



Powys County Council Race Equality Scheme

**May 31st
2005 - 2008**

This Race Equality Scheme was published on the 31st of May 2005 in accordance with the Race Relations Amendment Act (2000) that places a general duty on PCC as a public authority to promote Racial Equality.



Councillor Mrs. M Roberts, *Member with portfolio for Equalities and Equal Opportunities*

Foreword

The Race Relations (Amendment) Act 2000 came about as a result of the Macpherson report into the death of Stephen Lawrence. The legislation outlaws race discrimination and places a responsibility on public bodies to be pro-active in their approach to race equality, finding practical ways to moving forward. This scheme sets out how Powys County Council plans to achieve this over the next 3 years.

Increasingly throughout Europe, societies in rural areas are rapidly changing due to the impact of globalisation, economic restructuring and a mobile population. In some areas, rural communities are now growing at a faster rate than some of the towns. As these changes take place, Powys County Council must be ready to respond by ensuring that its services, and policies, are sensitive to people of all different races.

I welcome the reviewed Race Equality Scheme, as it will move the agenda further forward. We know where we can make some real improvements, and we must now deliver on them. It is vital that Race equality still remains high on the Council's agenda.

Schools maintain separate Race Equality schemes. They will also be reviewing these, and identifying where they can also make improvements. It is important that they continue to work towards creating and maintaining an environment where students respect and value each other, regardless of their race.

Powys has always been a county of contrast. We have areas that are predominantly English speaking, and areas that are predominantly Welsh speaking, with people from Black and Minority Ethnic backgrounds as part of these communities. Although we have a low population of Black and Minority Ethnic people, we must still ensure their needs are taken very seriously. A rural environment presents a different set of challenges that we must carefully consider. Whilst the principles of this scheme apply equally to all racial groups, the Council's main aim, is to reach out and better serve those who form a small and sometimes isolated minority within the county.

Becoming a cohesive multi-cultural society that celebrates the differences, involves effort on the part of everyone. As a public body, Powys County Council is keen to ensure that it is leading the way with this aspiration.

Glossary of Terms

PCC – Powys County Council

BME – Black & Minority Ethnic

CRE – Commission for Racial Equality

WLGA – Welsh Local Government Association

CSP – Community Safety Partnership

RRA Act – Race Relations Amendment Act

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1. Introduction and Background to the scheme

The scheme has been produced in sections.

- Section 1 provides an introduction to the scheme, to the county of Powys and PCC.
- Section 2 explains the general duty of the Race Relations Amendment Act and how PCC will respond to this.
- Section 3 explains the specific duties of the Race Relations Amendment Act and how PCC will respond to this.
- Section 4 details the specific requirements in relation to the employment that PCC provides.
- Section 5 is the Action Plan of how section 2, 3 and 4 will be delivered.

This section, provides some background information on Powys County Council, and why we have produced a Race Equality Scheme.

1.1 Introduction to the Racial Equality Scheme

- 1.1.1 The Race Relations Amendment Act (2000), places a general duty on public authorities to promote Race equality (please refer to section 2 of the scheme for detail). A proactive approach is required to improve Race Equality within the community and prevent racial discrimination. In order to do this, local authorities and other public bodies are required to produce a Race Equality Scheme detailing the way in which they will address these issues and meet the requirements of the act over a three year period.
- 1.1.2 PCC produced a Race Equality Scheme from May 2002 – May 2005. This scheme has been reviewed in consultation with the authority internally, elected members, partners of PCC, the external race sub-group of the equalities forum*, a selection of the general public from the citizens panel, the Powys centre for Cultural Diversity and other members of the public. The scheme will consider the progress made in the previous scheme, address any shortfalls in moving forward the requirements of the act and will action plan for improvement within the next 3 year period, May 2005-2008.
- *This is a forum for the council to engage with on equalities, the group consists of people with knowledge, experience and an understanding of equalities issues.*
- 1.1.3 The scheme is designed to improve Race Equality in council activities both as an employer, and as a service provider. The scheme will serve different purposes, depending on the nature of the reader, and the context in which it is being considered. As a guide however, the scheme will be used for:
- 1.1.4 **Information:** To enable staff, service users, councillors, community groups, partner organisations, job applicants, local, regional and national agencies, and the media to be provided with a more informed understanding of the Council's commitment to Racial equality.

Service Improvement: To provide a co-ordinated approach to improving race equality within service delivery so that an authority-wide improvement is achieved. This should improve the quality of life for all racial groups within Powys.

Accountability: To enable partners, staff, service users and community groups to assess and scrutinise the effectiveness of the scheme and the Council's implementation of that scheme, and challenge where necessary.

Inspection: To enable inspection bodies, such as the Commission for Racial Equality to use the scheme to assess whether the Council is achieving its legislative requirements.

1.1.5 The scheme communicates the importance of the RRA Act, that places an onus of responsibility on every employee of the authority. It is of vital importance, that every employee is made aware of this scheme, and understands their requirements under the scheme as an employee of the authority. All Employees should be given access to the scheme (or a summary) to read and understand. New starters will be briefed on the scheme and its requirements, and how that relates to their role. Managers will ensure that they fully understand the requirements of the scheme, and convey that understanding, to all of the employees that they line manage.

1.1.6 **Our strategic Aim for Race Equality within Powys is: "To create a culture both internally within PCC and externally within the community of good Race Relations. A culture that celebrates diversity and that learns from the differences that exist."**

1.1.7 The Race Equality scheme will be the vehicle to deliver this strategic aim. To achieve this strategic aim, we have the following overarching objectives:

- 1.1.8 **Objectives of the scheme**
- *Assess the Relevance of all of PCC's Services, Polices and procedures to focus the authorities efforts on Race Equality in the most important areas.*
 - *Provide a healthy working environment - one that promotes equality of opportunity, free from racial discrimination and harassment and which promotes an understanding and appreciation of people of different races.*
 - *Ensure that we are delivering services that are responsive to racial needs and through policies that are non-discriminating.*
 - *Provide a mechanism for the authority to improve Race Relations.*
 - *Meet the General and Specific duties of the Race Relations Act in every part of the authority.*

- ❑ *Work more effectively with people from ethnic minority groups to understand their needs and requirements more effectively.*
- ❑ *Monitor our progress across all of our services on delivering the requirements of the scheme.*
- ❑ *Inform the Public of our progress in terms of improving Race Equality.*
- ❑ *Ensure that people from all backgrounds have information about the authority and the services that we provide.*
- ❑ *Raise awareness of Race issues to staff, members, partners and the general public.*
- ❑ *Train staff effectively on the requirements of the Race Relations Amendment Act*
- ❑ *Lead the way in the Powys community on promoting good Race Relations.*

1.1.9 These objectives will be met and measured through the Action Plan detailed in section 5.2.

1.2 Background to Powys

1.2.1 It is important that we consider the particular circumstances that we have within the county of Powys when producing a scheme. The following information should provide a background picture of the county and the authority, and briefly explain some of the challenges that we need to address.

The County

1.2.2 PCC is a unitary local authority serving a population of approximately 126,307 (2001 census). The population is relatively sparsely distributed over a wide rural area of Mid Wales. Its main centres of population are market towns, with light industries, public administration and services, local retailing, commerce and business as the main occupations. Agriculture and Tourism are also very prominent.

1.2.3 The principal towns are Welshpool, Newtown, Llandrindod Wells, Brecon and the former heavy industry town of Ystradgynlais in the south-west. Other main communities and population centres are at:

- Montgomeryshire - Llanfyllin, Llanfair Caereinion, Machynlleth, Llanidloes.
- Radnorshire - Knighton, Presteigne, Rhayader
- Brecknockshire - Builth Wells, Talgarth, Hay on Wye, Crickhowell.

The People

1.2.4 At the last Census (2001) ethnic minority groups represented 0.9% of the population. It is anticipated that the actual ethnic minority population within Powys is higher than this figure. A breakdown of the census data by ethnic origin for the known population is as follows:

Ethnicity breakdown by population

	Total Persons	White	Mixed	Asian	Black	Chinese or other
Total persons	126,307	125,265	412	337	98	195
%	100%	99.18%	0.33%	0.27%	0.08%	0.15%

Ethnicity breakdown by Age

	White	Mixed	Asian	Black	Chinese or other
Total persons	125,265	412	337	98	195
0-4 % of total ethnic group	6,653 5.31%	52 12.62%	31 9.20%	8 8.1%	9 5%
5-17 % of total ethnic group	20,712 16.53%	165 40.05%	63 18.70%	9 9.1%	58 30%
18-29 % of total ethnic group	13,303 10.62%	57 13.83%	72 21.4%	9 9.1%	30 15%
30-64 % of total ethnic group	59,463 47.47%	123 29.85%	159 47.2%	54 55.1%	92 47%
65+ % of total ethnic group	25,134 20.06%	15 3.64%	12 3.6%	18 18.4%	6 3%

Source: 2001 Census.

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N.b. The percentage figures show the percentage of the total for that category, e.g Under mixed, and 0-4 age group, the 13% represents 13% of the total mixed population of 412.

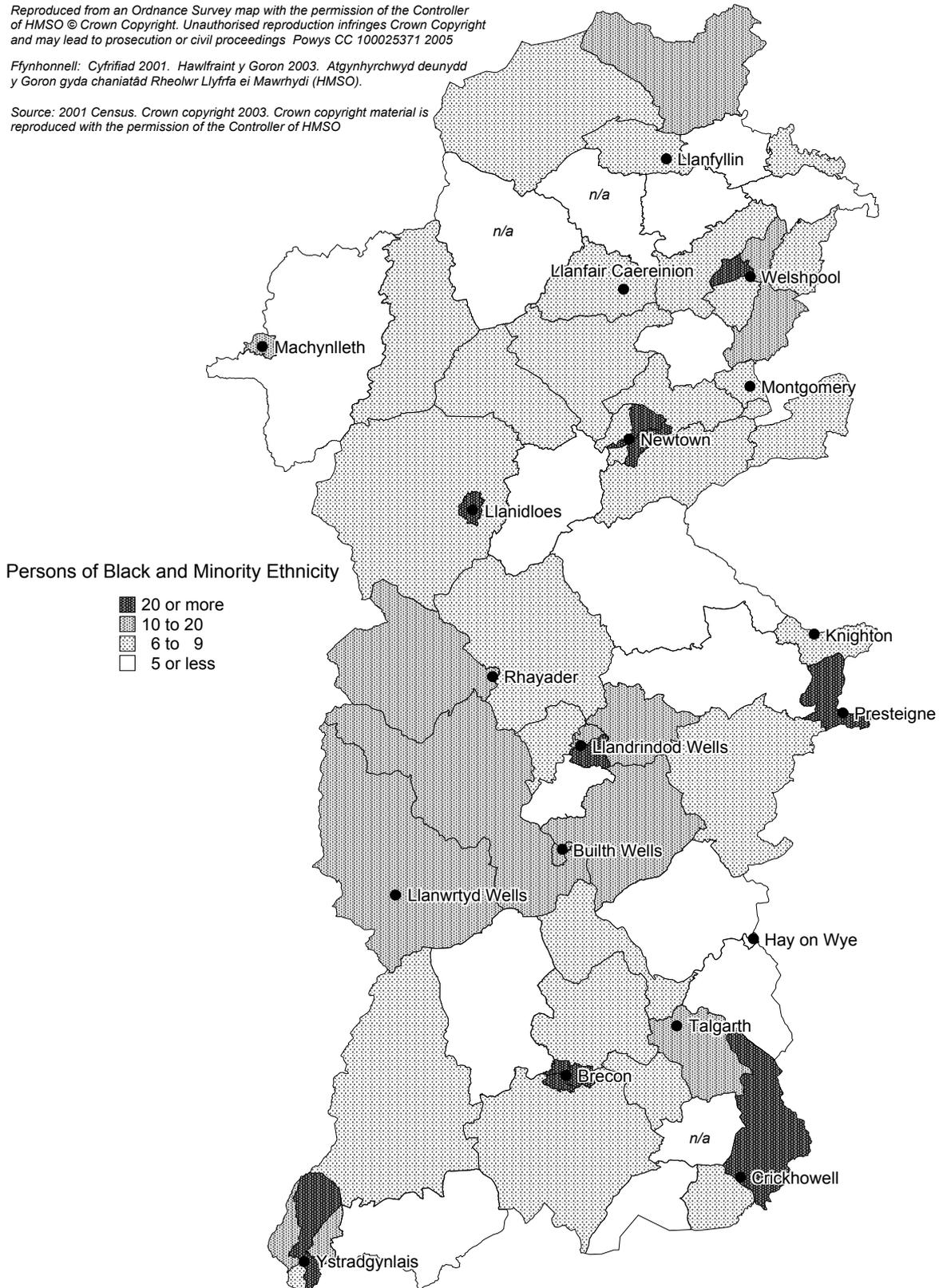
- 1.2.5 As the statistics show, the ethnic population is relatively small within Powys. The Mixed and Asian categories are the larger represented non-white categories within Powys, but with a Black and Chinese population also being represented. The age distribution of ethnic minority people is slightly different to that of white people. There is a lower percentage in the 65+ age group, and a significantly larger percentage within the 5-17% school age category.
- 1.2.6 The map shown below shows the distribution of Black and Minority Ethnic households within Powys broken down on by electoral wards.

Atgynhychwyd o Fapiau'r Ordnance Survey gyda chaniatâd Rheolwr Llyfrfa Ei Mawrhydi.
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Persons of Black and Minority Ethnicity 2001 Census of Population by Electoral Division

- 1.2.7 As the map shows, the Black and Minority Ethnic population is geographically dispersed. In only two electoral wards are there more than 20 resident BME households. The St Mary's ward in Brecon contains the highest number of BME households in Powys where the Ghurka regiment of the British Army is based. There were also 25 of the 73 wards where there weren't any Black and Minority Ethnic households identified by the census.
- 1.2.8 The geographic dispersal of a small BME population means there is a high propensity for rural social isolation to take place. The different needs and requirements, and the moral support that BME residents would normally have met within their community in an urban area, are not in place in rural county such as Powys. We are faced with the challenge of connecting with BME people that are dispersed across a geographically large county, and considering how we can help to provide some of the support they would normally receive within an urban environment.
- 1.2.9 **Welsh Language and Culture**
The Council is aware that it has a role in sustaining and fostering the County's Welsh heritage, and has adopted the principle that in conducting its public business it will treat the Welsh and English languages on a basis of equality.
- 1.2.10 According to the 2001 census, 21% of the population of Powys is able to speak Welsh – about 25,000 people. Half of these are within the 3 – 24 years age range, which provides an excellent base for further increases in the numbers and proportion of Welsh speakers within the total population of the County. These figures reflect the success of Welsh language education within Powys which the Council ensures is available on an equal basis to individuals of all ethnic groups in the County.
- 1.2.11 The parts of the county with the highest concentration of Welsh speakers, are to be found in the West and North of Montgomeryshire, near Machynlleth, Llanfyllin and Llanfair Caereinion, and in the southwest of Brecknockshire near Ystradgynlais.
- 1.2.12 The Council recognises that Welsh people are considered to be one ethnic group, regardless of ability to speak Welsh, and it will promote good race relations between them and all other racial groups in Powys. The Council undertakes to promote mutual understanding, respect and good relations between all linguistic and cultural groups in Powys.
- 1.2.12 **Research: Anybody out there?**
Preliminary Research report conducted by University of Wales, April 2004
This specific research was a creditable investigation in to the experiences of BME people within Powys. It demonstrates why a

rural county, with a low BME population should be ensuring that Race Equality is still taken very seriously.

