GREENWICH COUNCIL
RACE EQUALITY SCHEME

2002 – 2005
Contents

1. Council Commitment
2. The Greenwich Community
3. The Council – its role, responsibilities and values
4. Organisational structure and decision making process
5. Arrangements for ensuring compliance with the Race Relations (Amendment) Act 2000
6. Projects and partnership working
7. Assessing the impact of functions and policies on the elimination of unlawful discrimination, promotion of racial equality, equal opportunities and good race relations.
8. Consultation
9. Monitoring
11. Access to information and services
12. Training
13. Employment
14. Complaints
15. Grant-aided organisations and contracted-out services
16. Publication of the Scheme
17. Review of the Scheme
18. Summary Action Plan
19. Key Targets

Appendices: Equality Impact Assessment and Equality Monitoring Review
Timetables

1. Chief Executive's Department
2. Culture and Community Services
3. Education
4. Neighbourhood Services
5. Social Services
6. Strategic Planning

THE GREENWICH COUNCIL RACE EQUALITY SCHEME
MAY 2002 TO APRIL 2005 (Updated June 2004)
1.0 COUNCIL COMMITMENT

1.1 Greenwich Council is committed to the fulfilment of its statutory obligations under the Race Relations (Amendment) Act (2000) in all parts of its organisation, and in all areas of its activities, and will commit necessary resources in terms of people, time and money to ensure that the statutory duties are complied with, including arrangements for monitoring current policies and practice on performance with regard to race equality, and for consulting on proposed new policies in order to achieve best value for all of its citizens.

1.2 The Stephen Lawrence Action Plan, adopted by the Council in November 1999 in response to the recommendations of the Stephen Lawrence Inquiry Report, provided the framework for action by all Departments of the Council, working in partnership with other agencies, in promoting racial equality until March 2002.

1.3 In 2001-02, assessment by the Audit Commission indicated that the Council had achieved Level 3 of the Commission for Racial Equality’s “Standard for Local Government” in the provision of services to the community.

2.0 THE GREENWICH COMMUNITY

2.1 Greenwich is a cosmopolitan Borough with a rich mix of ethnicity, culture and language. In the 2001 Census 22.8% (25.1% including the Irish minority ethnic group) of the total population of 214,403 was from a minority ethnic group with Indian, Black Caribbean and Black African being the largest groups.

2.2 These figures indicate that the proportion of the Borough’s population from a minority ethnic group has increased by about 80% since 1991. Some of this increase may be due to a higher number of refugees and asylum-seekers in the borough. It is projected that by 2012 the Greenwich population will rise to 224,000 with the minority ethnic population being 55,000, nearly one quarter of the total. (The Greenwich Strategy).

2.3 The minority ethnic communities are mainly resident in wards in the north of the Borough. The Government’s Indices of Deprivation 2000 show ten wards, mainly in the north of the Borough to be among the most deprived in the Country. Some of the issues in relation to the minority ethnic communities of particular significance in Greenwich are summarised below:

- 42.8% of pupils in Greenwich schools are from minority ethnic communities (Greenwich Council 2004).
- Some minority ethnic groups are not achieving their full educational potential.
- Some minority ethnic communities suffer substantially higher levels of unemployment than the population as a whole.
- Minority ethnic staff are under-represented at senior levels of the Council’s workforce.
- In March 2003 there were 1519 asylum-seekers, including 810 children, registered with Greenwich Social Services.
- Minority ethnic groups are particularly affected by some health problems e.g. diabetes amongst the Asian population; heart disease amongst Indian and African populations, plus genetic diseases such as sickle cell disorder.
3.0 THE COUNCIL - ITS ROLE, RESPONSIBILITIES AND VALUES

3.1 Greenwich Council is the democratically elected forum for the Greenwich community, providing civic leadership and serving the citizens of the Borough. It is responsible for the promotion of the social, economic and environmental well being of its community, and seeks to ensure that all its work provides best value for the residents of Greenwich.

In undertaking these responsibilities the Council, through the Local Strategic Partnership, works closely with other organisations in the public sector, businesses and the voluntary and community sectors, in the development and implementation of the Greenwich Strategy, which incorporates the aspirations of all agencies and communities in Greenwich.

3.2 Tackling social exclusion and injustice is a key objective within the Greenwich Strategy and for the Council, which adopted the Social Inclusion and Justice Strategy in December 2001. A key aim of the Social Inclusion and Justice Strategy is:

“to reduce discrimination and promote equality of opportunity in respect of race ….”

3.3 The Council’s commitment to promoting racial equality and equal opportunities is further set out in The Greenwich Equality Policy (2003). The policy, which applies to all the Council’s functions, states:

“We are committed to promoting equality of opportunity, good community relations, and to tackling all forms of discrimination in Greenwich…We believe that the diversity of Greenwich is one of our greatest assets and should be celebrated and valued.”

The policy aims to promote equality in respect of ethnicity, race, colour and national origin; age; disability; gender; religion and sexual orientation.

4.0 ORGANISATIONAL STRUCTURE AND DECISION-MAKING PROCESS

4.1 The Council consists of 51 Councillors who are elected every four years. Three Councillors represent each of the 17 wards. All Councillors meet together regularly as the Council, to decide the Council’s annual budget and key plans which make up the Council’s policy framework. The Council also appoints the Cabinet each year. This includes the Leader and nine other Councillors. The Cabinet has responsibility for day-to-day decisions which are in line with the Council’s overall policies and budget.

4.2 An Overview and Scrutiny Committee and its Scrutiny sub-Panels, including one for Social Inclusion, support the work of the Cabinet and Council.

