



# EQUALITY SCHEMES

## Statement of Intent

Derbyshire Dales District Council acknowledges that it has a responsibility to encourage and promote equal opportunity in the provision of its services, as it does in the case of its employment practices.

Our aim is to ensure that no person, nor group, who uses our services will receive unfavourable treatment on the grounds of gender, sexual orientation, marital status, race, colour, nationality, religious belief, disability or age, or on any other grounds which cannot be justified as a requirement of law.

Procedures will be monitored and reviewed in order to ensure that discrimination, either direct or indirect, cannot go undiscovered. Discriminatory practices will not be tolerated.

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## 1 INTRODUCTION TO THE EQUALITY SCHEMES

Welcome to the District Council's Equality Schemes, which aim to promote equality of opportunity for all who live in, work in or visit the Derbyshire Dales.

Our first Equality Scheme was published in 2002. This was a Race Equality Scheme. We have now taken the opportunity to build on that good practice, and not only revise our Race Equality Scheme but also publish a Disability Equality Scheme and a Gender Equality Scheme as well.

All three Schemes are incorporated in this document for ease of reference and because there are some similarities between them. However, each Scheme is distinct and can be used on its own.

This document includes our corporate action plan to promote equality in policy making, access to services and employment over the areas of race, disability and gender. It incorporates Action Plans for the Race, Disability and Gender Equality Schemes. It builds on and brings up to date the Corporate Equalities Action Plan that we have had in place since 2004 following a Best Value Review of Equality and Diversity.

The Action Plans will be reviewed annually, and will also be subject to public scrutiny and stakeholder consultation.

It is also the District Council's intention to add age, religion, faith and sexuality into our Equality Schemes over time.



David Wheatcroft  
Chief Executive

## **2 DERBYSHIRE DALES AND ITS DISTRICT COUNCIL**

### **2.1 The Derbyshire Dales: Key facts**

- a large rural district with a very low population density
- the population of 70,000 is evenly spread across the area
- a low ethnic minority population (0.7% of residents) in the district
- people of retirement age make up 22% of the population
- half the area is in the Peak District National Park
- closely surrounded by major cities such as Manchester, Nottingham, Derby and Sheffield.

### **2.2 The area**

Derbyshire Dales District Council covers an area of 800 square kilometres, and has a population of nearly 70,000. The Derbyshire Dales is one of the most sparsely populated rural districts in England.

The district stretches from the outskirts of Sheffield to the Staffordshire border 44 miles to the south. Most of the population resides in more than 100 villages evenly distributed throughout the district. The district contains four towns (Ashbourne, Bakewell, Matlock, and Wirksworth), each with populations less than 10,000. There are 72 active parish and town councils working for local communities in the district.

Hidden within a generally affluent picture, there are pockets of rural deprivation. Housing estates in the towns suffer from social and economic problems. Some problems, such as physical isolation and a lack of basic facilities, are particular to rural settlements.

### **2.3 Location**

The district is in west Derbyshire, and covers a third of the land area of the county. The borough of High Peak lies to the north west, and shares many characteristics with the Dales. The districts to the east

are very different, being former mining areas with dense populations. Nearly two-thirds of the population of the Peak District National Park live within the Derbyshire Dales.

The Derbyshire Dales borders South Yorkshire (Yorkshire and the Humber) and Staffordshire (West Midlands), but is itself within the East Midlands region.

The district is surrounded by major cities, such as Sheffield, Manchester, Derby and Nottingham. Key attractions of national and international importance include Dovedale, Chatsworth and Haddon Hall.

## **2.4 Population**

There are approximately equal numbers of males and females in the district. People of retirement age make up 22% of the district's population, which is above the national average.

Educational attainment is high. Young people are a relatively small proportion of the population. However, they have great needs, given that the future vitality of the Dales depends on them. Living in rural communities presents particular difficulties for young people. For both young and old, healthy lifestyles are important, and sports and leisure activities are a priority for our communities.

Less than one percent of the population of the Derbyshire Dales is black or Asian in ethnicity, in contrast with the county figure of 1.5% and the national figure of 9%.

## **2.5 Housing**

There are over 29,000 households in Derbyshire Dales district, living in some 31,000 dwellings. Approximately 88% of these dwellings are privately owned (of which 80% are owner-occupied and 8% are rented). The remaining 12% are owned by registered social landlords. (The District Council is not a housing landlord.) There are a significant number of second homes and holiday homes in the Derbyshire Dales. House prices and rents in much of the area are high, which present affordability problems for local people.