1.2.13 The main findings from the study are summarised below:

- *There are a significant number of BME residents within Powys, and their experiences of living in Powys differ from those of the majority of the population.*
- *BME individuals are part of almost every sizeable settlement within Powys – demonstrating that ethnic diversity is not solely an urban occurrence.*
- *The BME population is sparsely populated, with the absence of large, geographically localised communities.*
- *There is believed to be significant potential for geographical isolation due to many BME individuals living in remote and sparsely populated areas.*
- *Analysis of census data shows that the BME population has almost tripled since 1991, and has grown at a rate proportionally faster than for Wales as a whole.*
- *The BME population was found to be comparatively more youthful and qualified than the White British population of the county. Despite this, there are indications that certain groups experience above average levels of unemployment.*
- *Primary research has found that BME inhabitants of Powys live in an environment where a decreasing proportion of the population feel that Britain's racial, cultural and religious diversity adds to its strength. These attitudes have in many cases been translated into BME residents experiencing verbal and physical racial abuse.*

1.2.14 The following positive and negative themes came out of the in-depth primary research interviews:

Negative impacts

1. *Rural racism was experienced by interviewees, that varied from verbal and physical abuse, to graffiti and attacks on properties and businesses. Racism was described as being from subtle and 'unintentional', to venomous and blatant.*
2. *BME individuals experience multiple marginalisation. Residents are marginalised by their age and gender, as well as their ethnicity.*
3. *Rural BME residents face different experiences and attitudes compared to their urban counterparts. E.g. feeling less understood and belittled in a rural environment.*
4. *BME residents feel geographically and socially isolated.*

Positive impacts

1. *Interviewees often cited that rural areas compared favourably to living in urban settings.*
2. *BME residents felt that the rural landscape has enriched the quality of their lives.*
3. *Many interviewees have acquired a dual identity that has been a beneficial to them and often actively promoted.*

Powys Community Safety Partnership

- 1.2.15 The Powys Community Safety Partnership was set up as a result of the Crime and Disorder Act 1998 to improve community safety. The partnership includes other public and voluntary organisations such as the Police and the Local Health board.
- 1.2.16 The Crime and Disorder Act also requires Community Safety Partnerships to undertake an audit of crime every three years. The second Crime Audit for Powys was published in 2004 using crime data taken from a wide range of sources including Police data. The Audit identified a number of priorities for the CSP, and has provided an evidential base for the Community Safety Strategy 2005-08.
- 1.2.17 The Crime Audit uses Home Office classifications for racially motivated crime, these include the categories of racially aggravated wounding, harassment, criminal damage and common assault. The Audit tells us that racially motivated crime constitutes 0.5% of reported crimes within Powys, but that these figures only include incidents that have come to the attention of the police. It is stated within the document that there is both local and national evidence of the underreporting of racially motivated incidents. The CSP aims to improve the reporting and recording mechanisms, in order to identify the real extent of the problem by implementing such schemes as 'True Vision'. These self-reporting packs will be distributed throughout Powys.
- 1.2.18 The Community Safety officer liaises with the Central Policy unit to ensure that Race Equality is kept high on the agenda within this partnership.

Powys Centre for Cultural Diversity

- 1.2.19 *"The centre aims to promote good race relations between people from different racial groups and cultural origin in accordance with the Race Relations Act with the objective of working toward greater community cohesion"*
- 1.2.20 The centre was set up in response to research conducted by the University of Swansea in to BME people's experiences within Powys. It operates as a sub-group of the Powys Community Safety partnership. The centre, based in Ystradgynlais in southern Powys, has proven to provide exceptional support and outreach work to people of different cultures within the area. It is also a valuable source of information and advice in relation to the needs and experiences of BME people within Powys. In the absence of Race Equality Council within Powys, this is an invaluable asset to the county in terms of promoting good race relations.
- 1.2.21 The centre recognises that BME people face different challenges to those living in urban areas. The sparsely populated BME community in Powys can leave individuals feeling isolated and vulnerable. Difficulties are experienced both in accessing services and in settling in and feeling accepted by the local community. Barriers such as

language, disabilities, distance, public transport and social isolation, all at times present significant challenges to these people.

- 1.2.22 The centre has stressed that change only really happens through people in the right places really engaging with the process, and that effective engagement with BME people only happens by building up trust and integrity over time.
- 1.2.23 Provision such as this centre is urgently needed for Powys to provide the support and insight required to effectively improve BME people's quality of life within the county. PCC will continue to take an active involvement in the valuable work of the centre, and will provide assistance and support to the centre where possible.

'DyPREN' – Dyfed Powys Race Equality Network

- 1.2.24 *"To work towards the elimination of race discrimination in Dyfed Powys, to provide harmony between individuals of different groups within the culturally diverse society, to promote and support equality of opportunity for all stakeholders through partnership working and cooperation"*
- 1.2.25 A Race equality network has now been formally established within the Dyfed/Powys region, consisting of public and voluntary bodies. The network recognises that although the area has a relatively low BME population, the rural nature of such of this area means that the BME population that exist have poor access to amenities and support. The network is acutely aware of this and has formed the network to address this.
- 1.2.26 With support from the CRE (Wales), the network has now begun its work, and plans to formally launch in Spring 2005. The network will aim to connect organisations working to improve Race Relations within the Dyfed Powys area to strengthen and enhance the approach and achievements.

1.3 Background to PCC

- 1.3.1 PCC is geographically the largest unitary authority in Wales and England. It is also the most sparsely populated. The authority is also a major employer, employing roughly a 7000 people out of a total Powys workforce of 73,000. This makes it the largest employer within the county.
- 1.3.2 In April 2002, the council adopted a new political and departmental structure. The number of service directorates was reduced, and a 'board' of 15 members was introduced into the political structure.

Organisational Structure

Council

- 1.3.3 The council consists of 73 elected members, each of which are democratically elected and are accountable to residents of their electoral division.

Board

- 1.3.4 The new constitution of the authority introduced a decision-making board for the first time. This body consists of 15 members, elected from and by the full 73 member council.

Principal Scrutiny Committee

- 1.3.5 This body has a responsibility for reviewing and scrutinising all Board activities, and reviewing and scrutinising internal and external monitoring reports.

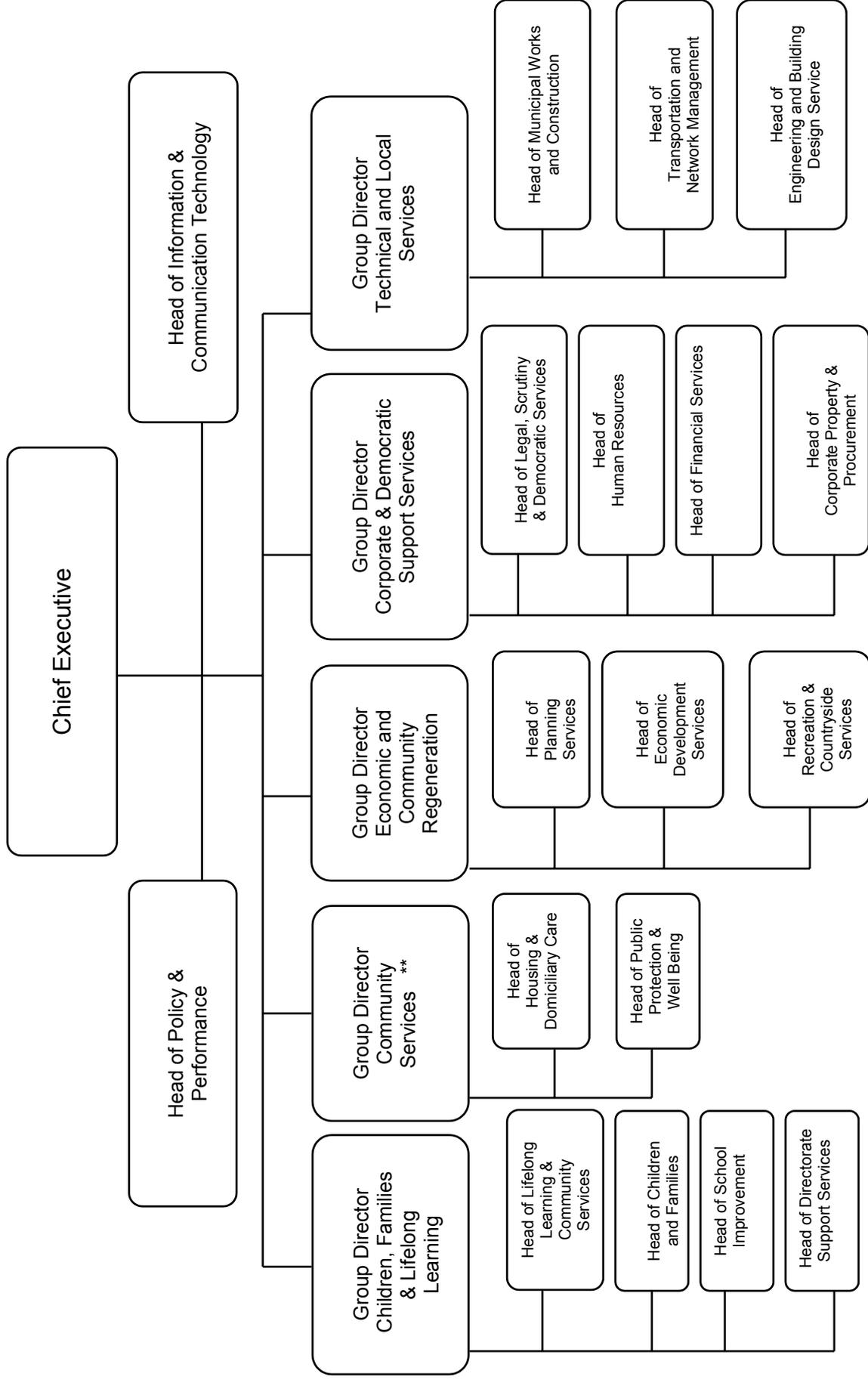
Policy and Scrutiny Committees

- 1.3.6 There are five of these, covering each of the 5 directorates.

Directorate Structure

- 1.3.7 The authority is organised into five directorates, each containing functions that deliver specific services as shown in the diagram below.

Powys County Council Directorate Structure



1.4 Organisational Plans and Policies

- 1.4.1 The council has a number of aims and strategies, and also a Business Planning Framework intended to improve the performance of the Authority over time. It is important to demonstrate how this scheme fits together with the rest of the Council's strategic priorities.

Community Strategy

- 1.4.2 This strategy, produced in consultation with the Powys local community, provides the vision for improving the quality of life for all who live, work and visit in Powys. The strategy is intended to guide the strategic direction of the authority and other significant organisations in Powys.

Corporate Plan

- 1.4.3 The Corporate Plan sets out the Council's vision and priorities over the next three years. It incorporates what we believe we should do, to build a better, stronger Council, which will in turn make Powys a better place for its residents and visitors.

Equalities Strategy

- 1.4.4 PCC recognises the importance of equality issues, and has set a strategic overarching strategy to address equalities. The aim is to improve equalities practice at both Corporate and Directorate level.

Welsh Language Scheme

- 1.4.5 This statutory scheme, sets out how PCC will treat the Welsh and English languages on a basis of equality, by providing services to an equally high standard in both languages.
- 1.4.6 The scheme also describes the means by which the Council will seek to recruit Welsh speaking staff. In doing this, its intention is not to discriminate against people who do not speak Welsh, but rather to positively enable the Council to meet the needs of members of the public who prefer to deal with the Council in Welsh.

Access Policy

- 1.4.7 Formulated in line with the Disability Discrimination Act 1995, the Access Policy states how the council is committed to equality of access to employment, services and decision-making processes for disabled people.

Equality Standard

- 1.4.8 This standard sets out a strategic framework that local authorities work toward, with the aim of 'mainstreaming' equalities throughout the organisation. The standard focuses primarily on Race, Welsh Language, Gender and Disabilities. There are five levels to the standard; PCC is currently working toward level 2 of the standard.

Business Planning Framework

- 1.4.9 PCC delivers a wide range of services to the community. The business planning framework is the internal mechanism for improving the delivering of these services in line with government guidance and legislation. Work that is scheduled for Services and Policies as part of this scheme will be incorporated in to the Service and Function Business Plans.

BME Housing Strategy

- 1.4.10 In April 2004, the Black and Minority Ethnic housing strategy for Powys was produced. This is an agreed, long-term housing vision for local BME people. The strategy has provided some important information in relation to the needs and requirements of BME people within Powys these have been summarised below.

- ❑ **Working together**
Although PCC performs most housing functions, there is a need for more partnership working with other housing providers and voluntary organisations.
- ❑ **Engagement with BME Households**
Greater engagement with BME communities is required to be kept well informed about how needs are being met. PCC needs to work more corporately on engaging with BME communities.
- ❑ **Targeting disadvantaged groups**
The study of census data identified two broad groups -Group 2 is recommended for targeting engagement.
 - Group 1- More affluent, and possibly longer established ethnic minority group.*
 - Group 2- Could be described as being significantly more economically disadvantaged than the population in general.*
- ❑ **Recognising, Prioritising and Tackling Racism**
BME people are geographically dispersed within Powys. The Council needs to consider the impact of racism on people that often don't have the support of other members of the community or a Race Equality Council.
- ❑ **Establishing a Race Equality Council for Powys**
There is a recommendation that the possibility should be explored of creating a Race Equality Council for Powys, similar to that which exists in North Wales.

- 1.4.11 The action plan for the strategy draws on the findings of the research element of the strategy, and articulates the key recommendations in to a plan for implementation. The corporate related actions have been incorporated within the action plan of this scheme.