Meetings of the Council, Cabinet, Overview and Scrutiny, and Scrutiny sub-panels are open to the public except where personal or confidential matters are being discussed.
4.3 Officers who provide support to the Council and implement its policies are organised into six Departments.

4.3.1 **THE CHIEF EXECUTIVE’S DEPARTMENT** is headed by the Council’s most senior Officer, the Chief Executive. She is responsible for the management of the Council’s services, giving overall direction to the five service Departments, and ensuring that the Council is run properly and effectively. This Department includes the Social Inclusion and Justice Division, which is responsible for the coordination of work by the Council on race equality and equal opportunities in the delivery of services, and the Corporate Personnel Division, responsible for equality in relation to employment and human resource issues.

4.3.2 **CULTURE AND COMMUNITY SERVICES** is responsible for sports, leisure and libraries, along with parks and open spaces, community centres, and services for young people including the youth service and Connexions work.

4.3.3 **GREENWICH EDUCATION** is responsible for the promotion of life long learning including high standards in the Borough’s schools and other educational settings.

4.3.4 **NEIGHBOURHOOD SERVICES** is responsible for a number of key services that are delivered locally to people in their own neighbourhoods. These include tenancy, building and environmental services along with Cleansweep, waste management, and other locally delivered services.

4.3.5 **SOCIAL SERVICES** is responsible for providing and purchasing a range of services to meet the social care needs of vulnerable people e.g. services for older people; disabled people; people with mental ill health and asylum-seekers.

4.3.6 **STRATEGIC PLANNING** is responsible for regeneration; economic development; transportation; property; development and production of the Greenwich Community Strategy.

4.4 The Chief Executive oversees the work of the Departments through the Greenwich Management Team (GMT), the team of Chief Officers which is also responsible for the corporate management of the Council.

5.0 **ARRANGEMENTS FOR ENSURING COMPLIANCE WITH THE RACE RELATIONS (AMENDMENT) ACT 2000**

5.1 The Council is committed to the fulfilment of its statutory responsibility under the Race Relations (Amendment) Act (2000) in the performance of all its functions, powers and duties, including the procurement of goods and services, and will ensure that all elected Members and employees of the Council are aware of their statutory duty.

5.2 There will be instances where other legislation may limits the measures the Council can take to eliminate racial inequality. Managers will weigh the competing requirements of the legislation when conducting Equality Impact Assessments and Equality Monitoring Reviews (see later sections) and will
seek advice from Legal Services in difficult cases.

5.3 The Chief Executive, who has operational responsibility for the implementation of the administrative arrangements to ensure that the Council's responsibilities in relation to the Race Relations (Amendment) Act 2000 are effectively implemented by the Council, has appointed the Head of Social Inclusion and Justice as the Lead Officer to support the implementation of administrative arrangements and to coordinate the development and review of the Race Equality Scheme. The Head of Social Inclusion and Justice will act as the main point of contact for the Council in relation to the Scheme. The post is presently occupied by Harcourt Alleyne, who can be contacted at:

The Social Inclusion and Justice Division
Chief Executive's Department
29/37 Wellington Street
Woolwich
London SE18 6PW

Telephone: 020-8921-5132
Minicom: 020-8921-5690
Fax: 020-8855-5442
E-mail: harcourt.alleyne@greenwich.gov.uk

5.4 The Head of Social Inclusion and Justice will report regularly to the Social Inclusion and Justice Scrutiny Panel, and has direct access to the Chief Executive; the Leader of the Council; and other elected Members.

5.5 The Chief Executive has also established a Corporate Social Inclusion and Justice Officer Group. This Officer Group, chaired by the Head of Social Inclusion and Justice, is comprised of senior representatives of each of the Council's Departments, and includes the Council's Personnel Diversity Manager. Its members come from different ethnic backgrounds. The Steering Group is responsible for regularly reporting to the Greenwich Management Team on progress towards implementation of the Race Equality Scheme.

5.6 The Council's Social Inclusion and Justice Action Plan details the Council's contribution to the Borough's Social Inclusion and Justice Strategy. The Action Plan includes clear targets and performance indicators relating to its Race Relations (Amendment) Act obligations. These have been mainstreamed by integration into departmental service plans. Progress towards meeting these objectives and targets will be subject to annual review within the Council's performance management framework.

5.7 In 2002 the Council adopted the Local Government Association Equality Standard to replace the CRE Standard. The Equality Standard requires the Council to provide evidence that it has mainstreamed equality in respect of race, gender and disability. In Greenwich the Standard also applies to age and sexual orientation.

There are five levels to the Standard which will be monitored by the Audit Commission. The Council aims to achieve the highest level.

The Greenwich Equality Policy sets out the Council's commitments with regard to the Equality Standard. The objectives within the Policy will be implemented through a Corporate Equality Plan setting out clear targets and timetables for
achieving them.

5.8 In March 2003 the Council adopted a new Best Value Performance Indicator, set by the Office of the Deputy Prime Minister. The indicator measures the Council’s progress in delivering improvements for black and minority ethnic residents, service users and staff. Achievement against the indicator will be reported annually to the Social Inclusion and Justice Scrutiny Panel.

5.9 The Council will prepare an annual report of progress made in implementing the arrangements specified in its Race Equality Scheme and in complying with its Race Relations (Amendment) Act obligations which will cover all the Council’s functions. This annual report will be reported to the Social Inclusion and Justice Scrutiny Panel and sent to the Greenwich Council for Racial Equality (GCRE).

5.10 The Council will conduct Equality Impact Assessments and Equality Monitoring Reviews (EIAs and EMRs) to assess how new and existing functions and policies impact on race equality. Each Directorate has produced a schedule of EIAs and EMRs to be completed by March 2005 (see appendices 1-6).