## 2.6 Economy

Nearly 70% of the district's workforce is employed in the private and public services. These include retailing, hotels, catering, tourism, public administration and education. It has been estimated that 7,000 jobs in the district are dependent on tourism. Although employment in agriculture and quarrying has fallen, these sectors still represent key areas of the local economy. It is estimated that a third of the Derbyshire Dales labour force commute out of the district to work, whilst another third of jobs in the district are held by people who commute in from neighbouring areas.

Unemployment rates in the Derbyshire Dales are low, and the district registers low on the Index of Multiple Deprivation. However, in income terms, wages in the Derbyshire Dales are far below the national average (£340 per week compared to £424 nationally) and are the lowest in Derbyshire. In addition, long hours are worked by Dales employees when compared with national figures.

## 2.7 Key local issues

- **High quality environment**, which is attractive to residents and visitors but has high maintenance costs
- **Housing affordability for local people** due to high house prices/rents, low supply, second/holiday homes
- **Viability of market towns** and rural deprivation associated with declining agriculture, seasonal/casual employment, low wages
- **Facilities for leisure** and activities for young people, recreation being important to everyone for maintaining healthy lifestyles
- **Maintaining safe, healthy, sustainable communities** when funding is targeted at urban areas with more visible problems.
- **Sparse population pattern** presenting service access and delivery difficulties.

## 2.8 The District Council

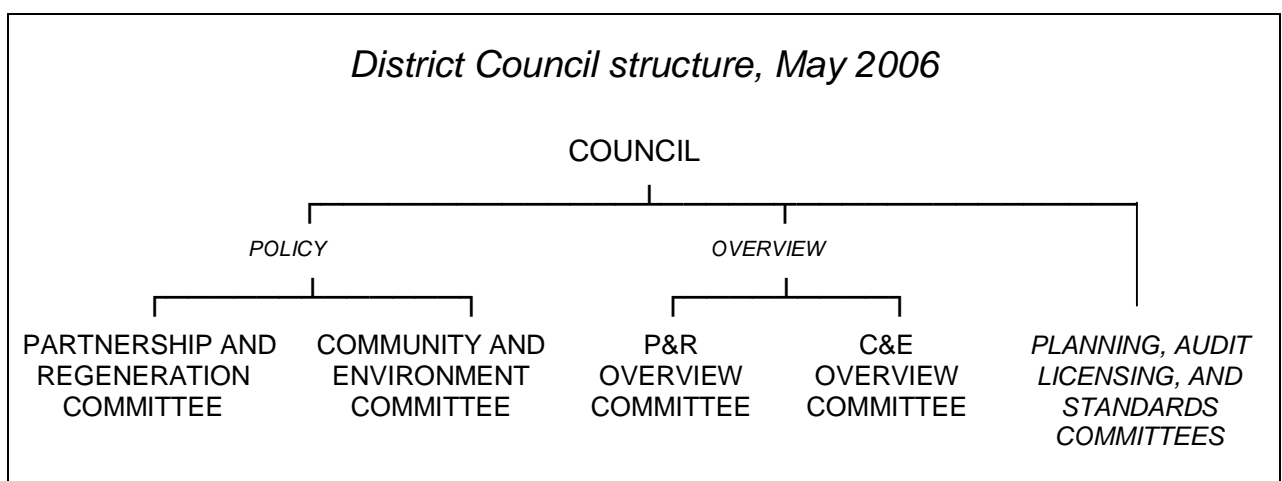
Derbyshire Dales District Council has some 300 employees (full-time equivalent), of whom half are based at Matlock Town Hall. The

remainder are based at First-Stop Shops, a depot, an Agricultural Business Centre, four Tourist Information Centres, and five leisure facilities. These include many part-time, job-share, seasonal, temporary and casual staff. Waste collection, recycling, street cleaning, verge mowing and office cleaning are all undertaken by contractors. Rented housing is provided by registered social landlords, not by the District Council.

The net revenue budget of the District Council for 2006/2007 is estimated to be £9.4 million, of which £4.7 million comes from Council Tax. Almost half the Council's spending is with the private sector on supplies, contracts and services. Some 26% of expenditure is on employees.

There are 39 elected Members of the District Council, representing 25 electoral wards. Many District Councillors are also parish or town councillors, and some are additionally Members of Derbyshire County Council and the Peak District National Park Authority.

The District Council implemented a new constitutional structure in 2001. There are two cross-cutting policy committees which make most decisions; two corresponding overview and scrutiny committees which carry out reviews of policies and decisions; and statutory planning, licensing, audit and standards committees. All committees report to the full Council which meets every six weeks.



The District Council is organised into four departments with day-to-day management provided by a Corporate Management Team (CMT). The CMT consists of two senior officers from each department, and it meets every Thursday morning.

