



East Ayrshire Council and Education Authority

Equality Mainstreaming Report

2013 - 2017

Accessibility

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Tha an sgrìobhainn seo cuideachd ri fhaotainn ann an cànanan eile, Braille, clò nas motha agus air teip ma tha sibh ga iarraidh.

本文件亦可應要求，製作成其他語文版本、特大字體、盲人點字及錄音格式版本。

درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی، بریل اور سننے والے ذرائع پر بھی میسر ہے۔

ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ, ਬਰੇਈਲ ਅਤੇ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਈਆ ਵੀ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।

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INTRODUCTION

East Ayrshire Council's Mainstreaming Report sets out how equalities are being mainstreamed into the functions and activities of our organisation. It also provides information on our schools and employees, and demonstrates ways in which we are meeting the general and specific duties as set out in the Equality Act 2010.

Equality, together with Quality, Access and Partnership, has been a Core Value of the Council since its inception in 1996. Our commitment to Equality is as strong today as it was then and covers the nine protected characteristics within the Equality Act 2010, namely disability, race, sex, age, sexual orientation, religion or belief/non-belief, transgender, marriage and civil partnerships and pregnancy and maternity.

As a Council, we place equality at the heart of everything we do and are committed to ensuring equality of opportunity and social inclusion for all our service users, visitors and employees.

The whole of the public sector is facing substantial changes in the years ahead as a result of:

- changing demographics;
- increased demand for services;
- changing customer expectation;
- substantial reductions in local authorities budgets;
- public sector reform; and
- changes in legislation.

In this context, our challenge is to continue to deliver high quality services and deliver them in new and innovative ways, with our communities and our partners, to that we deliver the services, which meet the needs of our diverse communities and make the best use of the resources available to us.

We have produced this mainstreaming report not only in line with our legal equality duties but also as a statement of our commitment to ensuring that we continue to provide high quality services to meet the needs of our diverse communities.

THE LEGAL CONTEXT

The Equality Act 2010 became law on 1 October 2010 and replaced previous anti-discrimination laws with a single Act. It simplified the law into a single source and ensures that everyone who is protected under law from discrimination, harassment or victimisation is afforded the same level of protection.

The Equality Act introduced the concept of nine protected characteristics (PCs), namely:

- Age
- Disability
- Gender Reassignment
- Pregnancy and Maternity
- Race
- Religion and Belief
- Sex

- Sexual Orientation.
- Marriage and civil partnership but only in respect of the requirement to have due regard to the need to eliminate discrimination.

On 5 April 2011, the Equality Act 2010 introduced a new public sector equality duty (also known as the General Equality Duty) which requires public authorities, in the exercise of their functions, to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and any other conduct that is prohibited under this Act;
- advance equality of opportunity between people who share a relevant protected characteristic and those who do not share it; and
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

On 27 May 2012, the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 came into force. The purpose of the specific duties in Scotland is to help public bodies, such as the Council, in their performance of the general equality duty.

The Specific Duties place a statutory duty on the Council to:

- report progress on mainstreaming the equality duty;
- publish equality outcomes and report progress;
- assess and review policies and practices;
- gather and use employment information;
- publish gender pay gap information;
- publish statements on equal pay;
- consider award criteria and conditions in relation to public procurement; and
- publish in a manner that is accessible.

The focus of this report is on the progress the Council has made in mainstreaming the equality duty, as well as gathering and using the employment information in relation to equality.

EAST AYRSHIRE CONTEXT

East Ayrshire Council is a medium sized authority, widely recognised as a high performing Council. This was reflected in Audit Scotland's Best Value 2 Audit in April 2010 which confirmed that:

“Services in East Ayrshire are performing well. The Council and its partners are making progress with improving the impact and outcome for communities.”

The Audit also recognised that:

“The Council is well placed to deliver future improvement. The Council is very aware of where it needs to improve and demonstrates a clear commitment to change. It has an effective approach to self-evaluation, very good relationships with partners and a track record of delivering improvement.”

The Community Plan is the sovereign, strategic planning document for the East Ayrshire area, and acts as the Council's Corporate Plan. It sets out our overarching vision that:

“East Ayrshire will be a place with strong, vibrant communities where everyone has a good quality of life and access to opportunities, choices and high quality services which are sustainable, accessible and meet people's needs.”

The Community Plan Guiding Principles underpin all Council activity and ensure that we work in a way which:

- promotes equality of opportunity, social justice and social inclusion;
- ensures effective community engagement in the planning and development of local services;
- ensures quality and accessibility;
- builds sustainability into what we do;
- delivers continuous improvement and best value while improving efficiency and productivity; and
- promotes early intervention in the delivery of services.

We recognise that there are substantial differences between communities, groups and individuals and the opportunities they enjoy in respect of health, employment, education, learning, safety and quality of their local environment. We are committed to promoting equality duties within our work and through our wider partnership working, and improving the position of everyone who is currently disadvantaged or excluded from opportunities.

The context within which we work is constantly changing and no more so than now, while we are feeling the effects of a major economic recession. Governments and organisations have no choice but to think and do things differently and to instigate reforms which make finances stretch further and achieve more.

The UK Comprehensive Spending Review announced significant reductions in funding across public services in the UK for the period 2011/12 to 2014/15. For the Council, this means an estimated budget gap of £34.1 million over the period 2013/14 to 2016/17. Wider economic conditions remain unpredictable and challenging, and reductions in public sector spending are expected to continue for the foreseeable future.

We have put in place a [Transformation Strategy](#), which sets the Council's Strategic Priorities for the period 2012 – 2017. In it, we have identified 25 workstreams through which change will be delivered. The current priorities have been revised around young people, older people, housing and town centres and, where applicable, these priorities have been aligned with the equality outcomes.