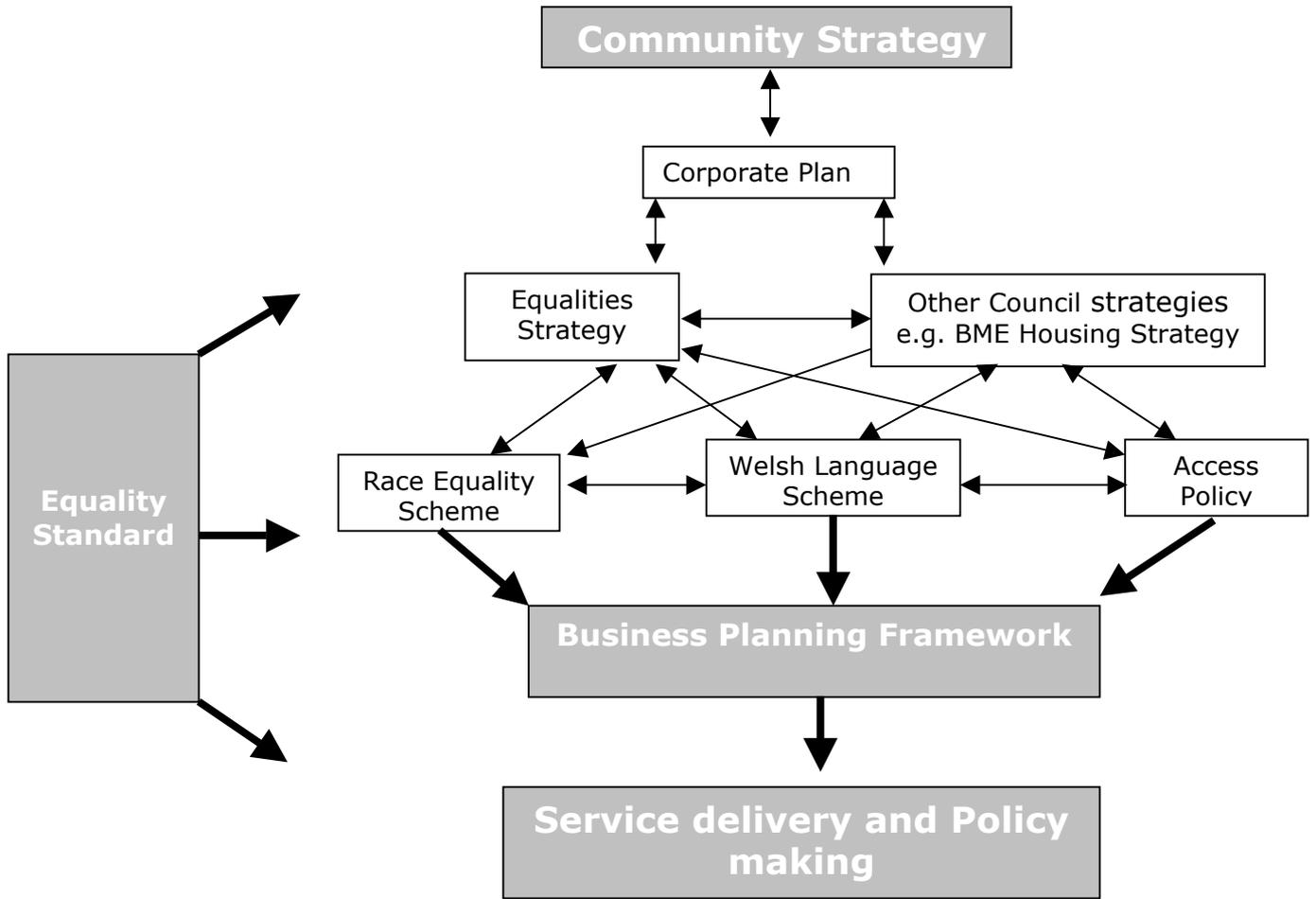
Gypsies & Travellers Policy

- 1.4.12 Gypsies and Travellers are a recognised racial group. Historically they have experienced significant discrimination and their needs and requirements should therefore be addressed within a Race Equality scheme for the authority. Anecdotal evidence also

suggests that Gypsies and travellers may be some of the largest ethnic minority groups in the county.

- 1.4.13 Gypsies and Travellers have often been perceived to be a population that is only of a transient nature; one that passing through, not 'local' to the area, or having any need to reside for any length of time in any particular place. History tells us this is not the case. Gypsies have been a feature of life in the county for nearly 500 years, and Irish Travellers for around 150 years, and many of those who live or pass through here were also born in Powys.
- 1.4.14 Families of Romany Gypsy origin that live in settled accommodation, are to be found in most of the county's market towns. Some Gypsies still live in trailers, and a few of these travel from time-to-time. The Council has a permanent site in Welshpool, that has both transit and long stay pitches. Irish Travellers also use the Welshpool site, and yet more use unauthorised stopping places for a few days at a time, whilst moving about the county following trades such as 'tarmac laying' and painting agricultural buildings. The Royal Welsh Show at Llanelwedd sees a large influx of both Gypsies and Irish Travellers.
- 1.4.15 There has been a considerable amount of discrimination against Gypsies and Travellers that PCC will help to address within the county. To do so PCC, will take the following steps:
- *Ensure that it has up to date and accurate information on the size and location of Gypsy and Traveller populations.*
 - *Ensure that in all its dealings with Gypsies and Irish Travellers, it will acknowledge and respect their cultural and racial identity, and strive to enable them to maintain their traditional way of life if that is their choice.*
 - *Neither Powys County Council nor any of its contractors or agencies will discriminate against Gypsies and Irish Travellers in any way on the grounds of their ethnic origin.*
 - *The Council will promote Gypsy and Irish Traveller origins and cultures as being valid and integral to the nature of the community in Powys – through education, training, and example.*
 - *It will ensure that the "Powys Gypsy and Traveller Policy" (currently under preparation) is promoted and implemented across all Council services.*
 - *The Council will work with Gypsy and Irish Traveller Groups to identify and address areas of discrimination to create an environment in which their culture can be respected and developed.*

The strategic overview of the authority explained in this section is represented in the diagram below:



2. Meeting the general duty to promote racial equality

This section explains how PCC will meet the general duty of the Race Relations Amendment Act

2.1 Outline of the Race Relations (Amendment) Act 2000

2.1.1 Following the murder of Stephen Lawrence in 1993 and the subsequent in-depth inquiry into his death detailed in the release of the Macpherson report in February 1999, the home secretary undertook to strengthen Race Relations legislation. The Race Relations (Amendment) Act 2000, is the statutory response to the recommendations of the Macpherson Report (see appendix 1).

2.1.2 The Race Relations Amendment Act strengthens the 1976 Act, and places a greater onus of responsibility on public bodies to improve racial equality within their organisations, and the wider society in which they have a presence. The Macpherson report, identified that institutional racism needed to be addressed within public bodies to improve Race equality.

2.1.3 Institutional racism is defined by the Macpherson report as: ***'The collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes or behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people.'***

2.1.4 Put simply it means..... ***'Institutional racism occurs when the policies and practices of an organisation result in different outcomes for people from different racial groups'***

2.1.5 Local authorities and other significant public bodies are bound by the act to publish a Race Equality Scheme, illustrating how they intend to meet the obligations under the general and specific duties. Race Equality schemes should aim to combat institutional racism within an organisation, and promote good relations within the society that they sit within.

2.1.6 The general and specific elements to the act are as follows:

i) The general duty places a legal requirement on all local authorities to ensure that in acting as employers and in delivering services to the public they must:

- ❑ Eliminate unlawful discrimination
- ❑ Promote equality of opportunity
- ❑ Promote good relations between people of different racial groups.

N.B. The Commission for Racial Equality's code of practice defines a racial group as 'a group of people defined by their race, colour, nationality (including citizenship), ethnic or national origins'.

ii) The specific duties (see section 3) The home secretary issued orders to ensure that public authorities meet the general duty, these are as follows:

- Publish a Race Equality Scheme
- Publish a statement of the functions and policies, or proposed policies, which the council has assessed as relevant to delivering the objectives of the Race Relations (Amendment) Act. This assessment must be reviewed every 3 years
- The Race Equality scheme should also include arrangements for:
 - Assessing and consulting on the likely impact of proposed policies on the promotion of race equality
 - Monitoring existing policies and services for any adverse impact on the promotion of Race equality
 - Publishing the results of the above assessments, consultation and monitoring
 - Ensuring that all the public have access to information and services which the council provides
 - Train staff about the Race Relation Act duties
- In addition, the council is under a duty to monitor employees by reference to racial groups to which they belong, on a number of different elements (see the Specific duties employment section):

2.1.7 The most impacting areas of the Amendment to the Act for a local authority are in relation to the functions the Act covers, and the added promotional aspect to the Act. Functions of the authority that were not previously covered by the 1976 Race Relations Act, now fall within legislation. Local authorities are now prohibited from unlawfully discriminating in the carrying out of **any** of their functions. This means that **every service** delivered by the authority and **every policy and strategy** that it holds, must deliver the requirements of the act. The enforcement, regulatory, licensing and inspection functions of public bodies are also now included. For instance, trading standards, parking controls, applications for anti-social behaviour orders, environmental health inspections etc., are some of the many added services that now come within the Act.

2.2 Service Delivery

Services delivered directly by the council

2.2.1 The Council is split in to Directorate's that serve different types of services (see section 1.3). It is the role of each directorate to deliver services that meet the needs of its users. To do this effectively, it is recognised that there are different groups of people who might have differing needs to the majority of the population. Race, gender, disabilities, language preference, age, religion, sexuality and economic status are some of the characteristics of services users that might pose a differing need. In order to provide

equitable services to these groups of people, we need to consider these groups, listen and move toward understanding their needs better, and then ensure that we attempt to meet those needs.

- 2.2.2 In relation to Race, the services delivered by PCC will deliver the requirements of the Race Equality scheme. It is ultimately the role of the Chief Executive of the Council to ensure that this scheme is implemented across the authority. Directors, Function Heads and Service Managers, will however ensure that on the grounds of Race, that they are eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between those of different races within the services that they manage, and the policies and strategies that they hold. They will also ensure that they are delivering the specific duties detailed within section 3 of the scheme. It is the responsibility of each function head within the authority, to ensure that these specific requirements are implemented within every service area, and within each policy and strategy that the function holds. Function heads will also ensure that the Action plan detailed in 5.2 is implemented and reported on, on an annual basis to their Policy and Scrutiny Committee.
- 2.2.3 This scheme specifically addresses Race equality requirements. Planned changes and action taken, will however take account of other equalities issues. This work will also seek to be encompassed within the performance improvement activity of the council, meshing the scheme more effectively with other corporate issues.

Services 'contracted out' or carried out by other bodies

- 2.2.4 Many of the services for which the Council is responsible are carried out on its behalf by other bodies and organisations, such as, contractors, consultants and agencies, and voluntary bodies. In order to ensure that the requirements of the scheme are also met by these contracted services, the following guidelines will be followed:
- 2.2.5 Contracts, agreements or arrangements with third parties for providing services to the public will include a specific requirement to comply with this Scheme. This will include any services, which they in turn sub-contract or assign to other parties, and all services (without limitation) that are contracted out.
- A clause will be included in the Standard Procedures for dealing with contractors and agents to emphasise that account will be taken of the scheme and its requirements when services are provided by others, on the Council's behalf. Staff will be made aware of the Scheme's requirements and the responsibilities of third parties under the scheme. Training, guidelines and a checklist will be distributed to staff in order to help in this area.
 - Tender documents, contracts, agreements and conditions relating to grants and loans will include a requirement that services are delivered according to this scheme.

- Directorates are responsible for monitoring third party compliance with the scheme, and will present a report on the matter to the scheme's Senior Implementing Officer twice a year.

Statutory and other regulating functions

2.2.6 These functions include such matters as the grant of licenses and permission for entertainment, street collections and lotteries, street trading and markets and planting on highway verges. They also include planning applications and consents.

2.2.7 In dealing with these functions, the Council will encourage applicants and other organisations and bodies to follow the Race Equality scheme in their operations. It will do this, by stating in any relevant application documents issued to the public, that the Council aims to be responsive to the needs of people from different races, and encourages applicants to do the same. The Council will also offer to provide applicants with any advice and help on such matters as Race Equality or grant-aid available for schemes and projects.

Sponsorship and grant aid

2.2.8 The Council provides and administers sponsorship and support to outside bodies, including schemes of grant-aid to voluntary and similar bodies and individuals.

2.2.9 In exercising this function the Council will:

- Support and promote the use of the Race Equality scheme aims and objectives;
- Be aware of the requirements of eligible bodies and individuals who can demonstrate that they are considering the requirements of the Race Relations Act within their organisation or group.

2.2.10 The Council will implement these commitments by ensuring that bodies and individuals who receive financial support, sponsorship or grant-aid from the Council implement the requirements of the RRA Act. These bodies will be expected to include a statement of intent in relation to race equality in application documents. The Council will monitor the statements made in application documents and assess successful applicants compliance with the Scheme. The findings should be reported to the Senior Implementing Officer twice a year.

2.2.11 Guidance and a checklist will be issued to help Council staff to advise bodies that receive financial support on how they can effectively engage with the issues raised within the Race Equality Scheme.

2.2.12 In relation to grants the Council will:

- ❑ Place a standard question on all application forms to ask applicants to explain how they plan to provide provision for meeting the general requirements of the RRA Act.
- ❑ Issue an information booklet about their responsibilities under the RRA Act.

Partnerships

- 2.2.13 The Council works in partnership with public bodies, organisations from the voluntary sector and other agencies. When working with others, the Council works on many levels and accepts that, in its role as a community leader, it has a responsibility to bring the requirements of the RRA Act to the attention of all partners. Group Directors, Heads of Function and members have a responsibility to ensure that staff carry out this responsibility, when representing the Council as part of a partnership.
- 2.2.14 When the Council joins or forms a partnership, it will ask prospective partners about their Race Equality Scheme, and provision for meeting the requirements of the RRA Act. Within any partnership, the Council will offer advice and support to the other partner organisations, in the form of an information booklet prepared by the Policy Unit and distributed to partners by the Council's representatives.
- 2.2.15 When the Council is the strategic and financial leader within a partnership, it will ensure that the public service provision is compliant with the Race Equality scheme. Officers of the Council will be expected to seek innovative ways to promote good race relations, wherever an appropriate opportunity occurs. Council officers who are involved with partnerships in this way can discuss these matters with the Council's Policy officer for Equalities.
- 2.2.16 When the Council joins a partnership in which another body is leading, the Council's input will comply with the Race Equality Scheme. The Council will encourage other parties to comply also, giving priority to services provided to the general public.
- 2.2.17 When the Council is a partner in a consortium it will act in accordance with its Race Equality Scheme.

