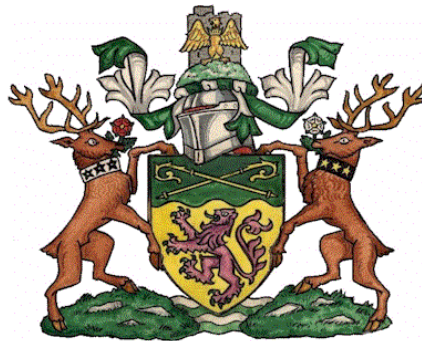


Ribble Valley Borough Council



Gender Equality Scheme 2009-2011

RIBBLE VALLEY BOROUGH COUNCIL DRAFT GENDER EQUALITY SCHEME 2009–2011

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1. Introduction

Welcome to our Gender Equality Scheme. The Gender Equality Duty requires all public authorities, when carrying out all their functions, to pay due regard to the need to:

- eliminate unlawful discrimination and harassment on the grounds of sex; and
- promote equality of opportunity between men and women.

The law (the Gender Equality Duty) aims to help us understand and address the different needs of women and men, leading to more user-friendly services, as well as making better use of the talents of both men and women in the workforce.

It came into force in April 2007 and was the biggest change in sex equality legislation in thirty years, since the introduction of the Sex Discrimination Act itself. It was introduced to give more responsibility to service providers to think strategically about gender equality.

We take all equality issues seriously and we aim to build equality for women and men into the culture of Ribble Valley Borough Council and everything we do.

.....
Councillor EMH Ranson
Leader, Ribble Valley Borough Council

.....
Marshal Scott
Chief Executive, Ribble Valley Borough Council

2. The Purpose of our Gender Equality Scheme

The Law

The Council will carry out its duties under legislation, including:

- Gender Equality Duty 2007
- The Equality Act 2006
- The Sex Discrimination Act (SDA) 1975
- The Equal Pay Act 1970

The Gender Equality Duty gives the Council what are known as 'general' and 'specific' duties to promote gender equality. This is about making things fairer for both women and men, including transsexual people. (The term 'transsexual' or 'transgender' refers to people who intend to undergo, are undergoing or have undergone gender reassignment.)

Producing this Gender Equality Scheme is one of the 'specific duties'.

To help meet its general duty, the Council, like other public bodies, has a specific duty to:

- produce a Gender Equality Scheme identifying its gender equality goals and actions to meet them, in consultation with employers and stakeholders;
- monitor and review progress against the targets we set;
- review the Scheme every three years; and
- conduct and publish equality impact assessments of all major policy developments which will include consideration of gender impact.

Equality Act 2006 & Sex Discrimination Act 1975

The Equality Act 2006 amends the Sex Discrimination Act 1975 and places a statutory duty on all public authorities:

- to eliminate unlawful discrimination and harassment; and
- to promote equality of opportunity between men and women.

This is known as the 'general duty' of the Gender Equality Duty, and was effective from 6 April 2007.

What is a Gender Equality Scheme?

A Gender Equality Scheme sets out our plans for promoting equality for men and women in the Ribble Valley. The Scheme also includes a number of things we must consider under the specific duty. For example, our Action Plan must include how we will assess the impact of our policies and practices on men and women in employment, services and performance.

The Purpose of our Gender Equality Scheme

- To show how we intend to make gender equality a part of everything we do.

- To identify and set out our priorities in making gender equality a reality.
- To summarise how we intend to tackle gender inequality, eliminate discrimination and promote equality of opportunity between women and men (including boys and girls).

Who has been involved in developing the Scheme?

The Equality and Diversity Steering Group have taken the lead role in developing the scheme.

A consultative draft of the Scheme has been available on the Council's Intranet and Internet for all staff, Councillors and members of the public to comment on. This was publicised widely and has broad Council commitment.