DEMOGRAPHICS

Population

The 2011 resident population for East Ayrshire, estimated on Census Day (29 April 2011), was 122,700; an increase of 2.1% since 2001. The population of East Ayrshire accounts for 2.3% of the total population of Scotland (Source: Census 2011, Statistical Release 1B, March 2013).

In East Ayrshire, 18.1% of the population are aged 15-29 years, compared to 19.6% in Scotland. Persons aged 60 and over make up 24.1% of the East Ayrshire population,

compared to 23.2% in Scotland (Source: Census 2011, Statistical Release 1B, March 2013).

East Ayrshire's population is expected to increase by around 0.7% between 2010 and 2035; by contrast, the population of Scotland is projected to increase by 10.2% in the same period. (Source: National Records of Scotland, 2010-based Population Projections for Scottish Areas)

Age

Over the 25 year period, the age group that is projected to increase the most in size in East Ayrshire is the 75+ age group, from around 8% of the population in 2010 to 14% in 2035. It is estimated that the proportion of those of pensionable age will increase to around 28% by 2035, compared to 18% in 2010.

The population aged under 16 years is projected to decline by 4.3% between 2010 and 2035; and the local working age population is projected to fall by 13.8%, compared with a relatively static working age population across Scotland. (Source: National Records of Scotland, 2010-based Population Projections for Scottish Areas)

These changes present significant challenges for the Council and other public services in terms of changes to the types of services required by different age groups.

Disability

There are high levels of poor health in East Ayrshire; 22.2% of the population report that they have a limiting illness, compared to 20.3% nationally, and 22.8% of East Ayrshire residents report, who are economically inactive, report that they are permanently sick/disabled, compared to 20.3% nationally. Further, 10.4% of the East Ayrshire population report that they provide unpaid care, compared to 9.5% nationally. (Source: National Records of Scotland, Census 2001)

Ethnic Grouping

Percentage of population.

	East Ayrshire %	Scotland %
White Scottish	94.22	88.09
Other White British	3.94	7.38
White Irish	0.57	0.98
Other White	0.59	1.54
Indian	0.07	0.30
Pakistani	0.14	0.63
Bangladeshi	0.00	0.04
Other South Asian	0.04	0.12
Chinese	0.18	0.32
Caribbean	0.01	0.04
African	0.02	0.10
Black Scottish or Other Black	0.01	0.02
Any Mixed Background	0.15	0.25
Other Ethnic Group	0.05	0.19

Source: National Records of Scotland (Census 2001)

In East Ayrshire, the ethnic minority population is significantly lower than Scotland for all ethnic minority groupings. In addition, in the East Ayrshire Community Planning Residents' Survey 2011, 94% of respondents said they are 'White Scottish', 5% said they are 'White Other British', 0.5% 'Irish' and 0.5% 'Other Ethnic Background'.

Sexual Orientation

Due to the prevalence of discrimination many Lesbian, Gay, Bisexual people are not disclosed and it is therefore difficult to quantify the number of LGBT people. The Government estimates that between 5-7% of the total adult population are LGBT. This is a significant number of people who may be particularly vulnerable to hate crimes and discrimination. (Source: Department of Trade and Industry, 'Final Regulatory Impact Assessment: Civil Partnership Act', 2004)

DEPRIVATION AND INEQUALITY

There are sharp contrasts in the prosperity of communities across East Ayrshire, with some experiencing significant deprivation while others are relatively affluent. The Scottish Index of Multiple Deprivation (SIMD) measures income, education, employment, health, crime, housing and access to services to establish an overall score for each datazone. There are 154 data zones in East Ayrshire (2.4% of the Scottish total). There are 32 datazones in the 0 -15% most deprived and 41 data zones in the 15 – 30% most deprived in SIMD 2012.

The SIMD 2012 highlights that 20% (approximately 1 in 5) of East Ayrshire residents live in the 0 – 15% most deprived areas in Scotland and we have the tenth largest proportion of population categorised as most deprived.

The following statistical information is significant in terms of poverty and deprivation:

- 16,453 East Ayrshire residents were in receipt of Council Tax Benefit and/or Housing Benefit in December 2012.
- East Ayrshire has:
 - 16,453 East Ayrshire residents were in receipt of Council Tax Benefit and/or Housing Benefit in December 2012 compared with 15,105 claimants at December 2007. (Source: East Ayrshire Council)
 - The number of long term Jobs Seeker's Allowance Claimants (claiming for 12 months or more) increased by 171% over the three years from November 2009 to November 2012. (Source: Scottish Government Labour Market Briefing, December 2011 (Claimant Count, Office for National Statistics))
 - 6.7% repeat homeless within one year in 2011/12, compared to 11.6% in 2006/07. (Source: East Ayrshire Council)
 - Almost 5,700 children in East Ayrshire estimated to be living in poverty, representing 23% of the child population. This is the sixth highest proportion of all local authority areas in Scotland and higher than the national average rate of 20%. (Source: Child Poverty Action Group, 2011)

Unemployment rates within East Ayrshire have increased over recent years and are among the highest in Scotland; claimant count unemployment was 6.1% in February 2013 (8.5% for men and 3.8% for women), compared to 3.3% at January 2008. The rate has been consistently higher than the Scottish rate.

Youth unemployment is a key area of concern and was reported as being 12.5% as at February 2013 (Claimant Count, Office for National Statistics, March 2013). The rate has risen sharply since 2008. Within Education, efforts and available resources are directed at providing sustained destinations for young people by strengthening the links between education and learning, and employability.