5.11 The Council has carried out an initial listing and assessment of Council functions and policies to determine their relevance to the general duty. This has assisted in the development of the timetable for the more detailed assessment and review of functions and policies within the Scheme.

5.12 Best Value Thematic Reviews, incorporating Equality Monitoring Reviews where appropriate, will involve detailed consultation with all relevant stakeholders with a legitimate interest in the range of functions/policies being consulted on, both inside and outside the Council. Other appropriate Council functions and policies which fall outside the direct focus of Best Value Review will be subject to Equality Monitoring Review through service specific works.

5.13 The Council will monitor complaints that is has not fulfilled its statutory obligations, and will seek to resolve such complaints bilaterally.

5.14 The Council will conduct a comprehensive review of this Scheme within three years of its publication. This review will take account of any guidance issued by the Commission for Racial Equality. It will take account of the recommendations of Righting the Wrongs of Racism, the report of the independent review of race equality work in the Borough, launched December 2003. The review will include an assessment of how the Council has complied with its Race Relations (Amendment) Act obligations, and how the elimination of discrimination, the promotion of equality of opportunity and good race relations have been advanced in relation to the discharge of the Council’s functions. The Council will consult with relevant stakeholders in the Borough before submission of the review to the Commission for Racial Equality.

5.15 More detailed information on how the Council will meet its specific duties are set out below.

6.0 PROJECTS AND PARTNERSHIP WORKING

6.1 The Council undertakes community based initiative work with a wide range of local agencies including many voluntary and community organisations to
promote equality of opportunity and outcome and improve relations between people from different racial and ethnic backgrounds in Greenwich. Some of the projects in which the Council is involved are set out below:

6.2 CHART (Combating Harassment and Racial Tensions) is a schools-based project which uses art and drama to counter racism and anti-social behavior and promote positive responsibilities of citizenship amongst students and pupils. It also facilitates outreach work through the Greenwich Council for Racial Equality (Racial Attacks Monitoring Unit) to advise and support victims of racial harassment. CHART also has a ‘Building Bridges’ programme to foster good community relations and notably with hard-to-reach groups.

6.3 The On Track programme aims to tackle barriers to educational achievement caused by racism and bullying by enhancing pupils’ (and schools’) understanding on issues around prejudice, bullying, racism and identity.

6.4 The CARE (Charlton Athletic Race Equality) partnership has over fifty partners. It provides young people from disadvantaged communities with opportunities to undertake a range of sports activities (such as football and basketball coaching and tournaments) and participatory arts initiatives including drama and film-making. These activities are directed at developing participants’ skills and self-esteem; celebrating cultural diversity and the achievements of people from minority ethnic communities; promoting community integration, participation and an anti-racist ethos.

6.5 Through initiatives like Carnival 365, CARE holds sports, leisure and creative industry career days and delivers sports national coaching qualifications and broadcasting courses to young people from disadvantaged groups, to help inform and develop wider career aspirations.

7.0 ASSESSING THE IMPACT OF FUNCTIONS AND POLICIES ON THE ELIMINATION OF UNLAWFUL DISCRIMINATION, PROMOTION OF RACIAL EQUALITY, EQUAL OPPORTUNITIES AND GOOD RACE RELATIONS

7.1 The Council will use Equality Impact Assessments (EIAs) to assess the impact of new policies and major changes to existing policies on race equality. Decisions made with regard to new policies will take account of the findings of the EIA and consultation carried out in relation to it. A summary of the findings of the EIA and consultation will be included in the record of the decision on the function/policy.

7.2 The list of existing functions and policies initially determined to be relevant to the general duty will be subject to Equality Monitoring Reviews (EMRs) during the period May 2002 to April 2005. The Council may combine some functions/policies within one EMR in order to make best use of resources. The EMR of functions and policies will sometimes be combined with the Thematic Best Value Review identified as most closely linked to the specific function/policy. Other EMRs have also been timetabled to be carried out during the three year period of the Scheme. The EMRs will, where relevant, be carried out with partner agencies, and seek to identify whether the function or policy under consideration adversely impacts on some racial groups or is in any way detrimental to the promotion of equal opportunities or fails to promote good
race relations. Guidance has been issued and incorporated in the Council’s revised Best Value Guidance Manual.

7.3 If an EIA or EMR indicates that a particular existing or planned policy results in significant adverse impact, or if opportunities arise which would allow for greater equality of opportunity or better race relations between different ethnic groups to be promoted, the Council will ensure that the policy is revised.

7.4 To establish the impact of a function or policy on the minority ethnic community, it will be necessary to use some or most of the following:

- existing research and statistics; and if necessary commission new data;
- consultation with individuals and established interest groups including specialist minority ethnic organisations;
- consultation with users/non-users of the service;
- consultation with front-line Council staff who are part of the function or affected by the policy.

8.0 CONSULTATION

8.1 In consulting on any matter to which this Scheme relates, the Council will work with other partner agencies, Greenwich Council for Racial Equality, minority ethnic groups, businesses and individuals in order to identify how best to obtain their views. This may involve face-to-face meetings, focus groups, surveys, consultative panels, Internet discussions and other methodologies identified as best practice.

8.2 The Council and other partner agencies will work with minority ethnic communities to remove barriers to proper consultation. Information will be made available on request in accessible formats, including minority community languages, to meet the needs of those who are not fluent in English. To help enhance participation, issues such as the appropriateness of venues and the time of day at which meetings are scheduled to take place will also be considered.