3. The Local Picture



Some facts about the Ribble Valley and its residents (taken from 2001 Census)

- The Ribble Valley has a population of 53,960 and covers 300 square miles, the majority of which is designated as an Area of Outstanding Natural Beauty.
- The population is made up of 27,566 females (51%) and 26,394 males (49%).
- Approximately 1.6% of the Ribble Valley's population are from minority ethnic backgrounds.
- The total split between males and females by age range is shown below:

Age Range	Total	Males	%	Females	%
0 - 4	2948	1523	52	1425	48
5 - 9	3254	1680	52	1574	48
10 - 14	3692	1906	52	1786	48
15 - 19	3259	1715	53	1544	47
20 - 24	2153	1079	50	1074	50
25 - 29	2631	1294	49	1337	51

Age Range	Total	Males	%	Females	%
30 - 34	3819	1911	50	1908	50
35 - 39	4246	2096	49	2150	51
40 - 44	3878	1929	50	1949	50
45 - 49	3727	1850	50	1877	50
50 - 54	4325	2143	50	2182	50
55 - 59	3672	1850	50	1822	50
60 - 64	3067	1520	50	1547	50
65 - 69	2748	1357	50	1391	50
70 - 74	2229	1001	45	1228	55
75 - 79	1929	802	42	1127	58
80 - 84	1213	471	39	742	61
85 - 89	740	191	26	549	74
90 and over	430	76	18	354	82
Totals	53960	26394	49	27566	51

- Percentage of male and female split by ward is shown below:

Ward	Gender	
	Male %	Female %
Aighton, Bailey & Chaigley (1623)	56	44
Alston & Hothersall (2565)	48	52
Billington & Old Langho (2335)	50	50
Bowland, Newton & Slaidburn (1243)	51	49
Chatburn (1342)	47	53
Chipping (1337)	51	49
Clayton-le-Dale with Ramsgreave (2468)	46	54
Derby & Thornley (3049)	49	51
Dilworth (2395)	49	51
Edisford & Low Moor (2886)	47	53
Gisburn & Rimington (1289)	51	49
Langho (2303)	50	50
Littlemoor (2815)	48	52
Mellor (2505)	48	52
Primrose (3036)	48	52
Read & Simonstone (2535)	49	51
Ribchester (1535)	50	50
Sabden (1371)	50	50
Salthill (3095)	49	51
St Mary's (2865)	48	52
Waddington & West Bradford (2636)	49	51
Whalley (2892)	48	52
Wilpshire (2596)	50	50
Wiswell & Pendleton (1289)	50	50

These facts about Ribble Valley show a very even gender split within wards.
Living and Working in East Lancashire – Citizens Panel Survey 2006

The Citizens Panel in Ribble Valley comprises of around 892 people from across the Borough who have registered to participate in regular consultation by completing questionnaires on a range of local issues.

As with most Citizens Panels, there is a female majority but the panel is broadly representative of Ribble Valley's population. In addition, all Panel survey results are weighted (usually by age and ethnicity) to ensure they offer a robust representation of the views of local residents. Respondents have the option of completing paper or internet-based electronic questionnaires and the overall response rates are good for this survey method (around 70%).

Each year, panel members are asked to complete 4 surveys; 2 Ribble Valley specific and 2 surveys where the Citizens Panels of Burnley, Hyndburn, Ribble Valley, Rossendale and Pendle are asked the same questions producing a wealth of benchmarkable data.

The recent Living and Working in East Lancashire was an East Lancashire wide survey and was a repeat of the survey carried out in 2004. Residents of Blackburn with Darwen also answered this survey the results of which are largely used by Elevate to monitor strategic outcomes.

When asked about East Lancashire as a place to live, Ribble Valley responses to these questions were as follows:

<i>Do you agree or disagree that people with different backgrounds get on well together?</i>	Female (%)	Male (%)
Agree	53.4	55.3
Tend to disagree	14.6	10.3
Definitely disagree	5.3	4.8
Too few people in local area	10.2	8.2
All from same background	12.3	15.8
Don't know / no reply	4.3	5.5

<i>I feel I can influence decisions in my area</i>	Female (%)	Male (%)
Agree	23.3	21.6
Neither agree or disagree	32.8	38.5
Tend to disagree	29.1	25.9
Strongly disagree	13.8	11.2
Don't know	1	2.8