The challenge for the Council and its Partners is to provide high quality services for all, while specifically targeting additional resources in the most disadvantaged communities, with a view to closing the opportunity gap.

EAST AYRSHIRE COUNCIL EQUALITY PROFILING

The Council has a number of tracking systems in place within departments to ensure that equality data is captured and analysed locally to inform service delivery. Currently, the characteristics of age and sex are routinely collected and recorded within existing systems. However, we are aware that further work in this area for the other equality characteristics is required in order to provide a sound basis for planning and service delivery in the context of local and national developments.

As a Council, we require to raise awareness with service users and employees about the relevance of collecting and recording transgender, religion/belief and sexual orientation information, and the impact these characteristics have on service delivery. In 2010, the Council updated the equalities monitoring form to cover all equalities characteristics and further work in this area will be progressed. As well as raising awareness, processes require to be reviewed to improve further the gathering of the data.

EMPLOYMENT MONITORING

The Council aims to have a workforce which reflects the community the Council serves. The benefits of having a diverse workforce that is broadly representative of the local population is that the Council is seen as an employer of choice and an employer who provides fair employment for all of the protected characteristics

The Council undertook an employee Data Validation exercise in 2010, which coincided with the introduction of a new integrated payroll system, and as a consequence took the opportunity to update the employee equality monitoring form in line with the Equality Act 2010. Through this process the employment equality monitoring form was also updated to reflect a succinct approach to collecting and analysing employee data. The Council's employees profile can be viewed [here](#).

The Council acknowledges the gaps which exist in its employees identifying themselves by the protected characteristics of disability, race, religion and belief and sexual orientation. We continue to encourage employees to provide this information and, as well as raising awareness, processes will be reviewed to improve further the gathering of the data.

MAINSTREAMING EQUALITIES

Mainstreaming is a specific requirement for public bodies in relation to implementing the Equality Duty 2010. In simple terms it means integrating equality into the day-to-day working of the Council, taking equality into account in the way we exercise our functions, as an employer and in planning and delivering services. Put simply, equality should be part of everything we do.

The Equality and Human Rights Commission Guidance on mainstreaming the equality duty highlights a number of benefits including the following:

- Equality becomes part of the structures, behaviours and culture of an authority.
- An authority knows and can demonstrate how, in carrying out its functions, it is promoting equality.
- Mainstreaming equality contributes to continuous improvement and better performance.

By mainstreaming equality into everything we do, we will:

- improve outcomes for our diverse communities;
- improve participation in decision-making by equality and other socially disadvantaged groups;
- embed equality in the systems, functions and culture of the Council;
- improve policy making by avoiding the development of policies and programmes that inadvertently sustain or compound existing inequalities;
- improve the quality of service design and delivery resulting in more equitable access; and
- ensure that we have a well trained and informed workforce.

EAST AYRSHIRE COUNCIL'S APPROACH

Mainstreaming the equality duty is an organisational responsibility, and leadership and employee awareness is central to its success. The Council has in place a range of mechanisms and processes to ensure that consideration of equalities underpins everything we do and that there is effective leadership at all levels.

Spokesperson for Equalities

The Leader of the Council is the spokesperson for equalities ensuring effective leadership at the political level.

Corporate Equalities Strategy Group

The Corporate Equalities Strategy Group, established in 2006, is chaired by the Chief Executive and comprises representation at a chief officer level from all departments of the Council. The Group ensures a strategic approach to the equalities agenda across the Council; ensures effective monitoring in relation to equality issues; and maintains a consistency of approach to equality issues with particular emphasis on the continuation of mainstreaming equalities.

Departmental Equalities Groups

Established since 2007, the Departmental Equalities Groups support and drive forward the equalities agenda within services. They ensure that staff are appropriately trained and that information is effectively disseminated.

Equalities Forum

In 2007, the Council reviewed its engagement arrangements to ensure the statutory obligation to consult and involve citizens in the pursuit of equality of opportunity and the removal of discrimination were being met effectively. This resulted in the establishment of an Equalities Forum, which is chaired by the Leader of the Council and comprises

individuals and members of groups, representing all of the protected characteristics; Elected Members; Council officers and partner representatives.

The Equalities Forum meets twice per year and, in addition, an annual equalities event is held, which reviews achievements in the previous year and identifies issues for consideration in the coming twelve months. Equalities Forum members have discussed and debated a wide range of issues, including communication, promoting citizenship, transport issues, Integrated Health and Social Care and the potential impact of Welfare Reform. Forum members have also been involved in the development of strategies and policies such as the Housing Allocations Policy and the Recruitment and Selection Policy, and in the development of the Council's Budget for 2013-2017.

A review of the Equalities Forum was carried out in June 2012, which confirmed that Forum members feel engaged and involved in Council business. The Forum continues to grow in membership with the group widened to represent religious establishments, Tenant's Associations, and LGBTQ, a local group representing lesbian, gay, bi-sexual, transgender and people who are questioning their sexual orientation.

East Ayrshire Community Planning Residents' Survey

Every three years, the Council and its Community Planning Partners undertake a Residents' Survey of East Ayrshire Residents to:

- gain increased information on the demographics of the East Ayrshire population;
- gain an increased understanding of local priorities and views of residents on public service provision/satisfaction; and
- gain data and undertake a comparison with the findings of previous Residents' Surveys and inform reporting in respect of Community Planning and the associated Single Outcome Agreement.

2,000 face-to-face interviews are conducted with a cross-section of the population of East Ayrshire, utilising a quota based methodology. Equality monitoring information is included in the Survey to allow results to be disaggregated by protected characteristic.

