertaken	Improved accessibility for visitors

Equality Standard element	Action	Lead	Resources	Timescale	Outcome/output	Measure
EMPLOYMENT, TRAINING SKILLS /KNOWLEDGE	Prioritise access improvements for potential employees to all authority properties where feasible (e.g. includes suite of accessible offices at Aldern House)	Paul Harrop	Property Team, Heads of Service	Ongoing	Accessibility projects undertaken	Improved accessibility for potential employees
SERVICE DELIVERY AND CUSTOMER CARE	Develop a Corporate Standard for publications to include standards on text style/size, plain English, availability in different formats, and the marketing of our communications	Chris Taylor	Communications Team	March 2006	Communicate the corporate standard	Adherence to Corporate Standard
	Improve diversity of imagery used by NPA – including guidelines for use	Chris Taylor	Communications Team & Design Team	Ongoing	Increased use of diverse images	Feedback from customers on the imagery used
	Implement a central database of contacts e.g. Staff language skills	Jeff Winston	Customer Service Team	March 2006	Database available for all staff to use	Feedback that staff find database useful
	Prioritise ‘customer focus’ in recruitment and training	Deborah Unwin	HR Team John Stannard	Ongoing	Customer Focus training in Management Development Programme 2005/6 and Corporate Training Plan 2005/6	Feedback from participants to that training
	All forms should advise applicants that help in completion is available	Jeff Winston	Customer Service Team	Ongoing	All forms include this service	Requests for help are met

Equality Standard element	Action	Lead	Resources	Timescale	Outcome/output	Measure
	Compile guidance on accessibility issues for people organising public events: <ul style="list-style-type: none"> • Hearing issues • List of accessible venues • Risk assessments 	Nic Hutchins / Bob Young / Chris Taylor	Communications Team	Ongoing	Appropriate measures put in place	Positive feedback from those at talks and exhibitions
	Work with partners to extend accessibility on website & National Park Portal to include BOBBY compliance	Jeff Winston	IT Team	October 2005	Websites are Bobby compliant	Positive feedback
CONSULTATION	Corporate consultation strategy to include consultation through partners, staff and the Sheffield project, to include sharing of data	Promoting Understanding lead officer	Promoting Understanding Group	TBC	Corporate Consultation strategy launched	Survey to focus on effectiveness of the new strategy one year on
	Mechanism for promoting equality good/best practice, including tools to engage with diverse communities	Promoting Understanding lead officer	Promoting Understanding Group	TBC	Tools being used	Positive feedback from those contacts
	Corporate celebration of the 'Year of Cultural Diversity' – 2005 (to be announced by Government)	Chris Taylor	Communications Team	TBC	TBC	TBC
	Monitor both the methods and outcomes of our consultation processes	Andy Cooper	Performance Review & Research	Ongoing	Monitoring process in place and used	Results on monitoring are analysed and lessons learned are implemented
	Follow up from Best Value Review of Stakeholders Engagement for action on equality issues	Chris Taylor	Best Value Review Team	March 2006	Equality issues are acted upon	Feedback on stakeholder engagement activities re equality issues

Equality Standard element	Action	Lead	Resources	Timescale	Outcome/output	Measure
CONTRACT MANAGEMENT/ VOLUNTARY SECTOR	Ensure the Procurement Strategy includes consideration of best practice on how equality issues (e.g. partnership agreements, standard contract terms and commissioning briefs), can reinforce our Equalities Standard and contains procedures for achieving that	Philip Naylor	To be assessed and pursued in relation to proposed future practice	March 2006	Procurement strategy launched	Strategy includes equalities issues
	Checking of contractors' equality credentials in addition to other assessments carried out at present	Paul Harrop	Heads of Service	Ongoing	Contractors tackling equality are preferred	Evidence of checking
	Strategic partner mapping and strategy will pick up consistent relations with the voluntary sector.	Steve Turner	Strategy, Policy & Partnerships Team	Ongoing with a report to the Authority in October, 2005	Establishment of partnership	Voluntary sector representation
MONITORING AND EVALUATION	Corporate policy/ guidelines in how to monitor equality a) To continue that done in employment & training b) Establish one for service delivery c) In the communities we serve d) To include customer feedback	Equality Steering Team Deborah Unwin Andy Cooper Heads of Service	March 2006	Corporate guidelines launched	Equality is monitored, and trends analysed	Annual monitoring statement
	Corporate action taken to monitor equality issues and achievement of the Equality Standard levels	John Thompson	Equality Steering Team with the Equality Audit Group	Ongoing	Evidence gathered for each level of the Standard	Audit group sign off achievement of each level of the Standard
	Need feedback from monitoring to front-line staff	John Thompson	Equality Steering Team	Ongoing	Feedback loop established and utilised	Record of feedback
	Action needed, arising from Equality Standard work, across all services is implemented	John Thompson	Equality Steering Team	Ongoing	Advice to Services	Evidence advice is implemented