*Departmental structure, November 2006*

**CHIEF EXECUTIVE'S OFFICE**

*includes -*

- Policy & strategy
- Performance management
- Community safety
- Community planning & LSP
- Consultation & community engagement
- Personnel & payroll
- Communications

**COMMUNITY SERVICES DEPARTMENT**

*includes -*

- Health & housing
- Recycling & Refuse collection
- Street cleaning
- Leisure & sports
- Parks & open spaces
- Car parking
- Licensing

**PLANNING AND DEVELOPMENT SERVICES DEPARTMENT**

*includes -*

- Development control
- Building control
- Conservation
- Planning policy
- Tourism & arts
- Economic development
- Asset management & construction

**CORPORATE SERVICES DEPARTMENT**

*includes -*

- Benefits & revenues
- IT & E-Government
- Finance
- Internal audit
- Democratic services
- Legal
- Community grants

## **3 POLICY BACKGROUND**

### **3.1 Equality policies**

The District Council has since February 1996 had an equal opportunities policy which addressed our procedures for ensuring equality in employment. Since 2004, we have had a comprehensive Equality and Diversity Policy which promotes equality in service provision as well as employment.

The Council has met the Equality Standard for Local Government (Level 1) since December 2004. The Equality Standard is important because it does not restrict itself to race equality: it also addresses disability, age, gender and other equalities issues.

Our Corporate Equalities Action Plan has since December 2004 steered the Council's progress in furthering equalities in all these areas.

#### **Case study: Equality and Diversity training**

Following adoption of a comprehensive Equality and Diversity Policy in 2004, the District Council wished to ensure that its employees and Members were aware of the issues, our policy and their responsibilities under equalities legislation. After piloting external trainers, it was decided to use internal resources to train our people.

Already, 97% of employees and Councillors have been trained in equalities and diversity. Equalities is covered in the induction process undergone by new employees joining the District Council. For new Councillors in May 2007, their induction will also include equalities training.

### **3.2 Corporate Plan**

Our Corporate Plan 2003-2007 is the top-level strategy document that sets the framework for everything the District Council does. It states that 'fairness and equality' is one of the seven core values of the District Council. Promoting equality supports the District Council's corporate aims to lead the communities of the Derbyshire

Dales, improve quality of life and provide excellent services. It also contributes directly to the achievement of our corporate priorities for 2003-2007. Through 28 service plans and individual Personal Development Plans for all employees, these values and aims are put into practice.

### **Case study: Corporate Plan**

Recent targets in our Corporate Plan include:

- Publish a programme for improving consultation with hard-to-reach groups

This was achieved in October 2004, since when consultation has taken place with younger people, older people, rural communities, businesses, farmers, community groups, voluntary groups, and a lesbian, gay, bisexual and transgender forum.

- Ensure that all documents for the public include a banner pointing to the availability of assistance to aid understanding, alternative formats and languages

Since 2004, our Corporate Identity Guide has specified that the following must be included in large print (at least Arial 14pt) in all documents: "This information is available free of charge in electronic, audio, Braille and large print versions, and in other languages on request. For assistance in understanding or reading this document, please call 01629 761100." All corporate documents now include this banner.

## **3.3 Community Strategy**

In prioritising equality and diversity, the District Council is echoing the policies of the Community Strategy 2006-2009 developed by the Derbyshire Dales and High Peak Local Strategic Partnership. One of the priority themes in the Community Strategy is to further community participation and involvement. The Community Strategy includes the following equalities and diversity statement:

*In the production and implementation of this Community Strategy, its action plans and other areas of its work, the Derbyshire Dales and High Peak Local Strategic Partnership has considered the race and diversity policies of Partners and will give due regard to any unlawful discrimination and promote equality at all times.*

### **Case study: Derbyshire Dales and High Peak Local Strategic Partnership**

The Local Strategic Partnership, of which the District Council is a key member, strives to be inclusive. Its Board includes four representatives of the voluntary and community sector, one of whom chairs the LSP. The two district councils in the LSP (Derbyshire Dales District Council and High Peak Borough Council) were awarded Civic Pioneer status by the Home Office in 2005 for excellence in community engagement. The LSP has provided diversity awareness training for its members.

## **3.4 Other plans and strategies**

In addition to the Equality and Diversity Policy, the Corporate Plan and the Community Strategy, the District Council has an extensive and ever-changing set of policies, procedures, plans and strategies which direct what we do and how we do it. An indication of these is in the following lists, which are not comprehensive.

Employee policies and procedures:

Capability	Recruitment and selection
Whistle blowing	Smoking
Lone working	Disciplinary and Grievance
Maternity	Personal Development Scheme
Sickness Notification and Monitoring	Home working
Job Share and Flexi-time working	General and Adoption Leave

Service delivery policies, plans and strategies:

Asset Management	Financial
Community Safety	Leisure
Consultation	Procurement
Promoting the Dales	Housing
Affordable Warmth	Local Plan
Information Technology	Local Development Scheme

Our plans and strategies were reviewed in 2004 as part of a Best Value Review of Equalities. Our equality Actions Plans state how we will monitor, consult on and review these plans to ensure they promote race, disability and gender equality.