Raising and Maintaining Awareness of Equalities within the Council

It is important that Council staff and Elected Members are aware of the general equality duty in order that it is considered in their work where relevant. A range of methods is utilised to develop and maintain awareness, including:

- briefings for Elected Members;
- briefings for the Corporate Management Team;
- responses to information requests from Elected Members and officers;
- information circulated across the Council, as appropriate; and
- items and updates on the Council's Intranet.

Community Awareness

In addition to the Equalities Forum, the Council utilises a range of methods to promote awareness of equality issues within local communities, including:

- circulating information to key equality contacts and groups, as appropriate;
- providing information on the Council's public website; and

- direct contact with local groups.

To showcase best practice and activities in relation to equalities, while further mainstreaming the Equality Agenda, a Diversity Calendar has been developed which aligns events supported by services across the Council or by partners to relevant national diversity events throughout the year, including the following sample:

- Holocaust Memorial Day;
- LGBT History Month, including the annual flag raising;
- International Women's Day;
- Gypsy Roma Traveller Month;
- Learning Disability Week;
- International Day for Older People;
- Anti-bullying Week; and
- International Men's Day.

Accessibility of documents and information

The Community Plan acts as the Council's Corporate Plan and the Community Plan Review Supplement 2010/11 is available on the Community Planning website at www.eastayrshirecommunityplan.org in a range of minority ethnic languages and in an audio file. All Council documents can be translated or made available in different formats on request.

Good Practice

The Council's progress in mainstreaming equalities can be demonstrated through the delivery of services. A number of good practice examples have been highlighted in the appendix to this report.

Equality Impact Assessment

An Equality Impact Assessment (EQIA) is a careful examination of a proposed policy, guidelines, strategy, service or function to see if it could affect some groups unfavourably, especially minority groups who may experience inequality, discrimination, social exclusion or disadvantage. It applies equally to internal and external policy, strategy, functions and services. Where barriers are identified, an action plan is developed to ensure that any negative consequences are minimised and opportunities for promoting equality are maximised.

The Council has a process in place to ensure that policies and strategies are assessed in line with the general and specific duties. The EQIA toolkit and a step by step guide to support employees are available to all employees on the Council's intranet site. The Equality Act 2010 requires equality impact assessments to be undertaken in relation to the protected characteristics. The Council has extended these criteria to cover other equalities categories and inequalities faced by people, such as carers, homelessness and rurality.

To further embed equalities into the organisation, the Council will continue to ensure that policies, strategies and plans are assessed for equality impacts as standard practice. This has been facilitated by the establishment in April 2012 of the Policy, Planning and Performance Division, the responsibility of which includes strategy/policy development and the equalities agenda. This will further ensure that equality impact assessment is integrated into the strategy/policy development/review process. Furthermore, in August

2012, the Corporate Equalities Strategy Group agreed to appoint an EQIA lead in each service area to further enhance the development of EQIAs across the Council.

In addition, training is in place to build capacity across the organisation and ensure that relevant staff are equipped with the necessary skills and knowledge in relation to effective EQIA.

EMPLOYEE DEVELOPMENT

The Council's [Organisational Development Strategy](#) describes the actions we will take to enable all employees across the Council to make their contribution to the achievement of the Council's vision, including the delivery of the Community Plan, Single Outcome Agreement and the key workstreams set out in the Transformation Strategy. In it, we set out the specific actions we will take to make sure that our workforce is well led, well managed, supported and developed, motivated and engaged to deliver change.

The Strategy and the actions we have identified will make sure that every employee, regardless of protected characteristics, will be able to access support and development relevant to their needs and understand how they can play their part in delivering necessary change and ensuring that the Council continues to be a high performing organisation fit for the future.

Our employee relations arrangements are designed to support fairness and equality and to help create an environment where people feel confident and able to perform their role in a supportive environment. The Council has in place a wide range of Human Resources Policies and Procedures to support employees at work. These are reviewed and revised regularly to reflect current need.

Work/Life Balance - when employees are able to achieve a healthy work/life balance they are able to perform more effectively. To support and promote this we provide the opportunity to work flexibly, including our flexitime scheme, job share and part time working, compressed hours and home working. We also offer excellent working terms and conditions together with employee benefits.

Healthy Working Lives - This Award Programme supports employers and employees to develop health promotion and safety themes in the workplace in a practical, logical way that is beneficial to all. Having healthy and motivated staff can reduce sickness absences, improve productivity and help create a safer working environment. We have adopted the Government sponsored Healthy Working Lives Initiative and have achieved the Bronze award. We are continuing with this programme and we are currently pursuing the next stage of the award (Silver).

Managing Workplace Health - Delivering the Council's commitments will require our structures to be leaner and it has never been more important to have healthy, motivated employees able to be at work and to fulfil their roles to their full potential.

The Council provides an Occupational Health Service through which access to medical and physiotherapy services is provided. Referrals can be made by Human Resources Officers or by employees themselves. The Employee Counselling Service can be similarly accessed.

Our Sickness Absence Management Policy provides for early intervention in cases of stress or musculo-skeletal problems. Our policy also provides for mandatory Return to Work meetings and Absence Review meetings to provide ongoing support for employees.

Managing and Preventing Workplace Stress - All managers are required to complete a mandatory training course on the management of workplace stress to enable them to recognise and address stress in their teams. Managers are trained to provide appropriate support and development to employees in line with the Stress Policy to enable them to perform their roles and engage with the organisation. Proactive measures are in place to help employees to recognise stress and seek support to eliminate it. Procedures to undertake Stress Risk Assessment and Stress Risk Audits are in place to reduce the incidence of stress and manage it proactively.

EQUALITIES TRAINING

Corporate Induction

The Council recognises the importance of learning and development and the impact this can have on the equalities agenda. As such, we provide all new employees with equality and diversity training as part of their induction programme when joining the organisation.