9.0 MONITORING

9.1 The Council will establish and improve systems to ethnically monitor service uptake; service outcomes; service satisfaction rates and service user needs taking into account resource implications, the sensitivity of information, and the willingness of the public to supply it. This information will be of assistance in measuring progress towards equality of opportunity.

9.2 Other data sources that may be used for the purpose of monitoring include the 2001 Census; Labour Force Survey; deprivation studies and published research reports.

9.3 The Council will maintain a schedule of where data on minority ethnic take up of services is collected.

10.0 PUBLICATION OF RESULTS OF EQUALITY IMPACT ASSESSMENTS, EQUALITY MONITORING REVIEWS, CONSULTATION AND ETHNIC MONITORING

10.1 The Council will publish the results of Equality Impact Assessments and
Equality Monitoring Reviews, stating the aims of the functions and policies to which each assessment relates; any consideration given by the Council to measures which might mitigate any adverse impact of the functions and policies on the promotion of racial equality; and, where relevant, to alternative policies which might better achieve the promotion of racial equality.

10.2 Details of any consultation will be published stating why and how the consultation was carried out; a summary of the replies received from those consulted, and what action will follow the consultation.

10.3 Details of any monitoring should also be published, making clear where there is evidence of discrimination, and how the results are to be used to develop future policy and practice.

10.4 This material will be accessible at the Council’s Website at http://www.greenwich.gov.uk. It will also be available sometimes in printed form and summaries translated in appropriate minority ethnic languages on request.

11.0 ACCESS TO INFORMATION AND SERVICES

11.1 The Council is committed to effective communication with the public and equal access to Council services. To ensure equality of opportunity in accessing information and services, the Council will ensure that information is available on request in minority ethnic languages to meet the needs of those who are not fluent in English; ensure that all of its services are fully relevant and accessible to all sections of the community; that all Council premises and staff promote a welcoming and harmonious environment; and that staff reflect the demographic profile of the Borough’s minority ethnic communities.

12.0 TRAINING

12.1 Effective training will play a key role in the implementation of the Scheme. The Council is committed to the development of a detailed development plan which will be designed to ensure that appropriate information and training is provided which takes account of individuals’ responsibilities. The development plan will aim to achieve the following objectives:

- To raise awareness of current legislation to promote racial equality. This will include an explanation of the duties and their implications for all employees, and will form part of the induction training for new staff.

- To provide those staff who have special responsibilities for managing and introducing the Council’s Race Equality Scheme with the necessary skills to do this work effectively.

- To provide senior managers of the Council with the necessary skills to enable them to effectively ensure that staff in the organisation are aware of their responsibilities in relation to the legislation to promote racial equality.

- To address areas of under-representation of minority ethnic staff in the Council’s workforce by the provision of Positive Action Training.

- To ensure elected Members of the Council are aware of their responsibilities in relation to the legislation to promote racial equality.
13.0 EMPLOYMENT

13.1 CURRENT POSITION AND CONTEXT

13.1.1 In 2003-04 Black and minority ethnic staff formed 23.59% of the Council’s total workforce.

13.1.2 Greenwich Council believes that its employees are its most valuable resource, and that the quality of the Council’s services depends on the performance of its diverse workforce and the way in which they are treated. The Human Resource Strategy identifies the standard of treatment of the Council’s employees, and aims to give them pride and satisfaction in their work. Involvement, consultation, and communication are recognised as essential aspects of employees’ motivation.

13.1.3 The Council’s personnel and training functions are co-ordinated through the Organisation and Employee Development Strategy and Human Resources Strategy. The Organisation and Employee Development Division, including Corporate Personnel, have strategic responsibility for these policies.

13.2 FRAMEWORK AND MONITORING

13.2.1 The Council will take a range of actions to meet its specific duty on employment. This will include the review of, and further development where necessary of existing ethnic monitoring processes and procedures in relation to the Council’s workforce; the review and development of existing consultation mechanisms for staff, particularly those from minority ethnic backgrounds; the analysis of monitoring information and feedback from employee consultation using mechanisms such as employee surveys and focus groups, to identify patterns and trends of inequality within the Council’s workforce; the setting of race equality targets; the annual reporting of this information to member-level bodies of the Council; and the publication of the workforce survey and summary monitoring information in Greenwich Time and the newsletter for Council employees.

13.2.2 Employment monitoring information, with reference to ethnicity, will include details of the numbers of staff who:

- are in post;
- are applicants for, and successful in application for employment, promotion and training;
- are involved in grievance procedures;
- are the subject of disciplinary procedures;
- cease employment with the Council.

13.2.3 Where it is identified that policies and practices result in inequality, strategic interventions will be made and action taken to promote equality of opportunity.

13.3 GRIEVANCES

13.3.1 The Council has arrangements for dealing with employee complaints and formal grievances which cover all types of complaints or formal grievances about workplace related matters. These arrangements specifically include issues relating to discrimination, harassment, victimisation or workplace
bullying.

14.0 COMPLAINTS

14.1 The Complaint Procedure developed by the Council sets out where and how complaints may be raised; assistance available to a complainant, and a timetable for responding to complaints. This procedure excludes employee complaints which are dealt with in 13.3 above.

14.2 The Council will investigate and monitor complaints that it has not fulfilled its statutory obligations, and will seek to resolve such complaints bilaterally.

14.3 The Council will aim to give a substantive response within fifteen working days of receipt of a complaint. If the complaint is complicated and requires further investigation beyond the fifteen working days, then a letter will be sent to the complainant explaining what is happening, and when the complainant can expect to receive a full reply.

14.4 Complaints will be monitored in order to find out where we need to improve.

14.5 The Council is committed to ensuring that the complaints procedure is comprehensible and accessible to all persons who wish to complain by ensuring that the complaints form is available in the Borough’s main community languages, and at the main Council service access points.