### **3.5 Decision making**

Every decision of the Council and its committees must have regard to prevention of crime and disorder, equality of opportunity, environmental, health, human rights, personnel and property. A statement to this effect is included in each committee report. All reports are checked by the Head of Corporate Services or her nominated representative prior to issue.

### **3.6 Community engagement**

Derbyshire Dales District Council is committed to actively engaging with people that live and work in the district. We were awarded Civic Pioneer status by the Home Office in 2005 for excellence in community engagement.

Our Consultation Strategy describes how we engage with local people and groups. We have a Citizens Panel of 1,000 residents that is demographically and geographically representative of the population of the Derbyshire Dales. Membership of the Panel is completely refreshed every three years. As well as whole-Panel questionnaire surveys, we sometimes run Focus Groups to explore issues in greater depth. Results of consultation exercises are summarised in the Citizens Panel newsletter (Citizens Voice), which is sent to all Councillors and Panel members.

We run youth engagement events (called BzRs) to engage young people in activities, provide them with information, and to consult with them on their needs, views and aspirations. Work with young people has been carried out by our housing officers working with Derbyshire Housing Aid, holding discussions with 661 school pupils on homelessness. These meetings involve conversations with groups of young people, getting feedback on their housing issues and giving advice to prevent them from becoming homeless.

In partnership with the Police and Age Concern we hold similar events for older people (called Liberation Days) and we plan to bring young and old together in an inter-generational event. Seminars have been held with 120 older people to discuss security in the home and local community issues. As a result, the Safer Derbyshire Dales partnership is now funding a 'Handy Van' scheme,

which fits improved locks and other security devices to the homes of vulnerable people.

We hold Community Forums in different locations across the district (three localities four times per year) to meet local people on their home ground, answer their questions, and consult them about Council policies. We do this in partnership with the Police, the County Council and other agencies.

We also run a Community Safety Panel - this is a forum of community groups, voluntary groups and statutory agencies that come together quarterly to network, discuss specific crime and anti-social behaviour concerns, and plan solutions. The Community Safety Panel is chaired by a community representative, and has neighbourhood teams in many areas in the district.

We host the Derbyshire Dales Lesbian, Gay, Bisexual and Transgender Forum. We have facilitated three workshops with voluntary and community groups across the district in September/October 2005, so that the needs of this sector can form part of our Community Strategy. Health care and rural accessibility issues emerged as key concerns for partners to address.

The District Council held two Parish Conferences in October 2005. Every parish and town council in the district (there are more than 70) was invited to discuss town planning, neighbourhood policing, the community strategy and other rural issues with the Leader of the Council and Chief Executive. We obtained useful feedback on how to involve small parishes in the planning application process.

We held two Business Breakfasts in 2005, to develop relationships with local entrepreneurs. Feedback from these events was very positive: businesses are keen to continue with more events in future.

The District Council's Consultation Officer provides feedback on consultation exercises to Members and CMT, and maintains a database of ongoing consultations. This information is available on our website [derbyshiredales.gov.uk](http://derbyshiredales.gov.uk)

Our Equality Schemes will be the subject of consultation with employees and the community.

## **4 RACE EQUALITY SCHEME**

### **4.1 Race Relations (Amendment) Act 2000**

The Race Relations (Amendment) Act 2000 placed a general statutory duty on public bodies to

- promote racial equality
- prevent racial discrimination in all its functions, whether carried out by the Council or by a contractor, agent or partner
- promote good relations between racial groups.

and a specific duty to put a Race Equality Scheme in place in order to achieve the general duty. This is intended to make the consideration of racial equality a central part of the day-to-day activity of all local authorities.

Another specific duty is to monitor employment by ethnic group (including job applicants, existing staff, training, grievances, and dismissals) and publish the results every year. The specific duties are enforceable through the Courts.

The weight given to race equality should be 'proportionate to its relevance' - so it is of greater importance in people-focused services (such as benefits) than in property-based services (such as street cleaning). However, any interaction with the community is likely to have some race equality considerations. The general duty is enforceable through the Courts.

The District Council adopted a Race Equality Scheme and Action Plan in 2002 (Community and Environment Committee, 5 September 2002). However, it is a requirement that it be reviewed. The action plan from 2002 has now largely been implemented. For example, training for new and existing employees and Members was actioned and has since been carried out. An action was for community grants to be monitored to ensure they are allocated fairly; this is now routinely carried out (see section 5.9 of the present Equality Schemes). A further action was to achieve Level 1 of the Equality Standard for Local Government - this has also been accomplished. It is therefore right that the Race Equality Scheme and Action Plan now be updated.