6. Equality Impact Needs Assessment

SCREENING (Part 1)

Project / Strategy / Policy Title
Name of individual completing Equality Impact Needs Assessment (EINA)
Manager / Project Leader
Summary of project / strategy / policy and key activities, beneficiaries/stakeholders
Who are the beneficiaries/stakeholders?
Expected outcomes or impact of the project / strategy / policy
Project Team (other staff or partner organisations involved in the delivery)

Is the project / strategy / policy consistent with the PDNPA Equality Policy?			
Yes		No	
What impact could the project / strategy / policy potentially have on different sections of the community? Would it affect different people in different ways?			
		Positive impact	Negative impact
Gender			
Women			
Men			
8.b Ethnic Groups (See notes below)			
8.c Disability (See notes below)			
8.d Religious and faith groups (See notes below)			
8.e Age (See notes below)			
8.f Parents/carers			
8.g Other groups (See notes below)			

If you have indicated that there is a negative impact on any group, is that impact:	
Legal?	Yes / No
Intended?	Yes / No
Level of impact?	High / Low
How can you minimise or remove any negative, undesirable impact that is of low significance?	
Can you improve any of the positive, desirable impacts of the project / strategy / policy?	
If there is no evidence that the project / strategy policy promotes equality, equal opportunities or improved relations in line with the PDNPA Equality Policy, could it be adapted to do so?	

Do you need to complete a full EINA?	
Yes (If any section of the community will be negatively affected and that affect is judged to be significant)	
No	

Signed	Date

Notes:

Question 8.b

Could include amongst a wide range of people:

Asian or Asian-British e.g. Indian, Bangladeshi, Pakistani

Black or Black-British e.g. Caribbean, African

Chinese

People of mixed heritage e.g. White & Black Caribbean, White & Black African, White & Asian

White British

White Irish

Question 8.c

Could include amongst others:

People with mental health needs

People with physical, sensory or learning disabilities

Question 8.d

Could include a diverse range of religious & faith groups, for example:

Buddhists, Christians, Hindus, Jews, Sikhs & non-believers amongst others.

Question 8.e

People over 60 years

People 26 – 59 years

Young people: 17 – 25 years

Children: under 17 years

Question 8.g

Could include, amongst others, the following groups:

Lesbians, gay, bisexual people

Trans people

Asylum seekers, refugees

Members of the travelling community

People with poor literacy skills

Equality Impact Needs Assessment

FULL ASSESSMENT (Part 2)

1 Project / strategy / policy title	
2 Looking back at Part 1 (Screening) of the EINA, in what areas are there concerns that the project / strategy / policy could have a negative or undesirable impact?	
3 Summarise the possible undesirable effects	
4 Has there already been consultation or research relating to groups or individuals in different sections of the community and if so what does it indicate about the possible negative or undesirable impact of this project / strategy / policy?	
Section of the community	Summary of consultation or research carried out or planned
5 What consultation has taken place / is planned with PDNPA staff including those that have, or will have, direct experience of implementing the project / strategy / policy?	

6 If there are any gaps in your previous or planned consultation and research, are there any experts/relevant groups that can be contacted to get further views or evidence on the issues?	
Yes	(Please list them and explain how you will obtain their views)
No	
7 Has the project / strategy / policy been through any legal vetting for compliance?	
Yes	(By whom and comments)
No	
<p>Note: This will only be necessary in conditions where the Project / Strategy / Policy is entirely driven by legislative duties and/or where there is doubt about the legal interpretations in relation to the outcomes/service being provided</p>	

COMPLETE THE FOLLOWING SECTION WHEN CONSULTATION AND RESEARCH HAS BEEN CARRIED OUT	
8 As a result of this assessment, the available evidence collected and any consultation, please state where appropriate whether or not there will need to be any changes made to project / strategy / policy	
9 As a result of this assessment and available evidence, is it recommended that the PDNPA commissions specific research on this issue or undertakes monitoring / data collection?	

10 Will the changes planned ensure that the impact is:		
Legal*?	Yes	No
Intended?	Yes	No
Low impact?	Yes	No
* Not discriminatory, under anti-discriminatory legislation		
11 Have you set up a monitoring/evaluation/review process to check the successful implementation of the project / strategy / policy?		
Yes	No	
12 How will this monitoring/evaluation further assess the impact on different sections of the community to ensure the project / strategy / policy is non-discriminatory?		
Details:		
13 What is the final policy decision for this assessment?		
14 There is a legal requirement to publish the outcome of an EINA. How/where this will happen:		
PLEASE COMPLETE THE ACTION PLAN ON THE NEXT PAGE		

EQUALITY IMPACT NEEDS ASSESSMENT ACTION PLAN

Please list below any recommendations for action that you plan as a result of this EINA:

Issue	Action required	Lead officer	Timescale	Resource implications	Comments
Signed			Date		