<i>I feel my comments are listened to by people who make decisions</i>	Female (%)	Male (%)
Agree	20.3	21.4
Neither agree or disagree	29.5	34.2
Tend to disagree	27.4	26.4
Strongly disagree	17.4	13.1
Don't know	5.4	5

<i>How would you rate your neighbourhood as a place to live?</i>	Female (%)	Male (%)
Good	85.6	87.4
Average	12.9	10.6
Poor	0.9	1
Very Poor	0.6	0.6
Don't know	0.5	0.3

Generally speaking, resident satisfaction levels with their neighbourhood were very similar amongst men and women alike.

Labour Market Figures

The following information is taken from Ribble Valley Labour Market Profile 2004, along with other sources:

- Economic activity by gender of working age population is shown below (16-64)

	Ribble Valley		North West		Great Britain	
	Male	Female	Male	Female	Male	Female
Economically active	83.3	77.1	80.5	72	83.3	72.9
In employment	81.3	75.9	76.4	68.7	79.1	68.7
Employees	65.9	69.9	64.6	64.2	65.5	64.4
Self employed	15.1	5.7	11.4	4.1	13.1	4.8

(Source: Annual Population Survey April 2004 – March 2005)

- Economic inactivity of working age population (16-64) is shown below:

	Ribble Valley		North West		Great Britain	
	Male	Female	Male	Female	Male	Female
Economically inactive	16.7	22.9	19.5	28	16.7	27.1
Wanting a job	1.6	3.6	4.2	5.4	4.2	6.2
Not wanting a job	15	19.3	15.4	22.6	12.5	20.9

(Source: Annual Population Survey April 2004 – March 2005)

Nomis states that people considered to be 'not wanting a job' are "people who are neither in employment nor unemployed and who do not want a job" (Nomis, 2005).

4. The Council's Priorities and Targets

Strategic Plan & Priorities

Mission Statement & Vision

The Council has adopted the following statement that sets out its role and responsibilities in relation to the communities it exists to serve:

"The Council will provide high quality, affordable and responsive public services that develop the social and economic well-being of the Borough whilst safeguarding the rural nature of the area"

Our VISION, which is shared with the Local Strategic Partnership, remains constant. By no later than 2016 we aim to ensure that Ribble Valley will be:

"An area with an exceptional environment and quality of life for all; sustained by vital and vibrant market towns and villages acting as thriving service centres meeting the needs of residents, businesses and visitors."

We believe that this VISION reflects our shared aim for the Borough which has the highest quality of environment for those who live in and visit the area. It recognises that people must have a high quality of life; that suitable homes are available to meet their diverse needs and that they should be safe and feel safe. People should also be able to access the best services without having to travel long distances to receive them.

(Corporate Performance and Improvement Plan 2007-2011)

Ambitions

In order to deliver its Vision (see above) and provide a focus for how it delivers services, the Council has agreed a set of overriding ambitions and priorities.

Above all '***we aim to be a well-managed Council*** providing efficient services based on identified customer needs', this overarches all of our Ambitions, whilst recognising the importance of securing a diverse, sustainable economic base for the Borough. The three Ambitions which the Council has agreed it will work towards are:

- To help make people's lives SAFER AND HEALTHIER
 - especially to ensure that we have safe and trouble free communities with healthy life styles
- To PROTECT AND ENHANCE the existing ENVIRONMENTAL QUALITY of our area
 - especially to protect the natural and built environment and ensure that we provide clean streets and open spaces
- To MATCH the SUPPLY OF HOMES in our area with the IDENTIFIED HOUSING NEED
 - especially to ensure that there are sufficient affordable homes for local people who are in housing need

Best Value Performance Indicators (BVPI's)

The Council's Corporate Performance and Improvement Plan 2007-2011 also sets out how we will measure our performance against targets. Currently this is achieved by reporting on national performance indicators, or Best Value Performance Indicators.