2.3 Performance of the scheme

- 2.3.1 The objective of the scheme is deliver the requirement of the Race Relations Amendment Act. The scheme should therefore demonstrate an improvement in:
- ❑ The elimination of unlawful discrimination.
 - ❑ The promotion of equal opportunities.
 - ❑ The promotion of good relations between those of different races.
- 2.3.2 The objective of these improvements are:

- Services and Policies, and an internal employment environment that does not discriminate.
 - Services and Policies, and an internal employment environment that provides better opportunities for everyone; regardless of their race.
 - Services and policies, and an internal environment that has improved relationships between those of different races.
- 2.3.3 There are challenges in terms of effectively measuring the outcomes of the overall strategic scheme, but the following measurements should give an indication of whether these outcomes are having the effect they are designed to achieve.
- The number of reported racial incidents for the county.
 - An improvement in Community Safety. This will be determined by comparing the Crime Audit of 2004 to the next crime audit in 2007.
 - An improvement in the satisfaction levels of Black and Minority Ethnic people accessing services. (Benchmarks within services will first need to be established as a starting point).
 - The authority is planning to conduct a cultural audit of the staff of the authority in 2005, that will provide a benchmark for the authority to measure performance against. This will be repeated in 3 years, at the end of the scheme, to determine whether there has been an improvement in the culture of the authority. An improvement in the culture, will demonstrate an improvement in attitudes, awareness and behaviours, which in turn will provide a better quality of service for the public.
- 2.3.4 The action plan in 5.3 will aim to deliver these objectives and provide some indication as to whether improvements are being made to these objectives.

3. Specific Duties - Policy and Service Delivery

This section explains what PCC will do in order to meet the specific duties of the Race Relations Amendment Act that relate to policy development and service provision.

3.1 Analysis of relevant functions and policies

- 3.1.1 Local authorities have a **responsibility under the Act to assess which of their services and current and proposed policies are relevant to the Race Relations Act (2000)**. This more focused approach, should enable the scheme to be more effectively implemented.
- 3.1.2 The Council recognises that there have been shortfalls in this area. To fully meet the requirements of the Act, the Council will make effective assessments of where there is more relevance to the general duty, and adequately assess the impact on race relations within those areas. Once a policy or service is assessed as being relevant, it then needs to be monitored, to ensure that the duties contained within the Act are effectively met. The Council also recognises that this process will require real time and training invested in to the process, to ensure that it becomes effectively embedded across the whole of the organisation. A schedule of briefing sessions and training are planned for the spring of 2005.
- 3.1.3 An Assessment of Relevance, of every policy, and every service, was carried out across the authority during November 2004. The process is explained below.

Assessment of relevance process

- 3.1.4 A pro forma with guidance was disseminated to service managers through the Equalities working group, who were briefed on how to conduct the assessments.
- 3.1.5 Each function listed all of their services and policies, and then assessed each one of those against the general duty to eliminate racial discrimination, promote equality of opportunity and promote good race relations. A 'High', 'Medium', 'Low' or 'No relevance' was given, based on the criteria contained within the form, and the guidance. The Policy team assisted with this assessment and provided guidance where it was required. Those assessed as being of 'High' relevance to the act, are planned to start the next stage of the process with an impact assessment during 2005/06, those that are of medium relevance during 2006/07, and those of low relevance, in 2007/08.
- 3.1.6 A list of the results from each directorate was then sent to the Central Policy Unit, who collated and timetabled the results for the next stage of the assessment process.

- 3.1.7 The assessment of relevance, and timetable of Impact Assessments, is for the services that are delivered directly by PCC. For those services that are provided in partnership with other agencies, or third parties on behalf of the Council (including voluntary organisations), Powys Council remains responsible for ensuring that they comply with the duties contained within the scheme. Existing contracts will be reviewed alongside the relevant services.
- 3.1.8 The next stage of the process will be to monitor and impact assess those policies and services assessed as being relevant. This will require a tool for the authority to be formulated, with briefing/training sessions for all those conducting the assessments to ensure the assessments are properly delivered. The timetable for doing this is detailed below (also reflected in Action Plan).

This process is detailed as follows:

November – December 2004	Authority wide assessment of relevance of all of the services it delivers, and the policies it has within those services, to determine their relevance to the race equality scheme. This relevance will be determined as High, Medium or Low or No Relevance and then timetabled for further assessment, based on that scoring. Those of high relevance will be assessed during 2005/06, medium in 2006/07 and low during 2007/08.
January - Feb	<ul style="list-style-type: none"> □ Timetabling of the Assessment over the 3 years period of the scheme based on Assessment of Relevance results. □ Formulation of Impact Assessment tool and guidance notes to assist completion of the assessments. □ Planning of briefing sessions to be conducted across all directorates prior to May 31.
March - June	<p>Authority-wide briefing sessions conducted to advise and train on how to effectively conduct Impact Assessments for a service/policy.</p> <p>Where possible, services/policy areas assessed as being of high relevance to start setting-up monitoring systems prior to the start of the 12-month assessment time frame June 05 – 06.</p>
May 31 st 2005	Start of full implementation of Impact Assessments. All high relevance impact assessments to be assessed in the first year, starting in June 2005. Those of medium in the second year, and those of low relevance, to be timetabled for assessment in the third year of the scheme.

3.2 Assessing and consulting on the likely impact of proposed policies

- 3.2.1 In the course of its business, whether in response to new legislation, or in affecting its own programmes and measures, the Council is consistently introducing and implementing new policies

and initiatives. When planning and formulating new policies and initiatives, **the Council will assess their impact upon Race Equality.**

- 3.2.2 During the 2002 – 2005 scheme, PCC implemented a relatively basic process for assessment and consultation on new policies. The impact of new policies was scrutinised by the Heads of Function for that policy, the Corporate Policy Team (who are responsible for assisting the corporate implementation of equalities issues), and the external Equalities Forum.
- 3.2.3 The review of the previous scheme clearly identified that the process for assessing new policies was inadequate, and that the improvement of this should be made a priority for the 2005 –2008 scheme. The process for this is explained as follows:
- 3.2.4 When a newly created policy, strategy, or procedure is being planned, it will be assessed for its relevance to the Race Equality Scheme. If assessed as being of relevance, it will then move in to an Impact Assessment process, to determine whether adverse impact on Race Equality could occur as a result of the introduction of that policy/strategy. **This will be completed prior to full implementation.** Where shortfalls are identified, these should be addressed, and the policy amended/changed, or an alternative policy introduced that will achieve the same aim.

Impact Assessment

- 3.2.5 The aim of an Impact Assessment process is to identify whether the policy/service will have a different impact on different races, and whether that impact is likely to be adverse. If there is likely to be a differential affect, and this is an adverse affect, it should be addressed within the impact assessment process, and the policy amended or the service changed, to rectify the identified adverse affect.

The impact assessment process will enable PCC to:

- ❑ Take account of the needs, circumstances and experiences of those affected by our policies and services.
- ❑ Identify actual and potential inequalities in outcomes from that policy or service.
- ❑ Consider other ways of achieving the aims of a policy or changing some of the ways a service is delivered.
- ❑ Increase public confidence in the fairness of our policies and services delivered.
- ❑ Develop better polices and improve overall service delivery.

3.3 Monitoring policies and services for adverse impact

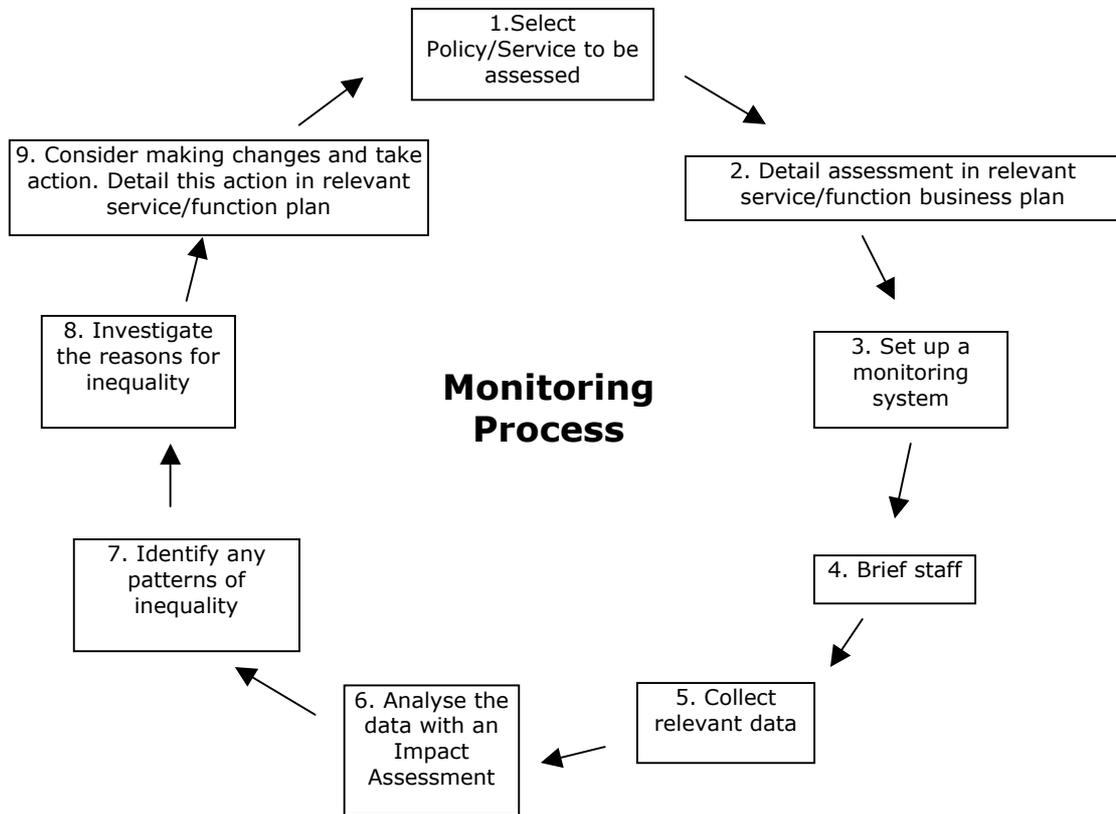
- 3.3.1 Under the Race Relations Act (2000), PCC has a specific duty to make arrangements to **monitor the affect that polices and services delivered to the public have on race equality.**

- 3.3.2 By monitoring those policies and services delivered to the public (that have been assessed as being relevant to the Act) PCC will be able to assess whether it is having different affects/impacts on different racial groups, and whether that affect is identified as being adverse. Discovering adverse impact within a service, is a positive step toward making real improvements to Race Relations and service delivery, and should not be viewed as being a negative outcome from the assessment process. It is an opportunity to remove the risk of a service or policy breaching Race Relations legislation. Identifying problem areas, will demonstrate that PCC is properly addressing the requirements of the Act.
- 3.3.3 The monitoring process should also test:
- ❑ The under or over representation of different racial groups within a service (for example, in reporting problems, using services, or facing enforcement action).
 - ❑ Satisfaction with a service, whatever a person's racial group.
 - ❑ How effectively a service is being delivered to different racial groups.
 - ❑ How services are provided (for example, whether they take account of language or cultural needs, or the effects of past discrimination).
- 3.3.4 PCC recognises that there needs to be substantial work conducted in this area., There needs to be a more robust system for monitoring services and policies implemented across the whole authority. This process will enable PCC to effectively meet its specific duties under the RRA Act.
- 3.3.5 Monitoring will be introduced during the 3 years of the scheme, for all those services and Policies that are identified as relevant to the scheme. The following monitoring will be conducted within those areas.
- ❑ Keeping records, by racial group, of how and when services are accessed
 - ❑ Satisfaction surveys and perception surveys with replies analysed according to racial group
 - ❑ Random or targeted personal interviews
 - ❑ Data on complaints, analysed by the racial groups of those complaining, and the nature of the complainant
 - ❑ Public consultation meetings and structured focus groups

There may be data/information that has already been collected. The first stage of this process, will be to identify what information is already in place, and what further information is required (see action plan for detail).

- 3.3.6 There has been an assessment of relevance conducted across the authority. This will provide a timetable for assessment over the three year period of the scheme. Every policy and service assessed

as being relevant, will be assessed over a 12-month period. High relevance will be conducted in the first year of the scheme, medium relevance in the second year and low relevance in the third. The following monitoring process sets-out what will take place during the 12-months of that scheduled assessment period (also see appendix 5).



3.3.7 The impact assessment process, designed to take place at stage 6, is explained in section 3.2. A tool for delivering this, will be developed in the spring of 2005.

Reporting

3.3.8 Once an assessment/monitoring process has been completed, the results will be detailed within a report that will then be submitted to the relevant Policy and Scrutiny committee for that Directorate, with a copy sent on to the Central Policy Unit. Function/service business plans should include any scheduled monitoring/impact assessments to take place, and also any rectification/investigation of adverse impact identified during the monitoring process. It is the responsibility of Function Heads, to ensure that this is implemented effectively.

3.4 Publishing assessment, consultation and monitoring reports

3.4.1 To meet this part of the specific duty, PCC **must set out its arrangements for publishing the results of assessment, consultation and monitoring reports.**

- 3.4.2 This part of the scheme is particularly important, because it will demonstrate that PCC is prepared to be transparent about its activities in relation to meeting the requirements of the Race Relations Act. This places a greater onus of accountability on the authority, and will show that PCC is not only promoting good race relations, but is being seen to be doing so.
- 3.4.3 As a result of the Monitoring/Impact Assessment process still being developed, there has not been an effective communication of what has been done to improve Race Equality within PCC. This will be properly rectified during the time period of this revised scheme. .
- 3.4.4 Once an impact assessment/consultation exercise/monitoring process has been conducted, a report on this will be produced and published. It should also be supplied to anyone who requests a copy of that report, and in the language and medium requested. There should also be publishing of summaries of that report, or a published statement that an assessment/consultation exercise/monitoring process has been conducted, and where a report on this can be obtained.
- 3.4.5 What is published, and the medium used, will vary depending upon on the depth of the assessment/consultation/monitoring process, and the sensitivity of the policy/service that has been assessed (High, Medium or Low relevance). The published material will reflect:
- ❑ An explanation of what has been conducted and why
 - ❑ A summary of the conclusions from the exercise
 - ❑ What will be done as a result of the assessment/consultation/monitoring
 - ❑ Where a full report can be obtained and in a format that is requested.
- 3.4.6 There are various mediums that PCC will use to publish this information.
- ❑ Bi-monthly newsletter that the Council distributes to all employees and Council members that will provide an effective medium for informing the internal authority of where improvements are being made.
 - ❑ The intranet and internet will be utilised.
 - ❑ Notice boards will be used to publish that an impact assessment/consultation exercise/monitoring has taken place within a service or policy and where reports and report summaries can be obtained.
 - ❑ Reports and report summaries to be placed in libraries and area offices.
 - ❑ For higher profile reviews, or where significant adverse impact is rectified, press releases to local and national press will be issued where appropriate, to inform the public that important steps are being made to improve Race Equality.