14.6 Flexibility of the complaints procedure will be ensured by enabling complaints to be made by e-mail, at face-to-face meetings, or through verified representatives of complainants.

14.7 The Council will respond constructively to suggestions on how its complaints procedure may be improved.

15.0 GRANT AIDED ORGANISATIONS AND CONTRACTED OUT SERVICES

15.1 The Council will ensure that it meets its duty to promote race equality in the arrangements it makes for contracting out services to private companies and for awarding grant aid to the voluntary and community sector, at tender and delivery stages.

15.2 Under these arrangements, the Council will ensure that private service providers and grant-aided organisations are aware of and proactive in fulfilling their rights and responsibilities under the Race Relations Amendment Act.

15.3 The Council will take positive action to ensure that private service providers and grant-aided organisations are representative of the diverse community.

16.0 PUBLICATION OF THE SCHEME

Following approval of the Scheme by the Council, a summary of the Scheme was published in Greenwich Time and in the Council’s newsletter for staff, and summaries of the Scheme were sent to minority ethnic organisations and businesses and other representative community and voluntary organisations in the Borough. Summaries of the Scheme translated in appropriate community languages are available on request to the Head of Social Inclusion and Justice.
The Race Equality Scheme is also available on the Council’s Website at http://www.greenwich.gov.uk.

17.0 REVIEW OF THE SCHEME

17.1 The Council will conduct a comprehensive review of the Scheme during 2005 and within three years of its approval by the Council. The review will take account of any guidance issued by the Commission for Racial Equality, and the recommendations of ‘Righting the Wrongs of Racism’, the report of the independent review of race equality work in the borough 10 years after the death of Stephen Lawrence. The report was launched in December 2003.

17.2 The Review will include an assessment of how the Council has complied with its Race Relations (Amendment) Act obligations, and how racial equality and good race relations have been advanced in relation to the discharge of the Council’s functions. This Review will be considered by the Council before submission to the Commission for Racial Equality.

18.0 SUMMARY ACTION PLAN AND TIMETABLE

The Action Plan and timetable below summarises the measures which the Council will take during the three years following its approval and adoption of the Race Equality Scheme.

<table>
<thead>
<tr>
<th>ACTION</th>
<th>ONGOING</th>
<th>ONE-OFF</th>
<th>ANNUAL</th>
<th>COMPLETION DATE</th>
<th>RESPONSIBLE OFFICER(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial listing and assessment of functions/policies for relevance to general duty and link to Best Value Thematic Reviews.</td>
<td></td>
<td>x</td>
<td></td>
<td>May 2002</td>
<td>Head of Social Inclusion and Justice</td>
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<tr>
<td>Consultation on the Race Equality Scheme with GORE.</td>
<td></td>
<td>x</td>
<td></td>
<td>May 2002</td>
<td>Head of Social Inclusion and Justice</td>
</tr>
<tr>
<td>Development of the Council’s Social Inclusion and Justice Action Plan, including targets in relation to the promotion of racial equality.</td>
<td></td>
<td>x</td>
<td></td>
<td>May 2002</td>
<td>Head of Social Inclusion and Justice</td>
</tr>
<tr>
<td>Report on the Race Equality Scheme to the Social Inclusion Scrutiny Panel and Cabinet.</td>
<td></td>
<td>x</td>
<td></td>
<td>May 2002</td>
<td>Head of Social Inclusion and Justice</td>
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<tr>
<td>Task</td>
<td>Complete</td>
<td>Date</td>
<td>Responsible Officer</td>
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<tr>
<td>Publication of the Race Equality Scheme in Greenwich Time, on the Council's Website and in the Council staff newsletter.</td>
<td>x</td>
<td>June 2002</td>
<td>Head of Social Inclusion and Justice</td>
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<tr>
<td>Dissemination of the Scheme to statutory and voluntary organisations, and businesses.</td>
<td>x</td>
<td></td>
<td>Head of Social Inclusion and Justice</td>
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</tr>
<tr>
<td>Equality Impact Assessments of policies.</td>
<td>x</td>
<td></td>
<td>BV Review Lead Officers and Departments</td>
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<tr>
<td>Publication of the results of equality impact assessments including consultation, and any resultant action.</td>
<td>x</td>
<td></td>
<td>BV Review Lead Officers and Departments</td>
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<tr>
<td>Review of systems and procedures in relation to ethnic monitoring.</td>
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<td></td>
<td>Head of Social Inclusion and Justice</td>
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<tr>
<td>Development of a training plan, including Positive Action Training, for Council employees.</td>
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<td>July 2002</td>
<td>Head of Social Inclusion and Justice, Corporate Policy and Personnel</td>
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<tr>
<td>Training of Council Members and senior staff with responsibility for implementation of the Race Equality Scheme.</td>
<td>x</td>
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<tr>
<td>Publication of employment monitoring information</td>
<td>x</td>
<td>September 2002</td>
<td>Head of Corporate Personnel</td>
<td></td>
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<tr>
<td>Consultation with GCRE and stakeholders on progress in implementing the Race Equality Scheme.</td>
<td>x</td>
<td>March 2003</td>
<td>Head of Social Inclusion and Justice</td>
<td></td>
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<tr>
<td>Annual report of progress in implementing the Race Equality Scheme to the Social Inclusion Scrutiny Panel and Cabinet.</td>
<td>x</td>
<td>July 2003</td>
<td>Head of Social Inclusion and Justice</td>
<td></td>
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<tr>
<td>Publication of the annual report on the Council’s Website. Dissemination of summaries of the annual report to stakeholders.</td>
<td>x</td>
<td>July 2003</td>
<td>Head of Social Inclusion and Justice</td>
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<td>Task</td>
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<tr>
<td>Establish systems for training voluntary and community organisations on their rights and responsibilities with regard to the Act.</td>
<td>x September 2003</td>
<td>Head of Social Inclusion and Justice</td>
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<tr>
<td>Review and amend the Procurement process to ensure that equalities considerations are incorporated at tender and delivery stages</td>
<td>Head of Social Inclusion and Justice/Head of Corporate Procurement</td>
<td></td>
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<tr>
<td>Integrate scheme into partnership strategies and policies</td>
<td>x September 2003</td>
<td>Head of Social Inclusion and Justice</td>
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</tr>
<tr>
<td>Integrate scheme into corporate and service level plans and strategies</td>
<td>Head of Social Inclusion and Justice/ Heads of Service</td>
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<tr>
<td>Development of the Council's Social Inclusion and Justice Action Plan including targets in relation to the promotion of racial equality.</td>
<td>x May 2003</td>
<td>Head of Social Inclusion and Justice</td>
<td></td>
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<tr>
<td>Dissemination of the Scheme to statutory and voluntary organisations and businesses.</td>
<td>x</td>
<td>Head of Social Inclusion and Justice</td>
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<tr>
<td>Equality impact assessments of policies.</td>
<td>x</td>
<td>BV Review Lead Officers and Departments</td>
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<tr>
<td>Publication of the results of equality impact assessments, including consultation and any relevant action.</td>
<td>x</td>
<td>BV Review Lead Officers and Departments</td>
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<tr>
<td>Development of systems and procedures in relation to ethnic monitoring</td>
<td>Head of Service</td>
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<tr>
<td>Training of Council staff to include the promotion of racial equality and to address under-representation of minority ethnic staff in areas of the</td>
<td>Heads of Corporate Policy/Corporative Personnel</td>
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<td>Work-force</td>
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<tr>
<td>Publication of employment monitoring information.</td>
<td>x</td>
<td>September 2003</td>
<td>Head of Corporate Personnel</td>
<td></td>
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<tr>
<td>Consultation with GCRE and stakeholders on progress in implementing the Race Equality Scheme.</td>
<td>x</td>
<td>March 2004</td>
<td>Head of Social Inclusion and Justice</td>
<td></td>
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<tr>
<td>Annual report on progress on implementing the Race Equality Scheme to the Social Inclusion Scrutiny Panel and Cabinet.</td>
<td>x</td>
<td>July 2003</td>
<td>Head of Social Inclusion and Justice</td>
<td></td>
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<tr>
<td>Publication of the annual report on the Council’s Website. Dissemination of summaries of the annual report to stakeholders.</td>
<td>x</td>
<td>April 2004</td>
<td>Head of Social Inclusion and Justice</td>
<td></td>
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<tr>
<td>Implement systems for monitoring progress against Best Value Performance Indicator 2b, the Duty to Promote Race Equality</td>
<td>x</td>
<td>June 2003 – April 2004</td>
<td>Head of Social Inclusion and Justice/ Heads of Service</td>
<td></td>
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<tr>
<td>Report 2003-04 racial incidents monitoring figures to Social Inclusion and Justice Scrutiny Panel</td>
<td>x</td>
<td>May 2004</td>
<td>Head of Social Inclusion and Justice</td>
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**YEAR 3 (MAY 2004 - APRIL 2004)**