## **4.2 Promoting Racial Equality, Promoting Good Race Relations, and Preventing Racial Discrimination**

Our Race Equality Scheme enables us to:

- monitor our policies, assess them, and consult with the community
- use the same classifications as the 2001 Census to monitor our workforce
- seek to ensure that the people and organisations that we work with, or who work for us as partners or contractors, also promote race equality
- communicate and consult, so that the community is aware of our policies and has the opportunity to comment on them
- publish our work on the Scheme and make it widely available to the community
- train Members and staff on issues that relate to equal opportunities.

## **4.3 The Derbyshire Dales - ethnicity**

The UK has a more diverse population than ever before, and society is increasingly multi-racial and multi-cultural.

In numerical terms, the ethnic minority population of the Derbyshire Dales is small. There are approximately 69,800 people in total residing in the Derbyshire Dales (Office for National Statistics mid-year population estimate for June 2005, published in August 2006). Using data from the 2001 Census, updated with information obtained from HM Prison Service in 2004, gives the following statistics.

There are approximately 480 non-white members of the community (0.7% of the Derbyshire Dales population).

Of these approximately:

- 70 people (or 0.1%) are Asian or Asian British,
- 20 people (or 0.03%) are Black or Black British
- 80 people (or 0.1%) are Chinese
- 300 people (or 0.4%) are of Other or Mixed ethnic group.

A further 0.2% of the population (approximately 140 people) are non-white inmates in HM Prison Sudbury.

In Derbyshire as a whole, minority ethnic communities comprise 1.5% of the population, and in England the overall figure is 9% (2001 Census).

It is known that being in such a small minority can give rise to a sense of isolation for the non-white people in a rural area, since support structures usually found in larger towns and cities do not exist. The lack of BME community groups and structures also presents major difficulties for the District Council, as there are no ready pathways for engagement with the minority ethnic population.

The Derbyshire Dales is a popular destination for tourists. The area receives some 5 million visitors each year. Although the tourism organisations do not produce relevant statistics, it is known that ethnic minority visitors choose to come to the Derbyshire Dales, a proportion of whom are residents of the cities that surround the Peak District (such as Sheffield, Manchester and Derby).

The District Council has employees, contractors and partners from ethnic minority groups.

For all these reasons, the District Council recognises race equality as an issue to be addressed in the Derbyshire Dales.

#### **Case study: Business support in the Derbyshire Dales**

Data from Business Link Derbyshire for the financial year 2005/06 shows that business support was given to 66 businesses owned by ethnic minority people across Derbyshire. 6 of these interactions were in the Derbyshire Dales.

## **4.4 Assessing our services and policies**

In order to assess the impact of our services on different parts of the community, the District Council has started a programme of Impact Needs / Requirements Assessments (INRAs). These will cover every service area (starting with the higher risk areas) to ascertain their impact on equalities and to decide what is required to

achieve a more positive impact. The INRA programme is led by the Corporate Equalities Group (which consists of representatives from each department and is championed by a member of the Corporate Management Team).

#### **Case study: Language Line**

Since April 2004, the District Council has been a subscriber to the Language Line translation service. This enables us to offer a better level of service to customers whose first language is not English. The service is available over the telephone as an aid to employees and customers in their interactions both in person and on the phone. Users of the service can point at a large-size card to identify their preferred language, upon which employees can access an interpreter by telephone by ringing a standard number and quoting an ID code.

### **4.5 The District Council as an employer**

All staff are made aware of the Equality and Diversity Policy at induction and throughout their employment. Failure to adhere to this policy is a disciplinary matter.

The Council monitors applicants for jobs, successful applicants, and staff in post against the criteria of ethnicity, disability, gender, and age (using 2001 Census classifications). This information is reported to Members each year, and is available to the public if requested. The most recent report was to the Joint Consultative Group on 15 June 2006.

### **4.6 Performance management**

Quarterly reports that monitor performance on equalities indicators are presented to the Corporate Management Team and to Policy Committees and available to all on the District Council's website [derbyshiredales.gov.uk](http://derbyshiredales.gov.uk). Annual performance is reported in the Performance Plan, where our performance is compared to the best quartile (best 25% of other District Councils). This is also published on our website and is available in hard copy.