Corporate Consultation

- 3.4.7 The Council has recently developed Corporate Consultation guidance to improve the work it carries out in this field. All consultation carried out should follow this guidance.
- 3.4.8 Included within guidance is the requirement to assess the impact on equality issues of the planned consultation. All consultation projects should ensure that they do not discriminate against people on the grounds of race, gender, disability, sexual orientation, age, religion or belief, Trade Union membership or political activity or belief, or any other barrier such as location or nature of employment.
- 3.4.9 All consultation work will be tailored to meet the needs of those taking part. The most appropriate language, approach and etiquette should be administered during a consultation process. Advice and translation/ advisory services can be found on the staff intranet site, and also by contacting the central policy development unit.
- 3.4.10 All planned consultation should be conducted through the Corporate Consultation Officer who can advise on the most effective approach, and inform of other consultation activity. This is particularly important to prevent consultees becoming overwhelmed, and should be planned as far in advance as possible.

3.5 Access to information and services

- 3.5.1 To comply with the specific duties under the Act, PCC must set out within the scheme, its **arrangements for ensuring that all people have access to information about the authority, and the services that we provide.** 'Access to information' means information about functions, powers, duties, policies, services and the complaints procedure, as well as people's rights under our functions, procedures and services.
- 3.5.2 To meet this specific duty, we will ensure that all people, regardless of their race:
- Know about our particular services
 - Are confident about using them
 - Do not meet barriers when they try to use them
- 3.5.3 A lack of information can cause a person to be significantly disadvantaged in their everyday lives and often determines the level and quality of service provision that they receive. This is particularly relevant to those people who may have arrived fairly recently; such as Refugees and Asylum Seekers, from cultures significantly different to our own. We will ensure that people have access to this important information, whatever their racial group or country of origin.
- 3.5.4 PCC is implementing a process of effective monitoring of all of our services and policies, and this will help to identify where there are barriers to any of our services being accessed. This will be achieved as part of the monitoring and assessment programme that is

planned over the three years of the scheme. Where barriers are identified, we will take action to address those barriers, and include those actions within individual service and function business plans.

3.5.5 The Powys Centre for Cultural Diversity, that has on-going effective engagement with black and minority ethnic people, made a list of what services could help the BME community. The list was based on their experiences and the messages received from BME people over time.

1. *Publicity material should be in different languages*
2. *Places are needed for ethnic minority people to go for help and information concerning doctors, grants for learning English, housing, transport, benefits, education etc. Officers should be trained to deal with these matters from different cultural groups.*
3. *Befriending schemes are needed via schools and local voluntary organisations.*
4. *A Racial awareness telephone help line.*
5. *One of the most prolific needs is someone kind to talk to when moving in to an area to assist with settling in.*

3.5.6 Research by the university of Swansea 'Exploring myths about Rural racism" in 1999, discovered that within Powys, BME people highlighted the main problems when accessing services to be:

- *Language*
- *Disability*
- *Distance*
- *Public transport*
- *Social isolation.*

3.5.7 To address some of these barriers, and ensure that we have more accessible services for BME people, we will ensure that:

- We have a friendly and welcoming attitude to Black and Minority Ethnic people moving in to the area with a flexible approach to meeting their needs as effectively as we can.
- We will make every effort to engage more with ethnic minority people, by consulting with them about service provision, expanding the racial sub-group of the Equalities forum and reaching out more to engage wherever possible.
- When it is known that a person, a society, group or organisation normally uses a minority language to communicate, we will make contact where possible through the language of their choice.
- We will respond to communication in the language and medium to which the initial contact was made.
- We will make arrangements to have an interpreter available for meetings/consultation/contact with members of the public who need or request to communicate in their first language.
- We will make every effort to make available information about our services in other languages identified as being first languages for people within Powys.

- Contact details for interpreting services are provided on the staff intranet site so that staff can have quick access to interpreters. This information will be updated, and maintained by the central policy and development unit who will also provide the information by phone or face-to-face when required.

Dealing with complaints

- 3.5.8 PCC, hopes that there will not be grounds for complaints, but recognises that there are likely to be occasions when people are dissatisfied with the service that they receive. Some of these complaints may relate to racial discrimination. The reasons for the complaint should be carefully clarified, to determine whether that complaint is related to discrimination on the grounds of race, or any other equality issue. Complaints that are related to discrimination will be carefully looked at as they may identify where we are discriminating (either wittingly or unwittingly) within our service provision. This will help us to identify where we need to make serious improvements to our service provision and policies, to enable us to more effectively meet the RRA Act.
- 3.5.9 The complaints procedure for the authority has recently been reviewed and revised. We envisage that the revised complaints procedure should help to pinpoint more effectively where people might be experiencing discrimination within our service provision.

3.6 Arrangements for Training Staff

- 3.6.1 PCC must also set out within the scheme, its **arrangements for training staff on the issues that are relevant to the Race Relations Act.**
- 3.6.2 We will ensure that our staff have the skills and knowledge to assist them in eliminating unlawful racial discrimination, promoting equal opportunities and promoting good race relations within their roles. We should also pay particular attention to those people that have a responsibility to implement the Race Equality Scheme.
- 3.6.3 The three parts of the duty are complex, and not always properly understood. In order to help staff to understand these better, in our previous scheme we stated that we would develop a Diversity Awareness course. This has been commissioned by 'Equilibra' consultancy and training; a creditable external training organisation who have delivered a three-day Diversity Awareness training course to senior staff within the authority. This training included a section on Race Equality, and the Race Relations Act, and how that relates to the service provision of PCC. The following figures detail the courses that have been completed to date.
- Nine, 3 day courses have been delivered with a total of 93 delegates attending
 - 4 directors have completed the training
 - 10 heads of function
 - 12 Senior managers

- 34 Principal officers
- 3.6.4 The authority recognises that training staff is also an area where we need to make some real improvements as an authority. There is the need to train more senior staff, but also to impart a basic understanding of the requirements of the Act to all other staff. The following steps have therefore been taken to rectify this shortfall:
- 3.6.5 An online Equalities training package has been purchased through the EQUAL project that has links with the WLGA. This package contains 7 modules and includes a module on Race. Each module contains 5 lessons with a test at the end, and covers the legislation, as well as engaging employees with the real issues. The package is internet-based and is fully traceable, so that a record of the employees that have completed the training can be kept. The authority will aim to train as many employees on the Race Module as possible through this medium.
- 3.6.6 An equalities cultural audit of PCC has been commissioned to be undertaken by the 'Equilibra' in 2005. This will provide a benchmark for where the culture of Powys is at in relation to equalities issues. Within that, information on attitudes, perceptions, understandings and behaviours of employees in relation to Race issues will be obtained. The cultural audit will enable Equilibra to offer recommendations as to where more in-depth classroom based training is required, and will advise on the level at which this should be pitched.
- 3.6.7 The council also delivers training on:
- A course on Equality in Employment and Service Delivery for managers of services.
 - A programme of Welsh Language training delivered at different levels, designed to enable employees to deal with members of the public in the language of their choice.
- 3.6.7 Training is also planned to take place in spring 2005, across the authority on conducting Impact Assessments. This should equip a 'Task Team' for the planned monitoring/impact assessment process to commence in June 2005. The training will explain the Race Relation Act in more detail, and how that relates to service provision. It will then explain impact assessments, and how to complete one within the service that they deliver. This will be facilitated with the assistance of the WLGA equalities unit.

4. Specific Duties-Employment

This section explains what PCC will do in order to meet the specific duties of the Race Relations Amendment Act (2000) that relate to the employment of people within the authority.

4.1 Employment Monitoring

4.1.1 We have a duty under the Race Relations Act to monitor employees by reference to the racial group to which they belong, the numbers of:

- i) *Staff in post.*
- ii) *Applicants for employment, training, and promotion, from each such group.*
- iii) *Employees that receive training.*
- iv) *Employees that benefit or suffer detriment as a result of performance assessment procedures.*
- v) *Employees that are involved in grievance procedures.*
- vi) *Employees that are the subject of disciplinary procedures.*
- vii) *Employees that cease employment with the Council.*

The results of this monitoring should be reported on an annual basis.

4.1.2 PCC currently monitors the racial group of all applicants for vacant posts excluding school-based staff. The current Council application form has a tear-off equal opportunities monitoring form. The racial group of each applicant is taken from the returned monitoring form and recorded on to an electronic database.

4.1.3 Using the data recorded on the electronic database, the Council's Personnel Committee receive a periodic recruitment analysis report which identifies the number of applications received, applicants short-listed and appointments made. The information supplied is broken down into ethnic origin, gender, disability and linguistic ability in terms of the Welsh language.

4.1.4 Analysis shows that of 2960 job applications received between 1st January 2004 and 17th December 2004, 9 applications were received from ethnic minority applicants. Of these applications, 3 applicants were short listed for interview and none were appointed. During this period, 43 equal opportunities monitoring forms were returned incomplete. The following is the recruitment analysis for the period 1st January to 17th December 2004:

Grade	Total	Male	Female	White	Black	Asian	Other	Not spec	Disabled	Welsh Speaker
1-3 Applications	1225	286	939	1182	1	1	24	17	3	174
1-3 Shortlisted	606	124	482	591	0	1	6	8	2	95
1-3 Appointed	128	21	107	126	0	0	0	2	0	21
4-6 Applications	1080	386	694	1047	3	0	20	11	6	180
4-6 Shortlisted	518	164	354	504	1	0	6	8	2	79
4-6 Appointed	113	35	78	111	0	0	1	1	0	19
SO 1-2 Applications	370	184	186	357	1	1	5	6	0	67
SO 1-2 Shortlisted	177	83	94	173	0	0	1	3	0	30
SO 1-2 Appointed	39	15	24	38	0	0	0	1	0	6
PO Applications	235	145	90	225	2	0	1	7	4	33
PO Shortlisted	129	74	55	124	1	0	0	4	2	18
PO Appointed	32	16	16	32	0	0	0	0	1	3
SM Applications	43	37	6	41	0	0	0	2	0	9
SM Shortlisted	9	5	4	9	0	0	0	0	0	1
SM Appointed	2	0	2	2	0	0	0	0	0	0
CO Applications	7	6	1	7	0	0	0	0	0	2
CO Shortlisted	5	4	1	5	0	0	0	0	0	1
CO Appointed	0	0	0	0	0	0	0	0	0	0
Total Applications	2960	1044	1916	2859	7	2	50	43	13	465
Total Shortlisted	1444	454	990	1406	2	1	13	23	6	224
Total Appointed	314	87	227	309	0	0	1	4	1	49

4.1.5 A recent exercise was undertaken whereby all staff were sent equal opportunities monitoring forms to complete in order to ensure that the information held by the Council on the ethnicity of staff was as accurate as possible. The information held by the Council on the racial groups of its employees and applicants is reliant upon those individuals volunteering the information. The Council is therefore still unaware of the ethnicity of 1220 (17%) of its staff, due to forms not being returned. The authority will continue to send out these forms to reduce this figure and gain as accurate a breakdown as possible.

4.1.6 From the forms that have been completed, for the second quarter of the 2004/2005 financial year, the Council employed 36 employees from ethnic minority groups. This represents 0.6% of the total profiled workforce of 6012 (including school based staff). The 2001 Census showed that 0.88% of the Powys population came from ethnic minority communities. If we consider a working population of 16+ years, the census identified 0.67% as being from ethnic minority communities. The council has a target to achieve at least 1% of the workforce from ethnic minority groups, so improvements will be required to meet this target. The following is a breakdown of Powys County Council staff by ethnic group, as at 30th September 2004:

Ethnic Origin	Number of staff
Asian (Indian)	3
Asian (Other)	5
Black (African)	1
Black (Caribbean)	3
Black (Other)	1
Chinese	2
Mixed	21
White	5976
Not Known*	1172
Total	7184

* These are people that have not yet completed the ethnic monitoring form.

4.1.7 Powys County Council is currently in the process of introducing an electronic HR / Payroll system that will dramatically improve the accuracy and quality of information held about staff. It is expected that the system will be gradually introduced through 2005. The Council is aware that in terms of the absence of monitoring data in relation to the areas of training and promotion, appraisal, disciplinary and grievance action, turnover and their impact upon ethnic minority staff, it is not meeting the requirements of the Race Relations Act 1976 (statutory duties) order 2001. The introduction of the HR Payroll System in 2005 will ensure that all monitoring data required by the Race Relations Act is recorded, and monitored in compliance with the Act. Once the authority has collected accurate data from the HR/Payroll system, this will be analysed to ensure that there aren't any discrepancies. This analysis should also offer an indication of whether the general duties of the Act are being met internally within employment.

4.1.8 Information on the ethnicity school based staff is currently not readily accessible. Although the information is available, it exists on paper records and cannot be monitored easily. The Council will ensure that all school-based staff records are transferred to the new HR / Payroll System, thus ensuring that complete and accurate data is available for the total workforce and can be readily monitored.

Recruitment and Selection

- 4.1.9 The Council is committed to recruitment of the highest quality candidates in accordance with objective and job related criteria. It has a Recruitment Code of Practice to which it conforms for recruitment and selection of employees. This Code includes: the requirements of Equal Opportunities Legislation, good practice from Codes of Practice and Guidance on fair selection, and a commitment to the "Positive about Disabled People" standard. All managers involved in recruitment and selection are required to undertake a two-day training programme, to ensure consistency across the Council. Appointments are monitored and reviewed on a six monthly basis by the Equal Opportunities Working Group and Personnel Committee, to ensure that best practice is being followed.

Dealing with harassment and discrimination in the workplace

- 4.1.10 The Council has a 'Prevention of Harassment and Bullying in the Workplace' Policy. This offers a definition of harassment and makes particular reference to racial and sexual harassment, and harassment on the grounds of disability. The authority takes these matters very seriously, and will take action where harassment or bullying has taken place within the workplace. Employees experiencing harassment or bullying should report this using the authority's formal complaints procedure. Information on harassment can be accessed from the personnel department. Information about harassment on the grounds of equalities can also be obtained from the Corporate Policy and development Unit.
- 4.1.11 Training is offered, and strongly recommended for all managers on this policy. A leaflet for employees explaining the policy is distributed at key training programmes including Induction. Full details are also available on the Personnel Website.
- 4.1.12 There is also a model Policy for schools, which schools are encouraged to adopt.