<table>
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<tr>
<th>Work-force</th>
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<tr>
<td>Development of the Council’s Social Inclusion and Justice Action Plan including targets in relation to the promotion of racial equality.</td>
<td>x</td>
<td>May 2004</td>
<td>Head of Social Inclusion and Justice</td>
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<tr>
<td>Task Description</td>
<td>Date</td>
<td>Responsible Officer</td>
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<tr>
<td>Incorporate equality considerations into voluntary sector funding arrangements</td>
<td>June 2004</td>
<td>Head of Social Inclusion and Justice</td>
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<tr>
<td>Review and amend the Procurement process to ensure that equalities considerations are incorporated at tender and delivery stages</td>
<td></td>
<td>Head of Social Inclusion and Justice/Head of Corporate Procurement</td>
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<tr>
<td>Development of systems and procedures in relation to ethnic monitoring</td>
<td></td>
<td>Heads of Service</td>
<td></td>
</tr>
<tr>
<td>Report 2004-05 BVPI 2b figure to Social Inclusion and Justice Scrutiny Panel</td>
<td>May 2005</td>
<td>Head of Social Inclusion and Justice</td>
<td></td>
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<tr>
<td>Report 2004-05 racial incidents monitoring figures to Social Inclusion and Justice Scrutiny Panel</td>
<td>May 2005</td>
<td>Head of Social Inclusion and Justice</td>
<td></td>
</tr>
<tr>
<td>Dissemination to the Race Equality Scheme statutory and voluntary organisations and businesses.</td>
<td></td>
<td>Head of Social Inclusion and Justice</td>
<td></td>
</tr>
<tr>
<td>Complete programme of EIAs and EMRs set to March 2005.</td>
<td></td>
<td>BV Review Lead Officers and Departments</td>
<td></td>
</tr>
<tr>
<td>Publication of the results of equality impact assessments, including consultation and any relevant action.</td>
<td>September 2004</td>
<td>BV Review Lead Officers and Departments</td>
<td></td>
</tr>
<tr>
<td>Training of Council staff to include the promotion of racial equality and address minority ethnic under-representation in the workforce.</td>
<td></td>
<td>Heads of Corporate Policy/Corporate Personnel</td>
<td></td>
</tr>
<tr>
<td>Publication of employment monitoring information</td>
<td>September 2004</td>
<td>Head of Corporate Personnel</td>
<td></td>
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<tr>
<td>Implement the recommendations of ‘Righting the Wrongs of</td>
<td></td>
<td>Head of Social Inclusion and Justice</td>
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</table>
### Racism