Within this, the indicators relevant to promoting gender equality are:

BVPI No.	Description	Actual - 2007/08	Out-turn	Targets	
		▲ Better ◀ Same ▼ Worse	2008/09	2009/10	2010/11
CORPORATE HEALTH					
2a	Equality Standard for Local Government Level (0 – 5)	▲ 1	1	2	2
11a	% of top 5% earners that are women	▼ 25%	25%	25%	25%

Equality Framework for Local Government

In order to deliver our overall commitments on diversity and equality, the Council has adopted the Equality Framework for Local Government (The Framework has replaced the Equality Standard for Local Government).

The Equality Framework has three levels of performance:

- Level 1** Development
- Level 2** Achieving
- Level 3** Excellence

The Framework is also about making equalities part of our day to day activities. The Council is working towards achieving Level 1 in 2010/11.

Local Strategic Partnership (LSP) – Ribble Valley Strategic Partnership:

The Ribble Valley Strategic Partnership consists of various agencies from the statutory, community, voluntary, faith and private sectors. Broadly speaking, its role is to 'join up' approaches to improving quality of life for all Ribble Valley residents, and to deliver the objectives of the Sustainable Community Strategy.

Sustainable Community Strategy

This is the overarching strategy for the Ribble Valley Strategic Partnership which draws together the priorities for Ribble Valley over a six-year period (2007 – 2013). It outlines the eight key themes of:

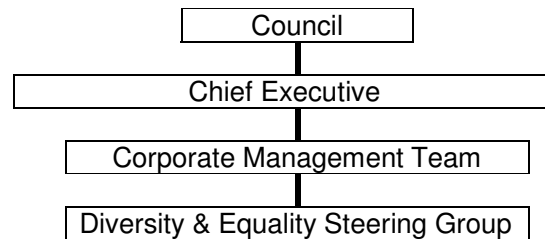
- welcoming;
- safety and well-being;
- health improvement;
- older people and an ageing population;
- children and young persons;
- housing;
- environment;
- prosperity.

5. Who is responsible for the Gender Equality Scheme?

The Council has overall responsibility for the Gender Equality Scheme. Councillors, employees, managers of the Council and our colleagues in partner agencies all have a role to play in helping us to meet our duty to promote equality for women and men.

The arrangements described below ensure that we co-ordinate the work involved in putting the Scheme into practice.

- All Councillors are responsible for diversity and equality.
- The Council's **Corporate Management Team** provides strategic direction and a monitoring function through performance management.
- The Council's **HR Manager** is lead officer for all diversity and equality matters within the Council.
- The Council's **Diversity and Equality Steering Group** supports the work of the HR Manager on equality issues, including gender equality.



6. Meeting the Gender Equality Duty

This section and our Action Plan (Appendix 2, page 19) explains how we will meet the general duty.

Broadly speaking, we will meet the duty in the following ways:

- gathering and analysing information
- consulting people
- carrying out impact assessments
- prioritising and implementing gender equality objectives
- reporting and reviewing.

More detail on how we will do this is provided below:

Equality Impact Assessments (EIA's)

We need to understand whether our services are meeting everyone's needs and that people who need our services have access to them. To help us to do this we have introduced Equality Impact Assessments.

An Equality Impact Assessment is a way of deciding whether an existing or proposed policy, procedure, practice or service does (or may) affect people differently, and if so, whether it affects them in an adverse way. Appropriate measures can then be taken to remedy any identified inequalities.

The results will allow our equality objectives and targets to be re-evaluated and prioritised, so that they feed into each service's Service Plan. The Action Plans will be monitored quarterly and are performance managed through our Diversity and Equality Steering Group.

Assessments will be carried out on new policies and services as they are developed, and over time on all other existing policies and services. Gender equality will be considered alongside these other equality strands.

A summary of the results of the Equality Impact Assessments, Action Plans, and consultation exercises will be reported as part of the annual review of the Gender Equality Scheme.

Consultation

The Council's Consultation Strategy outlines our overall approach to consulting and involving the public and people who use our services.

It also helps employees who undertake consultation exercises with the public and/or other stakeholders.