4.2 Informing staff about plans and activities

- 4.2.1 It is vital that this scheme is disseminated across the whole of the authority, so that all employees are aware and understand the importance and relevance of the Race equality scheme. Every employee has a personal responsibility to ensure that they understand the requirements of the Race Relations Act, and how they should apply that within their everyday work.
- 4.2.2 The scheme should shape the attitudes and behaviour of all of our staff. Managers will ensure that all employees understand the requirements of the scheme, and understand its implications and requirements. It is relevant to every employee within the authority; so all staff should be given access to the scheme to read and understand. A summary of the scheme will also be provided.
- 4.2.3 To ensure that this scheme is effectively disseminated to all staff:

- *Directors, Function Heads and Service Managers will read and understand the scheme, and cascade that understanding to staff further down the organisation.*
- *All new starters will be provided with a copy of the scheme or a summary of the scheme, or directed to the intranet site where it can be viewed electronically.*
- *Service Managers will ensure that they fully understand the requirements of the scheme; and how that relates to their role within the authority. They will also have a responsibility to pass that understanding on to the staff that they line manage. Service Managers will be diligent by checking that every staff within their remit understands the requirements of the scheme, and the implications of the Race Relations Act.*
- *Directors, Function Heads and Service Managers will make every effort to ensure that as many employees as possible, have completed the 2 hour online training module on Race, to assist them to understand the requirements of the scheme.*
- *Function Heads and Service Managers will identify where further training on race/equality issues is required for their staff, especially front-line staff, managers and those that regularly come in to contact with the public. Where training issues are identified, staff should be enrolled on to training as soon as possible.*
- *Guidance leaflets will be issued to staff on the relevance and purpose of the scheme, and its requirements. This will include practical guidance on the uses of interpretation services, good practice, and ways in which officers can help move the scheme forward. The guidance leaflets will be supported by briefing sessions for particular services when required.*
- *The scheme will be placed on the staff intranet site to be viewed/read electronically when required.*
- *The staff newspaper will include items on the launch of the reviewed scheme, and will provide relevant progress reports on how each directorate is performing on delivering the action plan of the scheme.*

5. Action Plan

This section sets out how PCC will ensure the detail of the scheme will happen by setting out a specific action plan for improvement over the 3 year period.

5.1 Race Equality Action Plan 2002 – 2005 results

A three year timetable was set for the implementation of the 2002 to 2005. This action plan has been assessed, and the results collated within the report (see below).

Action Plan and Timetable Results 2002 – 2005

Objective	Action and by whom	Outcome/ Performance Indicator	By When	Result 2002 – 2005
To implement the Race Equality Scheme	Guidance and pro forma for evaluation of policies according to impact on race equality to be produced by the Corporate Policy Development Unit.	Guidance agreed	December 2002	Guidance & pro forma from updated with more rigorous process introduced December 2004.
	Evaluate race equality implications for each new and revised policy. Heads of Function and Corporate Policy Development Unit.	% of Policies which comply	Ongoing from January 2003	Each new and revised policy has been scrutinised by the heads of function, Corporate Policy Development unit and the external equalities forum (members of the public). This system has been revised with a tool produced with guidance for conducting Impact assessments. Training on impact assessment of policies and services conducted during spring 2005.
To ensure contractor compliance with Race Equality Scheme	Guidance issued on compliance with RES for standard procedures for dealing with contractors by Corporate Policy Development Unit and Legal Service.	Guidance agreed and % of new and revised contracts issued which comply	From April 2003 onwards	Contracts issued by corporate procurement unit contains clause that refers to compliance with the Race Relations act. 100% of contracts issued by the corporate procurement unit have complied.
	All Social Care and Children's Services contracts to be reviewed-Head of Social Care and Head of Children and Families.	Review complete and % of contracts which comply	April 2003	Awaiting results from Social care & Children's services. Social Care 80% of contracts issued by Social Care Commissioning unit make specific reference to complying with Equal Opportunities and the Race Equality Scheme. 100% compliance to be achieved by the end of 2005. Children's Services All contracts subject of SLA. Agreements make

					specific reference to complying with Equal Opportunities and the Race Equality Scheme. A full audit is being undertaken. 100% compliance will be achieved by December 2005.
Objective	Action and by whom	Outcome/ Performance Indicator	By When	Result 2002 - 2005	
	Establish what measures are being taken by Registered Social Landlords to track their performance in relation to Race Equality.	Report produced	April 2003	Registered Social Landlords report the ethnicity of applicants on their waiting lists. They also monitor incidents of racism or harassment.	
To increase the potential for partnership and consultation on equalities issues	To establish an Equalities network in Powys-Equalities Officer.	Network established	Dec 2002	Equalities network fully established Nov 2004 –Dyfed Powys Race Equality Network – (DYPREN). Formal launch spring 2005. Partnership contains the Police, Crown prosecution service, Criminal justice board, Powys centre for Cultural diversity, Job centre plus, Citizens advice Cymru, CAVO, Carmarthenshire learning network, Coleg sir gar.	
Data on ethnic minority backgrounds to inform service delivery developments to promote good equal opportunities practice	Demographic profile to be included in the Community Plan-Group Director Economic & Community Regeneration & Head of Performance Management.	Published data in Community Plan	2004	The Community Strategy has detailed social inclusion and diversity as agreed guiding principles which underpin the Strategy.	
	Completion and analysis of data on attainment of pupils by ethnic background – Head of Schools.	Analysis reported to relevant Committee	Annually 2003-5	2004 was the first year ethnic minority pupils have been identified by ethnicity. Figures indicate no significant under performance by known ethnic minority pupils.	

Objective	Action and by whom	Outcome/ Performance Indicator	By When	Result 2002 - 2005
	Maintenance of client records by ethnic background to be rigorously implemented in Social Care and Children's Services.	Analysis reported to relevant committee	Annually 2003-5	<i>DRAIG IT system implemented on 18th April 2005 that can record ethnicity against clients. Implemented across Adults and Children's Services. Reports can then be run against this data for analysis purposes.</i>
	Ethnic Monitoring forms to be enclosed with application forms for Housing Applications in accordance with CRE Guidance.	Analysis reported to relevant committee	Annually 2003-5	<i>Ethnic Monitoring Forms are now part of the application form (since Jan 2003) consequently increased awareness and data available. Details of applicants on waiting list reported quarterly by ethnicity. Monitoring forms now also incorporates Gypsies and travellers within the categories.</i>
	Identify method of monitoring Housing Allocations by ethnic background.	Analysis reported to relevant committee	Annually 2003-5	<i>Method now identified report can be produced as to the ethnic origin of new allocations</i>
	Investigate recording of ethnic origin on computerised tenant records.	Report produced	April 2004	<i>Method identified, however would need to conduct survey of existing tenants and update all records. Would also need to identify reliable method of tracking tenancy and household changes by ethnicity.</i>
Planning process for Equalities	Each Head of Function to prepare an annual Equalities Action Plan.	Plans approved by Principal Scrutiny Committee	June annually from 2003	<i>Equalities action plans completed by every directorate and have been reported to relevant committee on an annual basis for Race, Access and Welsh Language issues from January 2003.</i>
Promote equal access to staff training and development	To introduce a system for monitoring access to training by race, gender, disability and grade-Personnel Service.	Figures included in Personnel monitoring report	2002-3.	<i>It is anticipated that the training and development module of the authority's HR / Payroll Management System will be introduced by June 2006 thus facilitating the provision of accurate data for monitoring access to training and development opportunities by race, gender, disability, age and grade.</i>

Objective	Action and by whom	Outcome/Performance Indicator	By When	Result 2002 - 2005
Introduce data base for minority language requirements of public	Council Tax requests to ask all residents whether they require their Council tax demands in a different language.	Numbers of people requiring Council information in a minority language	2003	Information now included in Council tax mailings asking whether information is required in a minority language. This information will be entered on to a database.
Raise employee and Member awareness of requirements of the Race Equality Scheme	Diversity Awareness Courses to be run for employees who deal directly with the public and those responsible for the delivery of services.	Number of Diversity Awareness Courses delivered	Annual report	A 3 day Diversity Awareness training course has been implemented within the authority. There have been 9 courses completed with 93 delegates attending to date. This has included 4 of the 5 group directors, 10 of the 16 heads of function, 12 senior managers & 34 principal officers.
As above	Briefing sessions and written guidance for Members and employees to be made available by Corporate Policy Development Unit and Central Training Unit.	Guidance issued - number of briefings run	Sept 2002 and ongoing	Corporate policy development unit have been available on request to provide briefing sessions to members on any issues
Increase representation of minority ethnic groups within the Workforce	Complete employee equalities audit- Personnel Services.	90% completion rate of audit	Dec 2003	83% of the employee audit has been completed. There are still 17% of employees that still need clarification on ethnicity.

Objective	Action and by whom	Outcome/ Performance Indicator	By When	Result 2002 - 2005
As above	Job advertisements, where appropriate, to encourage applications from under-represented groups- Managers and Personnel Services.	Number of adverts containing positive action statement	Implement July 2002 Quarterly reports	<p>All adverts and job descriptions sent out include positive about equal opportunities statement and promote Welsh speakers by advertising posts as 'Welsh essential' especially where there is contact with the general public and 'Welsh desirable' for most other positions.</p> <p>2002 -2003, 582 adverts placed 2003 - 2004, 616 adverts placed</p>
Access to information on services for people from different ethnic backgrounds to be improved	Develop a database and information service on cultural requirements, interpreting services - Corporate Policy Development Unit.	Database and information service in place	October 2003	<p>Information provided on employee intranet site about differences in culture and religion and interpreting services. Completed in 2003.</p>
	Increase availability and diversity of information provided by the Public Protection Service to ethnic minority groups.	Survey of language needs through inspections and visits	April 2002 to March 2005	<p>Information on language needs has been obtained during routine inspections. Publications are now available in Bengali, Chinese, Greek, Gujarati, Hindi, Punjabi, Turkish, Urdu and Welsh. This work will be ongoing and will respond to any new languages identified.</p>
To eliminate racial harassment in service delivery and employment	Policies already exist in Employment, Housing Services and Education. Policies to be audited in all other services.	Report by Corporate Policy Development Unit Annual reporting for BVPiS	June 2002 onwards	<p>Policies considered through other services areas.</p>
To raise the awareness of racially motivated crime within Powys	Monitor level of racially motivated crime through the Community Safety Group and take appropriate action with partners to address this.	Community Safety monitoring report in conjunction with Police	Annually 2003 onwards	<p>Crime audit produced for Powys in conjunction with the Police including information on Racially motivated crime.</p>

5.2 Race Equality Action Plan 2005 - 2008

- 5.2.1 In reviewing the Race Equality scheme for Powys 2002 – 2005, the Action Plan was reviewed and evaluated to be insufficient at effectively meeting all of the requirements of the Race Relations Act. It has been effective at moving the organisation forward on race equality issues, but the revised action plan, will be more effectively targeted, and will include actions that will address all of the specific requirements of the act. It is designed to be more relevant, more measurable and more outcome-focused. It is envisaged that this new action plan will deliver some effective outcomes over the three years from May 31st 2005- May 31st 2008.
- 5.2.2 Where possible, the new action plan has encompassed the same aims as the previous actions within the 2002 – 2005 scheme. There are some actions that have been changed, with the ethos or general aim of the action still being covered within the remit of another more relevant action (see below).

Race Equality Scheme Action Plan 2005-2008
Action 1: Analyse the relevance to the Race Equality Scheme of every Policy and every service.

Aim of Race Equality Scheme		Targets		
Improvement Outcome		Target 2005/06	Target 2006/07	Target 2007/08
Improvement Measure		Achieved by 31-5-05.		
<i>Ref</i>	<i>Action</i>	MILESTONES		
	To ensure that service delivery and the internal employment environment: <input type="checkbox"/> Does not unlawfully discriminate. <input type="checkbox"/> Promotes equality of opportunity <input type="checkbox"/> Promotes good relations between those of different races.			
	Achieve Racial Equality in all Council's Activities.			
	Completion of authority assessment of relevance.			
		Resources Required <i>Financial/ Human/ Technological</i>	Who is Responsible <i>named Officer/ Group</i>	Action already taken <i>Where appropriate</i>
	i) Identify and list all plans and policies within each function.	1 Day for each function.	All function heads	<i>Completed December 2004</i>
	ii) Produce pro-forma form and guidance note for assessment of relevance & brief equalities working group.	1 day.	CPPU	<i>Completed November 2004.</i>
	iii) Assessment of all services and policies across the authority for their relevance to Race Equality.	1 day for each function	All Function heads	<i>Completed December 2004</i>
	iv) Include race equality scheme tasks in business planning framework.	1 day.	All Function heads.	<i>Completed February 2005.</i>
				List completed November 2004 and held by central policy unit for analysis purposes.
				Form and guidance produced November 2004, briefing done on meeting on 5-11-04.
				Completed Dec 2004. Assessment results included in Appendix 2.
				Inclusion of race equality objectives in business planning framework March 2004.

Action 2: Remove adverse affect on different racial groups from proposed polices and strategies.

Objective	Targets				
	Target 2005/06	Target 2006/07	Target 2007/08		
<p>To ensure that service delivery and the internal employment environment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Does not unlawfully discriminate. <input type="checkbox"/> Promotes equality of opportunity <input type="checkbox"/> Promotes good relations between those of different races. 					
Improvement Outcome	Achieve Racial Equality in all Council's Activities.				
Improvement Measure	% of proposed policies that are correctly Impact Assessed.				
Ref	Action	Resources Required <i>Financial/ Human/ Technological</i>	Who is Responsible <i>named Officer/ Group</i>	Action already taken <i>Where appropriate</i>	MILESTONES
	i) Complete audit of all recently adopted polices to pinpoint those that have not yet been assessed within each function.	1/2 day for each function.	Heads of function. CPPU		Audit completed February 2005.
	ii) Compile list of all planned polices for adoption over following 12 months.	2 days	Heads of function. CPPU		List completed February 2005
	iii) Schedule Impact assessment of all recently adopted polices and those proposed in first 12 months of scheme.	2 days	CPPU		Schedule produced April 2005
	iv) 'Task group' to Impact Assess all of those polices that have not yet been through impact assessment process and those proposed in first 12 months of scheme.	3 days for each Policy.	Task group		Completed impact assessments with reports May 2006.
	v) Process of impact assessing all new polices implemented within every function. Each function to have resource of a trained assessor.	2 days	Function Heads		Fully implemented process by May 2005.

Action 3: Remove adverse affect on different racial groups from existing policies & services.