Elected Member Equalities Training

In 2008/09, as part of the mainstreaming agenda, the Council undertook the development of an equalities training package specifically aimed at Elected Members. This training ensures strong Member leadership and a strategic approach to progressing equalities work to meet equality requirements.

This training has been further developed and updated in line with the Equality Act 2010 and was delivered to all new Elected Members in May 2012.

Equalities and Diversity E-Learning

In 2012, the Council developed a new on-line equalities training course for all employees to ensure that our employees are aware of the Equality Act 2010, its implications and how it impacts on their practice. As well as the e-learning package, this course is also available in a classroom based format for those employees who do not have computer access. This course is mandatory for all employees and the course uptake is monitored through the Corporate Equalities Strategy Group.

Equality Impact Assessment (EQIA) Training

EQIA training ensures that all relevant employees have the skills and knowledge necessary to assess Council policies, strategies and plans in relation to their potential impact on people and groups with protected characteristics as standard practice.

Violence against Women Training

The Council is presently developing a pilot e-learning course aimed at raising awareness of Violence Against Women among all employees within the Council. The course will cover twelve themes relating to Violence Against Women, as set by East Ayrshire Violence Against Women Partnership in a modular format, including:

- raising awareness of the factors and issues that can lead to Violence Against Women occurring;
- informing employees what to do should they suspect Violence Against Women is occurring; and
- giving examples of good practice in responding to gender based violence.

We continue to review our human resources policies and procedures to enable our employees to attend work and perform to the best of their abilities.

PARTNERSHIP WORKING

The Council has a long and successful history of partnership working, particularly through our Community Planning Partnership. As previously stated, the activity delivered jointly with our Community Planning Partners is underpinned by the Guiding Principle of 'promoting equality of opportunity, social justice and social inclusion'.

Our specific partnership arrangements in relation to the equalities agenda include the following sample:

- Ayrshire Equality Partnership
- LGBT Working Group
- Multi Agency Incident Monitoring Group
- East Ayrshire Violence Against Women Partnership
- Equalities Forum
- East Ayrshire Elderly Forum.

PROCUREMENT

Since the introduction of the Equality Act 2010, East Ayrshire Council's practice has been to include compliance with the Act as a 'selection' criterion by way of a question in the Business Probity Certificate Declaration in all Invitation to Tender Documents. This practice will continue for all tenders, but enhanced by the following additions to the process.

The Council will further address its duties under the Equality Act 2010 by including a specific Condition of Contract Clause in appropriate Invitations to Tender documents, which will make it a contractual requirement for all successful bidders to strictly adhere to their general duties under the Act.

In addition, where tenders are to be evaluated on the basis of the most economically advantageous tender, compliance with the Equality Act 2010 will be an award criterion, where appropriate. A Method Statement will be required from all bidders in which they must demonstrate how they will ensure compliance with their general duty when delivering the requirement/service.

Furthermore, appropriate tenders will contain a specific Condition of Contract Clause on monitoring the successful bidder's performance in relation to compliance with its general duties under the Act, requiring the Provider to periodically report to the Contract/Framework Administrator on its compliance.

MAINSTREAMING EQUALITY IN EDUCATIONAL SERVICES

The range of mechanisms and processes, which the Council has put in place to mainstream the equality duty, apply to all services including Education. Detailed below, as required, is specific information in relation to mainstreaming equality in Educational Services.

The role of Schools Support Service and Community Support Services within the Educational and Social Services (ESS) Department is central in supporting educational establishments to deliver the highest quality of education to **all** our children and young people. The overall aims are to develop quality learning and teaching environments and facilitate the building of supportive learning communities within the context of Early Childhood Centres, Primary, Special and Secondary Schools.

The Council has:

- 3 early childhood centres (0-5 years)
- 11 early childhood centres (3-5 years)
- 2 integrated primary schools with early childhood centres (0-11 years)
- 17 integrated primary schools with early childhood centres (3-11 years)
- 24 standalone primary schools
- 3 special schools
- 9 secondary schools.

The managers of these educational establishments play a key role in delivering national and local educational outcomes; implementing legislation in relation to children with additional support needs; and taking forward *Getting It Right For Every Child*.

Underpinning all of this is a commitment to equality.

The Council's statement of commitment describes the nature of the Educational Service in East Ayrshire within which the local improvement objectives are delivered.

We are committed to:

"Developing excellence in education and improving opportunities for all through Quality, Equality, Access and Partnership"

Quality

- Creating a climate of achievement
- Identifying good practice
- Disseminating good practice
- Establishing means to monitor and evaluate the work of the Department.

Equality

- Equality of opportunity for all, irrespective of gender, race or disability
- Valuing diversity in individuals and communities
- Ensuring a fair distribution of resources
- Counteracting discrimination and victimisation.

Access

- Open for all
- Assisting those in greatest need to benefit from the service
- Determining views locally
- Promoting lifelong learning.

Partnership

- Forming strong and constructive partnerships
- Working with parents, school boards and community groups
- Working with local businesses, industry, higher education and Scottish Enterprise.

Through this commitment, we provide lifelong opportunities for all of our diverse residents of East Ayrshire.

The hallmark of the service is the priority given to core skills, particularly, increasing confidence and raising levels of attainment in literacy and numeracy for learners of all ages. This is achieved through quality provision in early childhood centres and all schools. Through strong partnerships, particularly with social services in an integrated department, learning opportunities are enhanced and, whenever possible, new ways of improving learning are identified particularly for those who are most vulnerable.