We are committed to giving staff and service users every opportunity to comment on how our services and employment practices are provided and improved.

Monitoring

The Council will monitor its services and employment on gender issues to ensure we are providing equality of access and quality of service to men and women alike. We will provide

the results of monitoring information through service plans, in the outcomes of Equality Impact Assessments and, where appropriate, within the annual report of the Scheme.

Publishing Results of Assessment, Consultation & Monitoring

The Council will publish the results of the information we collect. The way we do this may vary; some will be published within reports provided by services to relevant committees.

The main consultation carried out, both internally and externally, will be summarised in our yearly report to Councillors on the Gender Equality Scheme.

The yearly report for this Scheme will include an update on the Action Plan. We will also provide information on our gender equality plans and activities.

We will inform the public and employees about this information through:

- 'Ribble Valley News', the Council's newsletter which is delivered to all homes in the district.
- 'Backchat, the Council's newsletter for employees.
- Relevant community, voluntary and faith groups, and partner organisations.
- The Council's website and intranet. We will provide information about our work to promote equality, including consultation exercises.
- This can be found at: www.ribblevalley.gov.uk.

Comments and Complaints

Members of the public who feel that they have experienced sex discrimination in the way the Council has treated them may make a complaint through our Complaints Procedure. They can do this by:

- Contacting the Service Area that deals with the service they wish to complain about
- Fill in a complaint form available from all Council Offices, public libraries, etc.
- Email their complaint to bill.alker@ribblevalley.gov.uk.

More information is available on our website: www.ribblevalley.gov.uk.

We have grievance and disciplinary procedures in place and a policy on dealing with complaints of harassment relating to employees.

We also have a 'Whistleblowing' Procedure, which extends the protection for employees who want to report bad practice without fear of being victimised as a result.

We will take all complaints seriously and will not tolerate any form of discriminatory behaviour.

The Members' Code of Conduct and Standards Committee deals with complaints about the conduct of elected members.

7. Access to Services

Achieving Gender Equality through Service Delivery

Diversity and equality are seen as central to the provision of all Council services. In order to ensure that services are accessible to women and men Ribble Valley Borough Council will aim to:

- monitor the satisfaction and take up levels of services by gender;
- assess whether there is an adverse impact by gender in the provision of a service or planned service;
- take positive action to address any inequality, disadvantage or discrimination;
- encourage women and/or men to use our services where evidence shows that either gender have a low level of take up of particular services.

8. Employment Equality

Breaking down gender stereotypes and promoting positive role models

All applicants for vacancies (including promotion opportunities) within Ribble Valley Borough Council are monitored through each stage of the recruitment process.

Employment information from monitoring that was undertaken in April 2009 shows that 48% of the Council's workforce is female. The lowest proportions of women are in Direct Works/Waste Management/Grounds Maintenance Services (18.9%) and the Service Areas where women have less representation are those which have the greatest number of manual occupations. The Council's workforce reflects trends in wider society where females and males are more likely to work in areas that are considered to be stereotypical.

We will undertake regular monitoring to ensure that our workforce continues to be representative of the wider community and take positive action to promote representation at all levels within the authority.

The Council feels it has some responsibility towards breaking down the barriers which stop boys and girls / men and women entering into non-traditional occupations.

Gender Pay Gap

We undertook a pay and grading review in 2006 and have implemented a single status structure. The review involved a thorough review of all the Council's jobs via an objective assessment of the relative value of the jobs using a recognised job evaluation scheme. Ribble Valley Borough Council has therefore undertaken the work which could reasonably be expected to eliminate the possibility of a pay gap based on gender.

Flexible working practices

In order to encourage working patterns that enable people to get a better balance between paid work and other priorities such as caring responsibilities, learning opportunities and leisure activities, the Council has a Flexible Working Policy.

In the 2004 Staff Survey, employees were asked if they thought the flexible working scheme made it easier to achieve a work life balance. The responses were extremely encouraging, with 78% of women agreeing or strongly agreeing, along with 76% of men.

Similarly, employees were asked if they felt that the Council is a family friendly employer. The responses were also encouraging, with 65% of women agreeing or strongly agreeing, along with 64% of men.