Objective		Targets				
Improvement Outcome	Target 2005/06	Target 2006/07	Target 2007/08			
	To ensure that service delivery and the internal employment environment: <ul style="list-style-type: none"> <input type="checkbox"/> Does not unlawfully discriminate. <input type="checkbox"/> Promotes equality of opportunity <input type="checkbox"/> Promotes good relations between those of different races. 					
	Achieve Racial Equality in all Council's Activities.					
	% of proposed monitoring processes effectively implemented.					
Ref	Action	Resources Required <i>Financial/ Human/ Technological</i>	Who is Responsible <i>named Officer/ Group</i>	Action already taken <i>Where appropriate</i>	MILESTONES	
	i) Schedule monitoring process based on results of assessment of relevance.	1 day	CPPU		Schedule of assessments produced March 2005.	
	ii) Each function to nominate officers for 'Task group' to undertake impact assessments and monitoring.	½ day	All function heads.		Group established by April 1 2005.	
	iii) Develop an impact assessment tool for the authority.	1 week	CPPU		Impact assessment tool created by March 2005.	
	iv) Create a standard monitoring form for the authority, to be used for monitoring employment and services.	3 days	CPPU		Standard monitoring form produced to be used across the whole authority April 2005	
	v) Training/briefing sessions to be conducted for the 'Task group' undertaking Impact Assessments.	With assistance from the WLGA. £ XXX for XX initial training schedule.	CPPU		Training sessions completed by May 2005	

	vi) Establish current race data already held by each service area to inform monitoring process.	1 day per service.	Function heads & Task group	Race data compiled. To be completed prior to start of monitoring process for service or policy. i.e. Completed before May 31 2005 for High relevance, before May 31 2006 for Medium relevance, before May 31 2007 for Low relevance.
	vii) Establish gaps in monitoring information required to effectively inform monitoring process.	3 days per service.	Function heads & Task group.	Report on data currently held and where gaps exist. To be completed prior to start of monitoring process for service or policy i.e.. Completed before May 31 2005 for High relevance, before May 31 2006 for medium relevance, before May 31 2007 for low relevance.
	viii) Set up new systems that address any gaps in required data to inform monitoring and impact assessment process.	3 days per service.	Function heads & task group	System set-up with report detailing monitoring process. To be completed prior to start of monitoring process for service or policy. i.e. Completed before May 31 2005 for High relevance, before May 31 2006 for medium relevance, before May 31 2007 for low relevance.
	viiv) Conduct Impact Assessments across the authority based on data collected within each service.	1 week per assessment	Function heads & Task group	Impact assessments completed with reports produced on each assessment. High relevance completed by 31-5-06. Medium relevance by 31-05-07. Low relevance by 31-05-08 (subject to scheduling).
	x) Maintenance of client records by ethnic background to be rigorously implemented in Social care and Children's services.	Within exiting resources.	Social care and children's services	Analysis reported to relevant committee and copied to CPPU.
	xi) Completion and analysis of data on attainment of pupils in schools by ethnic background.	Within exiting resources.	Head of schools	Analysis reported to relevant committee and copied to CPPU.
	xii) Monitor level of racially motivated crime within Powys through the community safety group.	Within exiting resources.	Community safety officer	Produce annual report
	xiii) Monitor housing applications by ethnic origin.	Within exiting resources.	Housing department	Produce annual report.

	<p>xiv) Investigate recording of ethnic origin on computerised tenant records.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct survey of existing tenant and update records <input type="checkbox"/> Identify reliable method of tracking tenancy and households changes by ethnicity 	Within existing resources.	Housing department		Produce annual report.
	<p>xv) Establish what measures are being taken by social landlords to improve their performance in relation to racial equality.</p>	Within exiting resources.	Housing department	Registered social landlords report ethnicity of applicants on their waiting lists. They also monitor incidents of racism or harassment.	Report detailing the measures that are being taken to analyse and apply the information collected by social landlords.
	<p>xvi) Draft and Adopt a Gypsy and Traveller Policy for the authority.</p>	Within exiting resources.	Rob Hughes		Adopted by Authority by July 2005.

Action 4: Inform the local population of the Race Relations work conducted by PCC.

Objective		To ensure that service delivery and the internal employment environment: <input type="checkbox"/> Does not unlawfully discriminate. <input type="checkbox"/> Promotes equality of opportunity <input type="checkbox"/> Promotes good relations between those of different races.				Targets		
Improvement Outcome		Achieve Racial Equality in all Council's Activities.				Target 2005/06	Target 2006/07	Target 2007/08
Improvement Measure		% of Impact Assessments conducted that are correctly published.				80%	90%	100%
Ref	Action	Resources Required <i>Financial/ Human/ Technological</i>	Who is Responsible <i>named Officer/ Group</i>	Action already taken <i>Where appropriate</i>	MILESTONES			
	i) Publish the RES in <input type="checkbox"/> Website <input type="checkbox"/> Staff newsletter <input type="checkbox"/> Launch of scheme	2 weeks	Web editor Public Relations CPPU		Published information. Completed by July 2005.			
	ii) End of year results of monitoring of services and policies on Race equality to be reported in Improvement plan.	Within existing resources.	Performance management unit and CPPU		Report entered in Improvement plan XXX			
	iii) Publish results of each Impact Assessment conducted.	1 day per Assessment/ monitoring process.	Function head where service impact assessment conducted.		Reports completed by each function head on published information during each year of the scheme. Reports sent to CPPU at the end of each year.			
	iv) Publish results of consultation exercises conducted as part of an Impact assessment or monitoring process.	1 day per consultation conducted.	Function head where service impact assessment conducted.		Reports completed by each function head on published information during each year of the scheme. Reports sent to CPPU at the end of each year.			

Action 5: Improve the access to information & services for people from different racial groups.

Objective		Targets			
Improvement Outcome		Target 2005/06	Target 2006/07	Target 2007/08	
Improvement Measure					
<i>Ref</i>	<i>Action</i>	Resources Required <i>Financial/ Human/ Technological</i>	Who is Responsible <i>named Officer/ Group</i>	Action already taken <i>Where appropriate</i>	MILESTONES
	To ensure that service delivery and the internal employment environment: <input type="checkbox"/> Does not unlawfully discriminate. <input type="checkbox"/> Promotes equality of opportunity <input type="checkbox"/> Promotes good relations between those of different races.				
	Achieve Race Equality in all Council's Activities.				
	i) Information on translation services available to be updated.	1 week.	CPPU		Information updated by August 2005.
	ii) Continue to increase the availability and diversity of information provided by the Public Protection Service.	Ongoing.	Public protection.		Annual survey report to be completed and forwarded to CPPU on: <input type="checkbox"/> Survey of language needs through inspections and visits <input type="checkbox"/> Publications/information provided in other languages
	iii) Update information on cultural requirements.	1 week.	CPPU		Updated information on Powys intranet site. September 2005.
	iv) Council tax requests to ask all residents whether they require their council tax demands in a different language.	Within existing resources.	Tony Price		Annual Report on number of people requiring council information in a minority language.

	v) All services assessed as having a High or Medium relevance to the scheme to ensure BME communities within Powys are made aware of the service they deliver, using the most appropriate medium and language.	1 week.	Function Heads		Communication completed. High relevance to completed by May 2006 Medium relevance to completed by May 2007.
	vi) Produce summary of the Race Equality Scheme and make this available in other BME languages	2 Weeks	Policy Officer (Equalities)		Production of summary 2005.

Action 6: Train staff on improving Race Relations to create a more effective workforce.

Objective		To ensure that service delivery and the internal employment environment:			Targets		
		<ul style="list-style-type: none"> <input type="checkbox"/> Does not unlawfully discriminate. <input type="checkbox"/> Promotes equality of opportunity <input type="checkbox"/> Promotes good relations between those of different races. 			Target 2005/06	Target 2006/07	Target 2007/08
Improvement Outcome		Achieve Racial Equality in all Council's Activities.					
Improvement Measure		% of total workforce that have received basic race equality training					
Ref	Action	Resources Required <i>Financial/ Human/ Technological</i>	Who is Responsible <i>named Officer/ Group</i>	Action already taken <i>Where appropriate</i>	MILESTONES		
	i) Audit of current race equality training conducted with action plan for addressing the gaps.	1 day	Human Resources		Report produced an included in the scheme. May 2005.		
	ii) Establish programme for basic race equality training for other staff, and members (covered within diversity awareness training).	Within existing resources.	Human Resources & CPPU		Training programme established March 2005.		
	iii) Train all staff on basic race equality (covered within diversity awareness training).	Authority wide license purchased.	Human Resources & CPPU		Number of staff who have completed training. To be completed by January 2007.		
	iv) Offer training on diversity to members.	Resources required.	Human Resources & CPPU		Number of members who have received training. To be conducted from March 2005 onward.		
	v) Evaluate employee induction training. Ensure diversity issues and RES requirements are clearly communicated.	2 days	CPPU		Any necessary amendments made to information currently delivered on race during induction programme.		
	vi) Train 'Task group' on the Impact assessment & monitoring process, and how to implement the tool adopted by the authority.	4 training days required to train the whole group	CPPU Assistance from WLLGA		Training produced. Task group trained. Completed by May 31 st 2005.		

	vii) Train staff on RRA Act using online training package.	2 hours online training for each employee.	Heads of function and Human Resources.		Minimum of 500 people trained in 2005/2006 with 500 more people trained in 2006/2007.
	viii) Train senior staff using more in-depth classroom based training.	2-3 days training for each member of staff.	Human Resources.		Following cultural audit completed by Equilibra, draw up action plan for staff to be trained during 2005/2006.
	viii) Produce Guidance leaflet on the Race Equality Scheme	1 week	Policy Officer (Equalities)		Leaflet produced.

Action 7: Monitor employment to assess whether discrimination is occurring within the workforce of PCC

Objective		Targets		
Improvement Outcome		Target 2005/06	Target 2006/07	Target 2007/08
Improvement Measure		90%	95%	100%
Ref	Action	Resources Required <i>Financial/ Human/ Technological</i>	Who is Responsible <i>named Officer/ Group</i>	Action already taken <i>Where appropriate</i>
	To ensure that service delivery and the internal employment environment: <input type="checkbox"/> Does not unlawfully discriminate. <input type="checkbox"/> Promotes equality of opportunity <input type="checkbox"/> Promotes good relations between those of different races.			
	Achieve Racial Equality in all Council's Activities.			
	% of workforce profiled by ethnicity.			
	i) Implement monitoring system to meet the specific duties under employment:		Human Resources	Collation of information in to annual report. This should identify where action may need to take place to meet the duty.
	a) Staff in post		Head of Human Resources	84% complete. 100% completed by 2008
	b) Applicants for employment		Head of Human Resources	70% completed. 100% completed by April 2006
	c) Applicants for training		Head of Human Resources	0% completed. 100% completed by June 2006
	d) Those that received training		Head of Human Resources	0% completed. 100% completed by June 2006
	e) Applicants for promotion		Head of Human Resources	0% completed. 100% completed by April 2006.

	<i>f) Those who benefit or suffer as a result of performance appraisal</i>		Head of Human Resources		Consistent appraisal system to be implemented throughout the organisation by 2006. Annual process for monitoring the scheme will be developed for 2007. "
	<i>g) Those involved in grievance procedures</i>		Head of Human Resources		100% complete.
	<i>h) Those subject to disciplinary procedures</i>		Head of Human Resources		100% complete.
	<i>i) Those who end their service</i>		Head of Human Resources		0% completed, 100% completed by April 2006.
	<i>j) Implement new HR system that will continuously monitor this information.</i>		Head of Human Resources		System in place. To be introduced during 2005, fully implemented for the purposes of employment monitoring by June 2006
	<i>k) Publish results of monitoring process</i>		Head of Human Resources		Published information at the end of each year. May 2006, May 2007, May 2008.
	<i>ii) Compare data with local population and develop an action plan to address any under-representation.</i>	1 week.	Human Resources & CPPU		Report produced. Barriers addressed and removed. First report produced in May 2006.

N.B.

CPPU – Central Policy & Performance unit

EWG – Equalities Working Group

WLGA – Welsh Local Government Association (Provide assistance, support and advice to Local authorities in Wales).

Task group – Staff nominated by function heads to conduct monitoring and impact assessments within their function.

5.3 Administration of the Scheme

Responsibility

- 5.3.1 The Chief Executive has the overall responsibility for the implementation of the scheme. In liaison with the Corporate Management team, he will oversee the scheme. Accountability amongst the members rests with the portfolio holder for equalities, who will liaise with other members in relation to the responsibilities of the scheme.
- 5.3.2 The day-to-day strategic co-ordination and management of the scheme will be the responsibility of the Head of Policy & Performance. They will advise and assist with the implementation of the scheme. Each function, within each directorate will have the responsibility to ensure that the scheme is implemented within each of their services and policies. It is the responsibility of each Function Head, within each Directorate, to ensure that the Action Plan in section 5.3, and all of the specific requirements within the section 3 of the scheme are being met. Function heads will be expected to ensure that the relevant assessments/consultation and monitoring is carried out and published, and to the proposed timescale. They are required to produce reports on the monitoring of policies and services within their function, and any impact assessments that are conducted for new or proposed policies/procedures or strategies. Copies of these reports will also be forwarded to the Corporate Policy and Development unit for information.

Review

- 5.3.3 The Action plan will be monitored on an on-going basis, both by Councillors, and by senior management. This scheme will be reviewed on an annual basis, whereby the performance of the authority against the Action Plan will be assessed. The level of compliance with the scheme will be reported on a Directorate basis by the Corporate and Policy Development Unit to assess where there are shortfalls within the authority. This will be reported to the Board of the Council.
- 5.3.4 The scheme will undergo another full review in 2008.

Bibliography

V. Robinson

'Exploring myths about rural racism: A welsh case study', in ***A tolerant nation? Exploring Ethnic Diversity in Wales***, (eds C Williams, N Evans & P O'Leary) university of Wales press, Cardiff, 2003, 160-79.

Appendices

Appendix 1

Recommendations from the Stephen Lawrence Inquiry that impact upon Local Government.

The following recommendations that have been taken directly from the Stephen Lawrence inquiry report are relevant to local government in that they directly apply, or do so by implication.

2. The process of implementing, monitoring and assessing the Ministerial Priority should include Performance Indicators in relation to:
 - i. the existence and application of strategies for the prevention, recording, investigation and prosecution of racist incidents;
 - ii. measures to encourage reporting of racist incidents;
 - iii. the number of recorded racist incidents and related detection levels;
 - iv. the degree of multi-agency co-operation and information exchange;
 - v. achieving equal satisfaction levels across all ethnic groups in public satisfaction surveys;
 - vi. the adequacy of provision and training of family and witness/victim liaison officers;
 - vii. the nature, extent and achievement of racism awareness training;
 - viii. the policy directives governing stop and search procedures and their outcomes;
 - ix. levels of recruitment, retention and progression of minority ethnic recruits; and
 - x. levels of complaint of racist behaviour or attitude and their outcomes.