The following are the indicators against which we currently monitor our performance on race equality:

### Equalities Performance Indicators: Derbyshire Dales District Council

PI No.	Performance measure	2003/04 DDDC Actual	03/04 Best Quartile	2004/05 DDDC Actual	04/05 Best Quartile	2005/06 DDDC Actual	2006/07 DDDC Target	2007/08 DDDC Target
BV 2a	Equality Standard for Local Government: level reached	0	1	1	2	1	2	2
BV 2b	Duty to promote race equality: checklist score	37	63	42	74	47	47	47
BV 11b	% of top 5% earners that are from ethnic minorities	0	3.7	0	3.4	0	6	6
BV 17a	% Staff from ethnic minorities	0.46	2.4	0.6	4.6	0.6	0.9	0.9
BV 17b	% Working age (18-65) people from ethnic minorities	0.9	-	0.9	-	0.9	0.9	0.9
BV 174	Racial incidents involving the local authority	0	-	0	-	0	0	0
BV 175	Racial incidents resulting in further action	N/A	-	N/A	-	N/A	100%	100%
HR	Does the Authority follow the Commission for Racial Equality, Equal Opportunities Commission and Disability Discrimination Act 1995 codes of practice on employment?	Yes		Yes		Yes	Yes	Yes
HR 4	Review employment and training initiatives in line with Corporate Equality Plan in order to achieve Equality Standard Level	-		-		-	Mar-07	Delete
HR 5	Does the Authority carry out formal monitoring of staff with respect to equal opportunities?	Yes		Yes		Yes	Yes	Yes
HR 7	Review and introduce revised HR equality and diversity monitoring and reporting procedures	-		-		Apr-06	Delete	-
HR 8	Train all employees in equality and diversity	-		-		97% achieved	Delete	-
AE 8	Documents for the public include a banner pointing to the availability of assistance to aid understanding, in alternative formats and languages	-		-		Yes	Delete	-
CCC 4	Conduct equalities impact / needs assessment	-		-		-	Mar-07	Delete
DEM 8	% of meeting venues accessible to all members of the community	-		-		100%	100%	100%
DEM 9	Undertake a comprehensive review of correspondence with third parties to ensure compliance with Equality and Diversity Policy	-		-		Jun-05	Delete	-
DEM 14	% of polling stations that are accessible to all members of the community by May 2007	-		-		-	-	100%
POL 3	Mechanism in place to respond to harassment on the grounds of race, disability and gender	-		-		Jan-06	Delete	Delete
POL 4	% of equalities assessments due to be carried out that were carried out	-		-		-	100%	Delete

## 4.7 Complaints procedure, and reporting incidents

The District Council has a comprehensive complaints procedure which comprises three stages and is totally confidential. For details of the District Council's complaints procedure, please contact:

Head of Corporate Services  
Derbyshire Dales District Council  
Town Hall  
MATLOCK  
Derbyshire DE4 3NN  
Tel 01629 761100 Fax 01629 761148  
Web [www.derbyshiredales.gov.uk](http://www.derbyshiredales.gov.uk)

We have also adopted a policy called “Dignity and respect for all: your rights and what to do if they are not respected”. Its aim is to enable any employee (particularly District Council employees, but also those from partner organisations) to whom a member of the public reports an incident of harassment, to be able to take forward and deal with that incident in the most appropriate manner. It is important to realise that this policy does not just apply to incidents involving the District Council - we want people to use this policy to report any incidents that occur regardless of who was involved.

In essence, this is a procedure for the District Council to deal with instances of harassment in the Dales that get reported to us (or in which our employees or contractors are involved), on the grounds of race, disability, or gender (and other discriminatory grounds). The District Council already had an internal ‘harassment and aggression’ policy which deals with incidents where our employees are victims; this other policy covers incidents where members of the public are victims of harassment.

A reporting form and leaflet is available from all District Council offices, or from our website under Local Strategic Partnership / Community Documents at <http://www.derbyshiredales.gov.uk/LSP/CommunityStrategies.htm>

### **Case study: Dignity and Respect For All**

The District Council had a form for reporting and responding to incidents of harassment on the grounds of race, disability and gender, which was developed in December 2005. In order to promote this further, a new policy was designed in 2006. Derbyshire Dales Council for Voluntary Service was commissioned to write the policy in the form of an accessible leaflet to be made available to the public. Contracting with the voluntary and

community sector to undertake work in which they have particular expertise is good practice, and is in accordance with the voluntary sector 'Compact' agreement that the District Council is signed up to. The leaflet is available at District Council offices or on our website.

## **4.8 Contractors and procurement**

The Race Relations (Amendment) Act 2000 specifies that where a Council outsources functions or services to a contractor or agent, the Council remains responsible for the equality implications of these functions or services.

Within the District Council's procurement strategy is a requirement to ensure that contractors and other agents providing services or supplying goods do not discriminate on grounds of race.