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop clear policy framework for community engagement, consultation and involvement.</td>
<td>Director of Neighbourhood Renewal</td>
</tr>
<tr>
<td>Distribution and implementation of the Human Resources Diversity Strategy.</td>
<td>Distribution by July 2004</td>
</tr>
<tr>
<td>Complete the Review of in-house translation and interpreting services.</td>
<td>September 2005</td>
</tr>
<tr>
<td>Revised provision for travelling communities stopping temporarily in the borough.</td>
<td>Head of Social Inclusion and Justice</td>
</tr>
<tr>
<td>Comprehensive Review of Race Equality Scheme, including consultation with employees, GCRE, minority ethnic community organisations, businesses and other stakeholders</td>
<td>March – June 2005</td>
</tr>
<tr>
<td>Comprehensive review of the Race Equality Scheme reported to Social Inclusion Scrutiny Panel and Cabinet.</td>
<td>July 2005</td>
</tr>
<tr>
<td>Publication of the comprehensive review of the Race Equality Scheme on the Council’s Website reported in Greenwich Time, and in staff newsletter. Summaries of the review disseminated to stakeholder organisations and businesses.</td>
<td>July 2005</td>
</tr>
</tbody>
</table>

### 19.0 Key Targets

- 100% of planned EIAs/EMRs completed by March 2005
- Attain Level 3 of the Equality Standard for Local Government by March 2006 (BVPI 2a)
- Attain 74% against BVPI 2b, the Duty to Promote Race Equality in 2004-05
• Increase reporting of racial incidents to 350 per 100,000 of the population by March 2005 (BVPI 174).

• Further action on 100% of racial incidents in 2004-05 (BVPI 175).

• Employees of Black and minority ethnic origin to form 23% of the total workforce and 23% of the top 5% of earners in the Council by March 2006.
Chief Executive’s Department

(p = policy, f = function)

2002-03

Equality Impact Assessments
- Greenwich Equality Policy (p)
- UK Online (f)

Equality Monitoring Reviews
None

2003-04

Equality Impact Assessments
- Organisation and Employee Development Strategy (p)

Equality Monitoring Reviews
- Community Legal Service (f)
- Provision of Translation & Interpreting (f)
- Developing Partnership & Projects (f)

2004-05

Equality Impact Assessments
- Human Resources Strategy (p)
- Single Status (f)
- Diversity Strategy (p)
- E Government (f)

Equality Monitoring Reviews
- Corporate Procurement (p/f)
- Neighbourhood Renewal (p/f)
- Revenues (Collecting Debts) (f)
- Voluntary Sector Strategy and grants function (p)
- Benefits (Assessing & processing entitlement) (f)
- Performance Management Process (f)
- Information Management (f)
- Best Value Performance Plan (p)
- Crime and Disorder Reduction Strategy (p)
- Internal Communications (f)
- External Communications (f)
- Electoral Services (f)
- Management of Member Level Support Services (f)
- Providing Legal Services/ Ensuring the Council Acts lawfully and in accordance with its principles of decision making (f)
- Performance Review and Development Scheme (f)
- Health and Safety Policy (p)
- Domestic Violence Policy (p)
- Audit (Investigating & Management Control) (Corporate Finance) (f)
- Customer Service Centre (f)
- Call Centre (including telecommunications) (f)
- Programme and Project Management (f) (OED)
- Social Inclusion & Justice Strategy (p)
- Welfare Rights function (f)

Appendix 2

Directorate of Culture and Community Services

(p = policy, f = function)
2002-03
Equality Impact Assessments
None
Equality Monitoring Reviews
None

2003-04
Equality Impact Assessments
- Libraries Reorganisation (f)
- Greenwich Heritage Centre (f)
- Student Benefits Voucher Payments (f)
- Greenwich Food Policy (p)
Equality Monitoring Reviews
- Plus Programme (PAYP funded project) (f)
- Parks and Open Spaces (Education and Community Outreach, Security, Cemeteries and Lettings) (p/f)
- Building Services (f)
- Passenger Services (f)
- Direct Services: Business Support (f)
- Catering Services (f)
- Provision of leisure centres via GLL (f)
- Registrars (f)
- Community Centres (f)
- Environmental Health (pollution and residential) (f)
- Eltham Youth Services
- Woolwich Adventure Playcentre
- Commercial Services (f)
- Town Hall Management (f)

2004-05
Equality Impact Assessments
- Green Spaces Strategy (p)
- Sports Strategy (p)
- Direct Services Organisations Strategy (p)
- Licensing Policy (p)
Equality Monitoring Reviews
None

Appendix 3

Directorate of Education
(p = policy, f = function)

2002-03
Equality Impact Assessments
None
Equality Monitoring Reviews

None

2003-04

Equality Impact Assessments

- The setting up of the Early Years Inclusion team (f)
- Re provision of the Home School Liaison Service (f)
- Abbey Wood Reorganisation (f)

Equality Monitoring Reviews

- Education Business Partnership – review of work placement scheme (f)
- Recruitment and support for governors (f)
- Access to adult learning opportunities (f)
- Access to learning opportunities (gen) (f)
- Review of policy to deliver training to school staff (f)
- Review of literacy and numeracy strategy (p)
- Racial Incident data and analysis (f)
- Excellence in Cities Programme gifted & talented learning mentors (f)
- Data collection and analysis of pupil performance (f)