The overall aim being the elimination of racist prejudice and disadvantage and the demonstration of fairness in all aspects of policing.

3. That Her Majesty's Inspectors of Constabulary (HMIC) be granted full and unfettered powers and duties to inspect all parts of Police Services including the Metropolitan Police Service.

4. That in order to restore public confidence an inspection by HMIC of the Metropolitan Police Service be conducted forthwith. The inspection to include examination of current undetected HOLMES based murders and Reviews into such cases.

5. That principles and standards similar to those of the Office for Standards in Education (OFSTED) be applied to inspections of Police Services, in order to improve standards of achievement and quality of policing through regular inspection, public reporting, and informed independent advice.
7. That the Home Secretary and Police Authorities should seek to ensure that the membership of police authorities reflects so far as possible the cultural and ethnic mix of the communities which those authorities serve.
8. That HMIC shall be empowered to recruit and to use lay inspectors in order to conduct examination and inspection of Police Services particularly in connection with performance in the area of investigation of racist crime.
11. That the full force of the Race Relations legislation should apply to all police officers, and that Chief Officers of Police should be made vicariously liable for the acts and omissions of their officers relevant to that legislation.

Definition of Racist incident

12. That the definition should be:
"A racist incident is any incident which is perceived to be racist by the victim or any other person".
13. That the term "racist incident" must be understood to include crimes and non-crimes in policing terms. Both must be reported, recorded and investigated with equal commitment.
14. That this definition should be universally adopted by the Police, local Government and other relevant agencies.

Reporting and Recording of Racist incidents and crimes

15. That Codes of Practice be established by the Home Office, in consultation with Police Services, local Government and relevant agencies, to create a comprehensive system of reporting and recording of all racist incidents and crimes.
16. That all possible steps should be taken by Police Services at local level in consultation with local Government and other agencies and local communities to encourage the reporting of racist incidents and crimes. This should include:
 - the ability to report at locations other than police stations; and
 - the ability to report 24 hours a day.
17. That there should be close co-operation between Police Services and local Government and other agencies, including in particular Housing and Education Departments, to ensure that all information as to racist incidents and crimes is shared and is readily available to all agencies.

Policy, Practice and Investigation of Racist Crime

18. That ACPO, in consultation with local Government and other relevant agencies, should review its *Good Practice Guide for Police Response to Racial Incidents* in the light of this Report and our Recommendations. Consideration should be given to the production by ACPO of a manual or model for such investigation, to complement their current *Manual of Murder Investigation*.

Family Liaison, Victims & Witnesses

28. That Police Services and Victim Support Services ensure that their systems provide for the pro-active use of local contacts within minority ethnic communities to assist with family liaison where appropriate.

30. That Police Services and Victim Support Services ensure that their systems provide for the pro-active use of local contacts within minority ethnic communities to assist with victim support and with the handling and interviewing of sensitive witnesses.

Racism Awareness & Valuing Cultural Diversity

48. That there should be an immediate review and revision of racism awareness training within Police Services to ensure:-

- a. that there exists a consistent strategy to deliver appropriate training within all Police Services, based upon the value of our cultural diversity;
- b. that training courses are designed and delivered in order to develop the full understanding that good community relations are essential to good policing and that a racist officer is an incompetent officer.

49. That all police officers, including CID and civilian staff, should be trained in racism awareness and valuing cultural diversity.

50. That police training and practical experience in the field of racism awareness and valuing cultural diversity should regularly be conducted at local level. And that it should be recognised that local minority ethnic communities should be involved in such training and experience.

51. That consideration be given by Police Services to promoting joint training with members of other organisations or professions otherwise than on police premises.

52. That the Home Office together with Police Services should publish recognised standards of training aims and objectives in the field of racism awareness and valuing cultural diversity.

53. That there should be independent and regular monitoring of training within all Police Services to test both implementation and achievement of such training.

54. That consideration be given to a review of the provision of training in racism awareness and valuing cultural diversity in local Government and other agencies including other sections of the Criminal Justice system.

Employment, Discipline & Complaints

55. That the changes to Police Disciplinary and Complaints procedures proposed by the Home Secretary should be fully implemented and closely and publicly monitored as to their effectiveness.

57. That the Police Services should through the implementation of a Code of Conduct or otherwise ensure that racist words or acts proved to have been spoken or done by police officers should lead to disciplinary proceedings, and that it should be understood that such conduct should usually merit dismissal.

Recruitment & Retention

64. That the Home Secretary and Police Authorities' policing plans should include targets for recruitment, progression and retention of minority ethnic staff. Police Authorities to report progress to the Home Secretary annually. Such reports to be published.

65. That the Home Office and Police Services should facilitate the development of initiatives to increase the number of qualified minority ethnic recruits.

66. That HMIC include in any regular inspection or in a thematic inspection a report on the progress made by Police Services in recruitment, progression and retention of minority ethnic staff.

Prevention and the role of education

67. That consideration be given to amendment of the National Curriculum aimed at valuing cultural diversity and preventing racism, in order better to reflect the needs of a diverse society.

68. That Local Education Authorities and school Governors have the duty to create and implement strategies in their schools to prevent and address racism. Such strategies to include:

- that schools record all racist incidents;
- that all recorded incidents are reported to the pupils' parents/guardians, school Governors and LEAs;
- that the numbers of racist incidents are published annually, on a school by school basis; and
- that the numbers and self defined ethnic identity of "excluded" pupils are published annually on a school-by-school basis.

69. That OFSTED inspections include examination of the implementation of such strategies.

70. That in creating strategies under the provisions of the Crime & Disorder Act or otherwise Police Services, local Government and relevant agencies should specifically consider implementing community and local initiatives aimed at promoting cultural diversity and addressing racism and the need for focused, consistent support for such initiatives.

Appendix 2

Assessment of Relevance Results

Assessing Services & Policies under the Race Relations (Amendment) Act

DIRECORATE: ECONOMIC & COMMUNITY REGENERATION

Function: Recreation & Countryside Services

Service	Assessment of Relevance
Leisure Services	Medium
Countryside Services	Low
Arts & Cultural Services	High
Policies	
Arts Strategy	High
Museums Strategy	High
Leisure & Recreation Strategy	Medium
Recreation Services Customer Charter	Medium
Recreation Services Child Protection	Low
Sports & Leisure Centres Pricing	Low
Fitness Suite Admission Policy	Low
Photo/mobile phones in sport & leisure centres	Low
Skate Park & BMX Tracks	Low
Swimming Pool Admissions (Children under 8)	Low
Rights of Way & Access Strategy	Low
Rights of Way Improvement Plan Outline	Low
Local Biodiversity Action Plan	Low
Environmental Policy	Low

Function: Community Planning & Support Services

Service	Assessment of Relevance
Community Regeneration Unit	
Community Strategy development and monitoring	High
Local Community Forums Local Action Plans	High
Rural Community Action Programme	High
Community Regeneration Partnerships	High
Communities First Programme	High
Sustainable Development	High
Administration & Community Grants Unit	
Community Enablement Support Funds – Revenue and Capital elements	High
Trust Fund administration and management	High
Voluntary Sector Liaison	High
Research & Information Unit	
Statistical research	Low
Analysis	Low
Information (corporate and public)	Low
Website development and support	Low
Local Government Data Unit	Low
WIMD input	Low
Corporate GIS service	No Relevance
ECR Graphic Design services	No
Relevance	
Regeneration Land Assets	No Relevance

Policies	Assessment of Relevance
Community Strategy	High
Local Action Plans	High
Town Regeneration Action Plans	High
PCC/Voluntary Sector Liaison Group Action Plan	High
Community Grants Improvement Review (to be undertaken)	High
Multiple Use of Statistics Guidelines (to be undertaken)	Medium
GIS Map Usage Guidelines (to be undertaken)	No Relevance

Function: Planning Services

Service/Policy Areas	Assessment of Relevance
Development Control	Medium
Planning services – Planning Policy	Medium

Policies	Assessment of Relevance
Unitary Development Plan	Medium
Residential design guide	Low
Supplementary planning guidance	Low

Function: Economic Development Services

Service/Policy	Assessment of Relevance
Economic Development Services	Medium
Business Services	Medium
European Unit	Low

DIRECTORATE: CHILDREN FAMILIES & LIFELONG LEARNING

Function: Lifelong Learning & Community Services

Service	Assessment of Relevance
Early Years	High
Social Inclusion	High
Theatr Powys	High
Young People Services	High
School Library Services	Medium
Public Library Services	Medium
Lifelong Learning	Medium
Powys Dance	Medium

Policies	Assessment of Relevance
Behaviour Support Plans	High
Children & Young People's framework	High
Early Years Education & Childcare Integrated Plan	High
Children's partnership plan	High
Young People's Partnership Annual Delivery Plan	High
Youth Service Business Plan	High
14-19 Annual Development Plan	High

Function: Children's & Families

Service	Assessment of Relevance
Policy and Procedures	High
Child Protection Services	High
Contracts and Commissioning	High
Children with Disabilities (including statutory reviews)	High
Looked after Children services	High
Youth Offending Team	High

Adoption Services	High
Adoption Panel	Medium
Residential/Respite Care	High
Family Placement Panel	High
Family Aide Service	High

Policies	Assessment of Relevance
Child Care Procedures	High
Youth Offending Plan	High
Business Strategic Plan	High

Function: School Improvement

Service/Policy	Assessment of Relevance
School Improvement	Medium
ICT	High
WES	Medium
Literacy	High
Numeracy	High
RE Agreed Syllabus	Medium

Function: Directorate Support Services

Service Areas	Assessment of Relevance
Resource Management	Low
Learning Environment	Low
Cleaning	Low
Catering	Low
Student Finance	Low
IT & Performance Data	Low

Policies	
Scheme for financing schools	Medium
School Organisation Plan	Medium
School Transport Policy	Medium
School admissions policy	High

DIRECTORATE: TECHNICAL & LOCAL SERVICES

Function: Management Support Services

Service Areas	Assessment of Relevance
Amenity Services – (including Car Parks And Produce Markets)	High
Road Safety	High
Transport Policy Unit	High
Waste Management	Medium
Public & School Transport Co-ordination	Medium
County Farms & Estates Management	Medium
Network Management	Medium
Traffic Management	Medium
Cycling Development	Medium
Development Control	Low
Streetlighting	No relevance
Trunk Road Management	No Relevance
Policies	
Local Transport Plan	High
Bus Strategy	High
Concessionary travel policy and scheme guidelines	Medium
Mid Wales Integrated Transport Strategy	Medium
Waste Management Strategy	Medium

Design Guide for Industrial and Residential Infrastructure	No Relevance
Authorisations licenses etc.	No relevance

Function: Engineering Building Services

Service/Policy	Assessment of Relevance
Facilities Management	Low
Highways Structures & Design service	No relevance
Buildings Design and Projects	No relevance
Laboratory	No relevance

Function: Municipal Works & Construction

Service/Policy	Assessment of Relevance
Refuse & Street Cleansing Services	Low
Highways Maintenance	No Relevance
Grounds Maintenance	No Relevance
Vehicle Maintenance & Fleet Management	No Relevance

DIRECTORATE: CORPORATE & DEMOCRATIC SUPPORT SERVICES

Function: Legal Scrutiny & Democratic Services

Service	Assessment of Relevance
Legal	Medium
Scrutiny	Medium
Democratic Services	Low
Land Charges	Low
Policies	
Freedom of Information – Publication scheme	High
Council Constitution	Medium

Function: Human Resources

Service	Assessment of Relevance
Recruitment and Selection	High
Training and Development	High
Employee Relations	High
Occupational Health	No Relevance
Health and Safety	No Relevance
Policies	
Human Resources Strategy	High
Recruitment and Selection Policy	High
Flexible Working Policy	High
Leave Policies	High
Reward Policies	High
Training Policy	High
Training, Education and Development Strategy	High
Corporate Health and Safety Policies	No Relevance
Occupational and Non-Occupational Health Policies	No Relevance
Grievance Procedure	High
Counselling, Capability and Disciplinary Policy	High
Redundancy Policy	High
Management of Change Agreement	High
Official Conduct	Medium

Equal Opportunities Code of Practice	High
Policy on the Prevention of Harassment at Work	High
Policy on Use of Internet and E-mail	No Relevance
Whistleblowing Policy	High

Function: Finance & Property Services

Service	Assessment of Relevance
Financial Services	Low
Insurance & Risk Management	Low
Pensions	Low
Council Tax and Benefits	Medium
Policies	
Anti Fraud and Corruption	Low
Benefit Prosecution	Low
Discretionary Rate Relief	Low
Recovery and Enforcement of Council Tax & Business Rates	Low
Council Tax (Second Homes)	No Relevance
Risk Management Strategy	Low

Service	Assessment of Relevance
Financial Services	Low
Insurance & Risk Management	Low
Pensions	Low
Council Tax and Benefits	Medium
Policies	
Anti Fraud and Corruption	Low
Benefit Prosecution	Low
Discretionary Rate Relief	Low
Recovery and Enforcement of Council Tax & Business Rates	Low
Council Tax (Second Homes)	No Relevance
Risk Management Strategy	Low

Function: Procurement & Corporate Property

Service/Policy	Assessment of Relevance
Procurement	Medium
Procurement Strategy	Medium
Corporate Property	Low
Asset Management Plan	Low
Risk & Insurance Management	Low
Risk Management Strategy	Low
Pensions	Low

DIRECTORATE: COMMUNITY SERVICES

Function: Housing

Service/Policy	Assessment of Relevance
Estates Management	High
Supporting People	Medium
Tenant Participation	Medium
Homelessness & Housing Advice	Medium
Housing Building Maintenance	Low
Affordable Housing	Low

Rent Collection	Low
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Function: Adult Social Care

Service/Policy	Assessment of Relevance
Policy & Procedures	High
Protection of Vulnerable Adults	High
Contracts & Commissioning	High
Older People's Strategy	Medium
Occupational Therapy	Medium
Physical Disability & Sensory Impairment	Medium
Carers Strategy	Medium
Mental Health Services	Medium
Learning Disability Services	Medium

Function: Public Protection

Service/Policy	Assessment of Relevance
Community Safety	High
Emergency Planning	Low
Environmental Health	Low
Trading Standards	Low
Cemetery Management	Low
Renovation Grants	Low

Information & Communication Technology

Service	Assessment of Relevance
ICT	Low
Reception	High
Reprographics	Low
PR	Medium

Policy & Performance Management

Service	Assessment of Relevance
Performance Management unit	Medium
Corporate Policy & Development Unit	High
Welsh Unit	High
Policies	
Race Equality Scheme	High
Corporate Plan	High
Access Policy	High
Equalities Strategy	High
Welsh Language Scheme	High
Improvement Plan	Medium