Training Employees on Diversity and Equality

The Council is committed to training employees so they are more aware of, and have the skills, to take positive action in promoting gender equality and tackling discrimination and harassment.

The Diversity and Equality Steering Group will oversee:

- a) the content of the diversity/equality elements to be included in training initiatives ie race, disability, gender, age, religion, sexual orientation, etc from service delivery and employment perspectives;
- b) finding out what the different training needs for employees and Members are.

Appendix 1

PROFILE OF CURRENT WORKFORCE AS AT 1 APRIL 2009 (Excludes terms and casuals)

				Pay Levels																												
Service Unit	No of Emp	M	F	Up to SCP 13 Scale 1-2		SCP 14-21 Scale 3-4		SCP 22-28 Scale 5-6		SCP 29-34 Scale SO1-SO2		PO 1-4		PO 2-5		PO 3-6		PO 5-8		PO 6-9		PO 9-12		PO 14-17		PO 18-21		PO 20-23		CHIEF EXEC / DIR		
				M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Chief Executive	35	7	28	0	7	2	7	1	5	1	2	0	2	1	0	0	0	0	0	0	3	0	0	0	1	0	0	0	0	1	2	0
Community Services	126	89	37	9	22	56	8	11	6	3	0	3	1	2	0	0	0	1	0	0	1	0	1	0	1	0	0	0	0	1	0	
Development Services	45	24	21	1	2	4	8	3	7	6	3	2	1	4	0	0	0	0	0	0	0	0	3	0	0	0	0	0	1	0		
Resources	58	18	40	2	12	8	11	0	11	1	3	1	0	1	1	0	0	1	0	1	1	0	2	0	0	0	1	0	0	1		

Age Distribution													
Service Unit	Age No of Emp	16 – 18		19 – 24		25 - 39		40 - 49		50 – 59		60+	
		M	F	M	F	M	F	M	F	M	F	M	F
Chief Executive	35	0	0	0	2	0	8	1	16	4	2	2	0
Community Services	126	0	0	6	3	21	10	26	6	27	17	9	1
Development Services	45	0	0	0	1	3	7	5	9	12	4	4	0
Resources	58	0	0	3	0	6	12	2	16	2	9	5	3

Length of Service													
Service Unit	Years No of Emp	0 – 2		3 – 4		5 – 10		10 – 15		15 – 20		20+	
		M	F	M	F	M	F	M	F	M	F	M	F
Chief Executive	35	0	5	0	4	5	6	0	4	0	6	2	3
Community Services	126	13	8	15	9	24	13	10	1	9	3	18	3
Development Services	45	3	4	4	1	3	5	3	3	3	7	8	1
Resources	58	6	6	1	11	6	9	2	2	2	8	1	4

Appendix 2

Gender Equality Scheme Action Plan 2010 - 2013 Implementing the Scheme

This Action Plan includes:

- the objectives, priorities and targets of Ribble Valley Borough Council; and
- the requirements of the Code of Practice for the Gender Equality Duty, published by the Equal Opportunities Commission.

Policy & Strategy

Action	Outcome	Responsibility	Timescale
1. Publish Gender Equality Scheme and make available on Ribble Valley Borough Council's website.	Scheme reflects the priorities of men and women.	HR Manager	30 April 2010
2. To have access to support arrangements to protect victims of gender related violence.	Work with Crime and Disorder Reduction Partnership (CDRP) to identify and publicise arrangements.	HR Manager / Community Development Officer	May 2010
3. Provide information to ensure that victims of gender related violence can find appropriate help.	Add information on to Ribble Valley website.	HR Manager / Principal Communications Officer	May 2010
4. Promote Gender Equality Scheme.	Scheme is widely publicised.	HR Manager/ Principal Communications Officer	July 2010
5. All Service Plans to include gender specific objectives and targets, within relevant equality targets for their areas.	Meaningful gender equality objectives and targets in respect of service delivery and employment have been set and work started to achieve them.	Service Managers	December 2010
6. All service areas to review Gender Equality targets and use information from monitoring to assess whether targets have been achieved.	Service areas are able to use monitoring information to assess whether gender equality targets are being met and begin the process of setting new targets.	Service Managers	April 2012