All contracts must include an equal opportunity compliance statement and a declaration must be made if the contractor has been the subject of any Tribunal decisions in this area.

## **4.9 Review and Improvement**

This Equality Scheme will be formally reviewed at least every three years by the Corporate Management Team and reported to Members, with the Action Plan updated annually.

## **5 DISABILITY EQUALITY SCHEME**

### **5.1 Disability Discrimination Act 2005**

The Disability Discrimination Act 2005 places a new duty on local authorities to promote disability equality from 4 December 2006. There is a general duty for an authority when carrying out its functions to have due regard to doing the following:

- promote equality of opportunity between disabled and other people
- eliminate unlawful discrimination
- eliminate harassment of disabled people that is related to their disability
- promote positive attitudes to disabled people
- encourage participation by disabled people in public life
- take steps to meet disabled people's needs, even if this requires more favourable treatment.

The disability equality duty is unique in equalities legislation in requiring public authorities to treat disabled people more favourably than other people (not just on the same terms as other people). It is also unique in that there are no legal restrictions on positive discrimination in favour of disabled people. It is enforceable through the courts.

The regard given to disability equality should be proportionate to its relevance. There is a statutory Code of Practice on the Disability Rights Commission website ([www.dotheduty.org.uk](http://www.dotheduty.org.uk)).

### **5.2 Promoting Disability Equality, Promoting Positive Attitudes, Encouraging Participation, and Eliminating Discrimination and Harassment**

Our Disability Equality Scheme enables the District Council to:

- involve disabled people
- map current performance of services in taking account of the needs of disabled people

- set out arrangements for gathering information in relation to recruitment, development and retention of disabled employees
- include arrangements for reviewing and updating the Scheme and Action Plan within three years, with annual progress reports.

**Case study: Positive About Disabled People**

The District Council is a Positive About Disabled People symbol user, and is proud to display it on job vacancy advertisements. We are also an active participant in Derbyshire's Disability Employment Project which helps disabled people to find work in the public services.

### 5.3 The Derbyshire Dales - disability

According to the 2001 Census, 17.9% of the Derbyshire Dales population state that they have a limiting long-term illness (the same proportion as for England and Wales as a whole). This equates to more than 12,000 people.

For the working age population (defined as people aged between 18 and 65), this proportion drops to 13.0% in the Derbyshire Dales (compared to 13.3% for the country at large).

A limiting long-term illness is defined as an illness, health problem or disability (including problems due to old age) that limits a person's daily activities or the work that they do and is likely to last more than a year.

It is important to recognise that disability can take many forms. Sight or hearing disabilities, for example, have significant implications on how the Council should communicate in order to reach all residents in the district. Mobility impairments are sometimes the most obvious manifestation of disability, but it would be a mistake to assume that by catering for wheelchair users one is making a service accessible. Indeed, it has been estimated that only 5% of disabled people use wheelchairs (Capability Scotland). Disabled people also include those of us with mental impairments, cancer, multiple sclerosis and a wide range of other conditions.

## 5.4 Assessing our services and policies

In order to assess the impact of our services on different parts of the community, the District Council has started a programme of Impact Needs / Requirements Assessments (INRAs). These will cover every service area (starting with the higher risk areas) to ascertain their impact on equalities and to decide what is required to achieve a more positive impact. The INRA programme is led by the Corporate Equalities Group (which consists of representatives from each department and is championed by a member of the Corporate Management Team).

**Case study: [www.derbyshiredales.gov.uk](http://www.derbyshiredales.gov.uk)**

Since being re-launched in July 2005, the District Council's website ([www.derbyshiredales.gov.uk](http://www.derbyshiredales.gov.uk)) has conformed to the World Wide Web Consortium's Web Accessibility Initiative Web Content Accessibility Guidance (W3C WAI WCAG) at 'Double A' level. This aims to make web content accessible to people with disabilities including visual, auditory, mobility and linguistic problems.

## 5.5 The District Council as an employer

All staff are made aware of the Equality and Diversity Policy at induction and throughout their employment. Failure to adhere to this policy is a disciplinary matter. All disabled job applicants who meet the essential criteria for the post are guaranteed an interview.

The Council monitors applicants for jobs, successful applicants, and staff in post against the criteria of ethnicity, disability, gender, and age (using 2001 Census classifications). This information is reported to Members each year, and is available to the public if requested. The most recent report was to the Joint Consultative Group on 15 June 2006.

**Case study: British Sign Language**

Two employees of the District Council have so far been trained to Level 1 in British Sign Language to enable better communication with people with hearing difficulties, and are working towards Level 2 at present. A further four employees have been funded to train towards Level 1.