Access to quality services is an entitlement for all learners irrespective of where they live in East Ayrshire, or their gender, race, ethnicity, disability, sexual orientation, learning difficulty or disadvantage.

All aspects of services are subject to rigorous monitoring, evaluation and continuous improvement. This monitoring extends to all services and aspects of resourcing that support the educational process. Each establishment requires to produce a Standards and Quality Report which must include a section on equalities. In addition, all establishments require to report any incident of discrimination, stating what action has been taken as a result of the discrimination. The Education Authority also has a policy of anti bullying as set out in its *Respectme* documentation. This was developed in partnership with *Respectme*.

Children and young people sometimes need additional support. The undernoted sets out some of the service's priorities for these services:

Psychological Services and Additional Support Needs

- Improve attainment, achievement and outcomes for pupils with additional support needs (ASN).
- Support the development of mental health and wellbeing in all children and young people in East Ayrshire.
- Support the ongoing implementation of, and further develop, systemic approaches based on evidence based psychological models that will benefit children and young people of East Ayrshire.

Supporting Children and Young People with Additional Support Needs

The EAST Team works in an integrated way to ensure a holistic approach to meeting the needs of vulnerable children and young people. To support this approach, the Educational Psychology Service has refocused its approach to working with schools. The focus is to

develop a range of collaborative approaches with colleagues from EAST, Early Education and Childcare Service, social work, the Supporting Vibrant Communities Service and Development and Health in order to meet the needs of children and young people with additional support needs.

Components of EAST:

- bilingual support service – for young people who have English as an Additional Language;
- core support team – support to establishments to access specialised resources to meet the needs of pupils with additional support needs;
- hospital education service - support to young people across Ayrshire who have been admitted to hospital for an extended period;
- language unit - for pre-school children with language/communication difficulties; and
- visual impairment service- for young people and their families.

Staff roles:

- support with early identification and assessment of needs for children and young people
- support with monitoring progress, attainment and achievement
- support to children and young people who have additional support needs
- training and advisory support to establishments and groups
- support to systems and developments linked to additional support needs.

Each educational establishment in East Ayrshire has direct access to a member of the EAST team.

The Education Authority recognises the importance for young people of their transition from secondary to adult life. Opportunities for All provides existing national and local policies and strategies with a single focus to improve young people's participation in post 16 learning or training, and ultimately their employment, through appropriate intervention and support between their 16th and 20th birthdays and builds on the school experience.

This includes existing entitlements and commitments through Curriculum for Excellence (Senior Phase, 16+ Learning Choices); More Choices, More Chances; Activity Agreements; Community Jobs Scotland; National Training Programmes; university and college places; and Jobcentre Plus provision for 16-19 year olds.

Opportunities for All ensures that all young people have the opportunity to develop skills for learning, life and work in the form of enterprising learning and teaching, entrepreneurial learning and vocational activities to make them more ready for the world of work.

Employer engagement is crucial to ensure the curriculum is relevant for our young people. Ayrshire Chamber of Commerce and Industry supports schools in developing these links and co-ordinates work experience to ensure young people get the best opportunities possible.

Specifically to support young people with additional support needs in relation to Opportunities for All, the Additional Support Needs Strategy Group has been established. This was developed following extensive consultation with stakeholders, including parents and carers. A development plan is currently being prepared.

Examples of good practice as an Education Authority are set out in the Appendix.

GOING FORWARD

East Ayrshire Council is committed to meeting the Public Sector Equality Duty and ensuring equality of opportunity and social inclusion for our service users, visitors and employees. Through further mainstreaming equality into what we do, we will build on our work to date and:

- embed the culture across the Council which fosters respect, choice and understanding and values diversity;
- continue to ensure that unlawful discrimination, harassment or bullying is not tolerated;
- better understand and address the needs of different groups;
- continue to ensure that our strategies, policies, services and plans are assessed in relation to their impact, particularly on groups and individuals who share protected characteristics; and
- importantly, improve outcomes for all of the people who live and work in East Ayrshire.

GOOD PRACTICE CASE STUDIES

EAST AYRSHIRE OLDER PEOPLE'S CONFERENCE

East Ayrshire Older People's Conference has been held on an annual basis since 2002, instigated initially through 'Better Government for Older People'. Over the years, the purpose of the annual Conference has developed from being mainly informative to engaging and consulting older people, and is more directed by older people. In 2009, for the first time, the event was hosted by a member of the East Ayrshire Elderly Forum.

The overall aim of the Older People's Conference is to consult, involve and engage older people in determining the future direction of our public services and, more specifically, to ensure that older people are able to reflect their priorities in relation to services for older people in line with the aims of the Community Plan. The Conference also serves to enhance our understanding of older people's perceptions of the levels, range, quality and effectiveness of the services we provide as Community Planning Partners. The purpose and content of the Conference are decided by older people through consultation with East Ayrshire Elderly Forum.

One hundred older people from across East Ayrshire participated in the 2012 Conference. In addition, a number of Elected Members, senior officers and staff from a range of Partner organisations attended, several of whom delivered presentations.

Older People are able to participate in the process through:

- the use of PP vote which enables participants to interact with the presentations and undertake an evaluation of the event at the end of the day;
- question and answer sessions at the end of presentations; and
- question cards collected throughout the day allowing attendees to write questions for senior officers which were addressed in the feedback session.

Responses to the Older People's Conference are generally extremely positive and, in addition, the Conference continues to attract new audiences of older people who are attending for the first time.

EQUALITY WEEK

East Ayrshire Council's Equality Week 2012 set out to challenge misconceptions, promote community relations and develop innovative ideas to achieve equality and promote diversity. It was also a vehicle to learn more about our communities. The programme encompassed many of the equality characteristics, including raising awareness of issues in respect of older people, Black and Minority Ethnic communities; Lesbian, Gay, Bi-sexual and Transgender communities; people with a disability; Violence Against Women; and Gender.