Policy & Strategy

Action	Outcome	Responsibility	Timescale
7. To have met all gender equality targets and set new targets.	The Council can demonstrate that it has made marked improvements in its gender equality work.	Service Managers	March 2013

Monitoring

Action	Outcome	Responsibility	Timescale
1. Service areas to incorporate plans to introduce all equalities monitoring into their Service Plans.	Information systematically collected to measure gaps in service delivery, investigate any such gaps and take action to remove any disparities or disadvantage.	Service Managers	During annual review of Service Plans
2. Seek good practice on monitoring of comments and complaints on Council services by gender.	Improved collection of monitoring data for consistency and reliability.	Complaints Co-ordinator	September 2010

Procurement

Action	Outcome	Responsibility	Timescale
1. Ensure procurement activity addresses gender equality issues and emphasises equalities in contract / tender documentation.	Ensure that external providers of Council services meet their Statutory equalities requirements and the Council's equalities policies and practices.	HR Managers/ Procurement Officer	Ongoing

Staff Awareness			
Action	Outcome	Responsibility	Timescale
1. Continue to consult staff on training needs and provide appropriate equalities training.	Increased staff awareness and understanding of gender equality; improved customer care.	HR Manager	Ongoing
2. Ensure increased understanding of Recruitment and Selection processes, including gender equality legislation and policy.	Improved staff awareness of the Law and fair recruitment policy and practices.	Personnel Officer	By March 2011 and ongoing
3. Ensure that gender equality is integrated into any equality and diversity training.	Staff have a good understanding of how gender equality impacts upon all relevant aspects of service delivery and employment and what their responsibilities are.	HR Manager	March 2011 - ongoing

Employment Equality			
Action	Outcome	Responsibility	Timescale
1. More 'non-stereotypical' staff to attend careers sessions in schools to act as positive role models.	Occupational segregation challenged, and students encouraged into non-stereotypical careers.	Human Resources	December 2011
2. Promote "non-traditional" jobs through, for example, the Council's website, targeted publications, job fairs and schools and colleges.	An increase in the numbers of females and males applying for and being appointed to "non-traditional" jobs.	Human Resources	April 2011 (and ongoing)
3. Review the harassment and bullying procedure, ensuring that the elements relevant to sexual harassment are fully considered.	Employees and managers are aware of their responsibilities on sexual harassment, how to report and deal with it appropriately to minimise distress for those involved.	Personnel Officer	September 2010

Employment Equality			
Action	Outcome	Responsibility	Timescale
4. Introduce local Performance Indicators analysing use of the Disciplinary, Grievance and Harassment Procedures by gender.	Information collected to measure frequency, investigate, and take action to remove any disparities or disadvantage.	Human Resources	May 2010 then annually
5. Introduce a local Performance Indicator which analyses uptake of training by gender.	Information collected to measure take-up, investigate, and take action to remove any disparities or disadvantage.	Human Resources	May 2010 then annually
6. Analyse leaver information annually, to investigate differences based on gender.	Information collected to measure turnover, analyse, and take action to remove any disparities or disadvantage.	Human Resources	May 2010 then annually
7. Monitor success rates of applications for internally and externally advertised jobs by gender.	Analysis of overall fairness and effectiveness of Recruitment and Selection Policies and Procedures.	Human Resources	May 2010 and annually

Governance			
1. Encourage more females to stand as local Councillors (30% of Councillors are women at March 2010)	Council to more effectively represent the communities they are serving.	The Council	May 2011

Monitor and Review 2008			
Action	Outcome	Responsibility	Timescale
1. Review and report on progress made on the Gender Equality Scheme to Personnel Committee.	Demonstrate that good progress has been made in respect of meeting the Council's legal duties and the targets set in the Scheme's action plan	Equality & Diversity Steering Group	First report required April 2011, then annually thereafter