2004-05

Equality Impact Assessments

- Re provision of bilingual assistants to nurseries (f)
- Recruitment guidance for schools (p)

Equality Monitoring Reviews

- Allocation of finance to schools fair funding formula, standards fund etc (f)
- Bidding for external grants (f)
- Review of admissions (including Casual) and appeal process (f)
- Allocation of bus passes (f)
- City Learning Centres (f)
- Behaviour improvement project (f)
- Services for pupils with SEN, hearing/visual impairments portage Cenmac (f)
- Support to pupils referred to the Pupil Referral Unit (f)
- Review of the Attendance Advisory Service (f)
- Education Action Zones (f)
- Traveller Education Service (f)
- Intervention for children looked after (f)
- Review of services by centre for Micro assistant education (f)
- Parent/pupil advocacy service (s)
- Review of grant process to supplementary Schools (f)

Appendix 4

Directorate of Neighbourhood Services

(p = policy, f = function, s=service)

2002-03

Equality Impact Assessments

- Private Sector Renewal PFS

Equality Monitoring Reviews

- Home Ownership Service PFS

2003-04
Equality Impact Assessments
• Garage Allocation Policy and Procedure PS
• Homelessness Strategy F
• Choice Based Lettings PFS
• Domestic Violence Service PFS
• Tenancy Management Policies: Assignment, Succession, Joint Tenancy and Unlawful Occupation PFS
• Closure of Neighbourhood Offices S
• Harassment policies PS
• Housing Strategy F
• Debt Counselling Service
• Housing Learning Disability Strategy

Equality Monitoring Reviews
• Repairs and Maintenance PFS
• Supported Housing Services (including Sheltered Housing, Community Alarm, Emergency Control and Resettlement Services) PFS
• Rent Collection PFS
• Housing Aid Centre FS
• Introductory Tenancy Policy P
• Cleansweep
• Consultation arrangements PF

2004-05

Equality Impact Assessments
• Supporting People Strategy
• Stock Options Appraisal F
• Gas Repair Contract FS

Equality Monitoring Reviews
• Tenancy Management Service PFS
• Anti Social Behaviour PFS
• Adaptations to Council housing for Disabled People FS
• Homelessness and Temporary Accommodation Service PFS
• Complaints PFS
• Tenant Management Organisation and Estate Management Board
• Concierge Service
• Travellers Site Management
• Debt Collection
• Sustainable Development Unit

Appendix 5

Directorate of Social Services
(p = policy, f = function)

2002-03
Equality Impact Assessments
None

Equality Monitoring Reviews
None

2003-04
Equality Impact Assessments
• Strategy for Older People’s Services (p)
• Drug and Alcohol Action Team (f/p)
Equality Monitoring Reviews

- Learning Disability commissioning policies (p)
- Performance Management (f)
- Care Management Policies and Procedures for Older People (f/p)
- Needs Assessment/Service Provision for Carers (Learning Disability) (f)
- Carers’ Strategy (JHU)(p)
- Access to Records (Performance Review) (f)
- Rehabilitation – Mental Health
- Residential Care – Care Leaver’s Strategy (p)
- Youth Justice Plan (p)
- DSS Violence to staff policy(p)
- Children with Disabilities – Looked After Service (f)

2004-05

Equality Impact Assessments

- Mental Health Commissioning Plan(p)
- Commissioning of Social Care (f)

Equality Monitoring Reviews

- Disabled People’s Strategy(p)
- Promoting Independence of Adults needing social care support (NHS and Community Care Act 1990) (f)
- Adult Protection Policy(p)
- Multi-agency assessment and service provision strategy (Children and Families: Assessment) (p)
- User involvement strategy (Children and Families: Assessment) (p)
- Care planning and procedure guidance for looked after children(f/p)
- Quality Protects Management Action Plan(p)
- Children and Young People’s Strategic Plan(p)
- Joint Children’s Network(f)
- All Health and Safety policies except Violence to Staff Policy(p)
- Emergency plan(p)
- Asset Management(f)
- Caldicott Action Plan(p)
- Child and Adolescent Mental Health Services Development Strategy(p)
- NHS Local Delivery Plan(p)
- Drug Action Plan(p)
- Teenage Pregnancy Strategy(p)
- HIV/AIDS Plan (JHU) (p)
- Access to records (Children and Families Assessment) (f)
- Conference and Review – Maintenance of Child Protection Records(f)
- Family Support Strategy (p)
- Adoption Policy(p)
- DSS Complaints Policy(p)

Appendix 6

Directorate of Strategic Planning
(p = policy, f = function)

2002-03

Equality Impact Assessments

- Tourism Strategy (p)

Equality Monitoring Reviews

- Parking Services (f)
- Gateway Recruitment Agency (f)
- GLLAB (f)
- Greenwich Business Support Service (f)

2003-04

Equality Impact Assessments

- Greenwich Community Strategy (p)

Equality Monitoring Reviews

None
• Economic Development Strategy (p)
• Advice and Support to Local Strategic Partnerships (f)
• Greenwich Local Cultural Strategy (p)

2004-05

Equality Impact Assessments

• Kidbrooke Master Plan (p)
• Regeneration Strategy (p)

Equality Monitoring Reviews

• Building Control (f)
• Transport Local Implementation Plan (p)
• Biodiversity Action Plan (p)
• External Funding Strategy (p)
• Capital Strategy (p)
• Unitary Development Plan (p) (EMR will cover Greenwich Peninsula Draft Development Framework and Thames Gateway (p))
• Advice on Access (f)
• Grant Dispersal and Monitoring (f)
• Town Centre Management (f)