Equality Week 2012 took place during week beginning 5 March 2012 and the programme was designed to ensure that the Council promoted equality and diversity through a wide range of activities to communities, employees, Elected Members and Community Planning Partners. In addition, a number of events were open to employees in North and South Ayrshire. Local community, employees and Community Planning Partners were engaged in both delivering and participating in the events.

All Headline events received 100% positive feedback with over 530 people attending the Headline events. Events included:

- **LGBT IMP:ACT** set out to highlight the current work being developed both nationally and locally for LGBT people across Ayrshire.
- **VIPs Got Talent** showcased the diverse talents of young adults with learning difficulties through a music and dance programme.
- **Question Time** was an informal session to give women an opportunity to discuss the challenges of juggling family life and a successful career.
- The **Multi-cultural Event** provided an opportunity for members of the community to celebrate the diversity within East Ayrshire
- The **Gypsy Traveller Awareness Session** focused on the importance of family in the Gypsy Traveller community and challenged assumptions and stereotypes in order to provide best practice for Gypsy Traveller families.

On consideration of the Evaluation of Equality Week 2012 by the Corporate Equalities Strategy Group, it was recognised and agreed that, although a successful event, to further mainstream equality activity the focus should be on hosting events throughout the year involving staff, service users, communities and partners.

INVIGOR8

East Ayrshire Council's Leisure Development Section, in partnership with NHS Ayrshire and Arran, has been Invigor8-ing the over 65s with a life-changing new exercise initiative called Invigor8. Led by highly trained and experienced instructors, the programme concentrates on improving the balance, strength, and endurance of older adults to help them avoid falls.

In 2008, 17% of East Ayrshire's population were over 65. This number is set to rise yearly and by 2013, 19% of our population will be over 65. To ensure that we are prepared to help our older residents now and in the future, we are planning, designing and delivering more integrated services, with older adults in mind. As well as Invigor8, the Community Health Improvement Partnership (CHIP) team delivers weekly community based exercise programmes over three intensity levels throughout East Ayrshire. Level one is Motiv8 and is the starting point for people who need some extra motivation to become more active. The specially trained and friendly CHIP staff support people, especially those who have had a barrier to exercise such as a long-term medical condition to take up exercise for the first time using an easy to follow confidence boosting circuit based programme. Level two, the Altern8 class builds on this new found confidence and fitness to offer a programme slightly more active and alternates between seated and standing actions like exercise to music. Finally, the Level three Activ8 classes allow people to really challenge themselves – once they are ready, using well-known activities like ZUMBA – of course this all happens with the safety of having specially trained CHIP staff to support people all the way. The above combined with the Invigor8 and a programme of community health MOTs delivered on the Council's state of the art CHIP Van offer an easy and accessible pathway to a healthy and happy life for local people.

ALL ABILITY EAST AYRSHIRE

Sport and physical activity play an essential role in improving both the physical and mental health of individuals, boosting self confidence and socially connecting people with their wider community. East Ayrshire Council's Leisure Services Team, in partnership with Community Care Social Work Services, is driving forward the development of sport and physical activity for local people of all ages with a disability. A wide range of school and

community activities are available for children and adults with varying degrees of physical sensory and learning difficulties.

- **Children's Activity Network** - These clubs allow children to engage in sport, fun activities and socialise with their peers.
- **CHAMPS** - Challenging Health, Arts, Movement, Play and Sport. Designed for children and young people with additional support needs, this club provides a relaxed, supportive environment where participants can try games, sports and fun activities.
- **SOFA Club** - Supporting Opportunities for All. This award winning club provides sports sessions for children and young people with additional support needs. Participants learn new skills gradually helping them to build up to taking part in full games.
- **Integrated Drama Club** provides an introduction to drama, self-expression and acting skills. Activities are fun and informal and help to boost confidence levels and improve speech, body language and social skills. At the end of each term, participants perform a specially written full scale production.
- **Special School Activities** - A specialist Health and Activity Motivator for Learning Disabilities visits all Special Schools, Learning Support Units and Communication Centres within East Ayrshire. Working closely with school staff, the Motivator delivers a range of sports, outdoor play, music and movement and fun fitness activities. Tailored carefully to meet the complex needs of the young people, the sessions are delivered over the three school terms.
- **Disability football** - There is huge interest locally in disability football. Through strong local partnerships, the Council drives forward opportunities for adults to take part in football at a recreational or a competitive level.
- **Mixes and Matches** - Founded in 2004, the award winning Mixes and Matches football group has grown from strength to strength thanks to help from the Scottish Football Association (SFA) and Kilmarnock Football Club. The Team competes in the annual football tournament held during Learning Disability Week, and its head coach, who has been with the group from its inception, has benefited from training which has enhanced his coaching skills.
- **Patna Soccer Group** - This community led project was formed in 2010 when young volunteers from the local community came forward to offer their coaching skills. These volunteers have now gained SFA coaching certificates and the club is going from strength to strength. Kilmarnock FC has supported the group by providing equipment.
- **New initiatives** - A competitive disability football team will soon be launched in Kilmarnock in partnership with the SFA. The SFA and Kilmarnock FC recently held a football taster session at St Joseph's Leisure Centre for adults with additional support needs.

SUPPORTED EMPLOYMENT TEAM

As 2012 winners of the British Association for Supported Employment (BASE) Outstanding Team Award for Scottish Services, The Supported Employment Team was the first recipient of the new accolade, piloted for the first time in Scotland and sponsored by the Scottish Government.

The Supported Employment Team comprises four specialist Job Coaches who help clients with learning disabilities, autistic spectrum disorders or mental health problems to find paid employment in the open labour market – real jobs for real pay. The team is committed to supporting individuals to reach their full potential and work on a one to one basis with clients providing the best possible service to assist them in achieving their goal of sustainable paid and meaningful employment.

Over 15 clients have been supported to undertake vocational training and work experience with various employers in East Ayrshire, four of whom were enabled to find permanent jobs during 2012 with many more still being supported.

For both clients and local employers, the team provides valuable support to create and sustain job opportunities. The service is part funded through the European Social Fund (ESF) and European Regional Development Fund (ERDF) and support is provided to local employers for an initial training period to allow the individual to be trained on the job with support from a job coach. This fund benefits employers by supporting wages for up to six months and pays for job coaching to help clients develop the confidence and skills necessary to secure permanent employment or progress into other jobs. For many of the clients, having a job is very important. It brings social, financial and self-esteem benefits and for the employer it gives them good, talented employees who are well suited to the roles created for them.

EDUCATION GOOD PRACTICE CASE STUDIES

CONFUCIUS HUB

East Ayrshire Council was among the first councils to establish Confucius Classrooms in Scotland. Confucius classrooms aim to give pupils lessons in Chinese language and culture, and are also used to organise trips to China and develop links with Chinese people living in Scotland.

In 2005, Grange Academy, Kilmarnock submitted a bid to the British Council to be one of the first Scottish schools to attend its Chinese Language Immersion courses. Subsequently, two members of staff and eight students were fortunate enough to be one of the first schools to travel to China. The group travelled to Beijing and then to Kunming City in the Yunnan province in the south-west of China. For ten weeks prior to departure, they received language and culture lessons from a staff member of a local company to allow them to communicate on a basic level with their hosts.

Chinese language and culture continued to develop in Grange Academy and other schools in East Ayrshire. Since the 2006/07 session, students and staff in Grange Academy and across East Ayrshire have been able to attend Chinese language and culture lessons. They were initially delivered through Chinese language assistants and further developed through the appointment of a Chinese teacher, with support from a probationer teacher and a language assistant from the 2008/09 session.

In January 2009, the Confucius Hub was opened in Grange Academy with the aim of offering lessons in Chinese to students from as many East Ayrshire secondary schools as possible, to secondary students from North and South Ayrshire, to adult learners and on an outreach basis to other schools, including primary and special schools.

The Confucius Hub seeks to further raise awareness of China and of the Chinese language and culture. It promotes Chinese as a 'learnable' language; and it widens opportunities for young people and adult learners to gain national qualifications in Chinese.

Chinese culture permeates the school and a range of language and cultural activities are offered through Modern Languages, Art and Design, History, Geography, Music, and Drama. Grange Academy pupils were among the first in Scotland to achieve the SQA Access 3 Mandarin Qualification.

The Grange Academy Campus is shared with Annanhill Primary School and Park Special School, the pupils from which benefit from lessons in Chinese language and culture as a routine element of the curriculum.

LGBT YOUTH SCOTLAND CHARTER MARK

All Different; All Equal was the theme of the 2008 Annual Youth Conference, and lesbian, gay, bi-sexual and transgender (LGBT) awareness played a large part in the day with positive feedback from many young people. In addition, over the course of the week during which the Conference was held, a range of activities promoting equalities was delivered throughout East Ayrshire ranging from Diversity Workshops to an Anti-Sectarianism radio session. The various programmes, classes and workshops attracted 893 young people.

Following on from these activities, as part of the Community Learning and Development (CLD) improvement planning process, it was identified that more work required to be done in respect of issues relating to young people who may be lesbian, gay, bi-sexual or transgendered. The issue was also highlighted in the auditing of practice in relation to equalities legislation.

Through its contacts with LGBT Youth Scotland, the service was aware of the developing Charter Mark status and, having investigated what was involved, decided to work towards achieving the Charter Mark.

LGBT Youth Charter Mark status is a means by which LGBT issues can be mainstreamed into CLD activities and ensures that the service is accessible to LGBT people and that they can feel confident that they will be included, valued and supported. To achieve Charter Mark status, CLD submitted a portfolio to LGBT, Scotland. Included in this portfolio was evidence of how the service addressed issues relating to:

- policy;
- training and ongoing staff development;
- publicity and awareness raising of LGBT issues;
- information for service users; and
- ongoing review of procedures.

LGBT Youth Charter Mark status was achieved September 2009. CLD is the first local authority service to be awarded Charter Mark status. In November 2011, the CLD Service as part of its Charter Mark review was accredited for a further year. Notably on this occasion, the Charter Mark was awarded with 'Excellence' reflecting the mentoring role that the service is taking in supporting other establishments and services to develop LGBT support within East Ayrshire and more widely.

The service introduced LGBT awareness training to staff as part of the annual rolling training programme for frontline youth work staff. Other equalities training in the rolling programme includes disability awareness training.

Staff from CLD assist in promoting LGBT campaigns and distributing information relating to LGBT advice and information services.

More recently the CLD Service has undertaken research within the authority looking into the attitudes of young people in relation to LGBT. An attitudinal survey was promoted through schools, children's houses, youth work groups and clubs (both statutory and voluntary), libraries, sports centres and community facilities. The Survey was undertaken by over 130 young people and the report on the findings were published in February 2012.

The service, in consultation with LGBT Scotland, identified gaps in policy and changes in procedure, which will be taken through the corporate processes of the Council.

Through its partnership arrangements, the service has an influence on the practice of other services and community groups in respect of practice in relation to the LGBT community.