## 5.6 Performance management

Quarterly reports that monitor performance on equalities indicators are presented to the Corporate Management Team and to Policy Committees and available to all on the District Council's website [derbyshiredales.gov.uk](http://derbyshiredales.gov.uk). Annual performance is reported in the Performance Plan, where our performance is compared to the best quartile (best 25% of other District Councils). This is also published on our website and is available in hard copy.

The following are the indicators against which we currently monitor our performance on disability equality:

### Equalities Performance Indicators: Derbyshire Dales District Council

PI No.	Performance measure	2003/04 DDDC Actual	03/04 Best Quartile	2004/05 DDDC Actual	04/05 Best Quartile	2005/06 DDDC Actual	2006/07 DDDC Target	2007/08 DDDC Target
BV 2a	Equality Standard for Local Government: level reached	0	1	1	2	1	2	2
BV 11c	% of top 5% earners that have a disability	-	-	-	-	6.57	13	13
BV 16a	% Staff with disabilities	4.1		4.1	3.73	3.73	7	7
BV 16b	% Working age (18-65) people with disabilities	13	-	13		13.04	13.04	13.04
BV 156	% of Council buildings open to the public in which all public areas are suitable for and accessible to disabled people	39	65	44	75	44	50	63
HR	Does the Authority follow the Commission for Racial Equality, Equal Opportunities Commission and Disability Discrimination Act 1995 codes of practice on employment?	Yes		Yes		Yes	Yes	Yes
HR 4	Review employment and training initiatives in line with Corporate Equality Plan in order to achieve Equality Standard Level	-		-		-	Mar-07	Delete
HR 5	Does the Authority carry out formal monitoring of staff with respect to equal opportunities?	Yes		Yes		Yes	Yes	Yes
HR 7	Review and introduce revised HR equality and diversity monitoring and reporting procedures	-		-		Apr-06	Delete	-
HR 8	Train all employees in equality and diversity	-		-		97% achieved	Delete	-
AE 8	Documents for the public include a banner pointing to the availability of assistance to aid understanding, in alternative formats and languages	-		-		Yes	Delete	-
CCC 4	Conduct equalities impact / needs assessment	-		-		-	Mar-07	Delete
DEM 8	% of meeting venues accessible to all members of the community	-		-		100%	100%	100%
DEM 9	Undertake a comprehensive review of correspondence with third parties to ensure compliance with Equality and Diversity Policy	-		-		Jun-05	Delete	-
DEM 14	% of polling stations that are accessible to all members of the community by May 2007	-		-		-	-	100%

POL 3	Mechanism in place to respond to harassment on the grounds of race, disability and gender	-	-	-	Jan-06	Delete	Delete
POL 4	% of equalities assessments due to be carried out that were carried out	-	-	-	-	100%	Delete
CAR 6	% of reserved Disabled Badge spaces compared to total parking spaces	3.8% (120)	4% (126)	4.1% (127)	4.2% (126)	4.2% (126)	4.2% (126)
LPPI 7	No. of Council buildings open to the public in which all public areas are suitable for and accessible to disabled people	8	8	8	8	8	10
LPPI 11	Implement Phase 1 of the Disability Discrimination Act Action Plan	-	-	-	-	Mar-07	Delete
SCPC 6	No. of public conveniences with access for disabled people	28 (82%)	28 (82%)	28 (82%)	28 (82%)	28 (82%)	28 (82%)

## 5.7 Complaints procedure, and reporting incidents

The District Council has a comprehensive complaints procedure which comprises three stages and is totally confidential. For details of the District Council's complaints procedure, please contact:

Head of Corporate Services  
 Derbyshire Dales District Council  
 Town Hall  
 MATLOCK  
 Derbyshire DE4 3NN  
 Tel 01629 761100 Fax 01629 761148  
 Web [www.derbyshiredales.gov.uk](http://www.derbyshiredales.gov.uk)

We have also adopted a policy called "Dignity and respect for all: your rights and what to do if they are not respected". Its aim is to enable any employee (particularly District Council employees, but also those from partner organisations) to whom a member of the public reports an incident of harassment, to be able to take forward and deal with that incident in the most appropriate manner. It is important to realise that this policy does not just apply to incidents involving the District Council - we want people to use this policy to report any incidents that occur regardless of who was involved.

In essence, this is a procedure for the District Council to deal with instances of harassment in the Dales that get reported to us (or in which our employees or contractors are involved), on the grounds of race, disability, or gender (and other discriminatory grounds). The District Council already had an internal 'harassment and aggression' policy which deals with incidents where our employees

are victims; this other policy covers incidents where members of the public are victims of harassment.

A reporting form and leaflet is available from all District Council offices, or from our website under Local Strategic Partnership / Community Documents at

<http://www.derbyshiredales.gov.uk/LSP/CommunityStrategies.htm>

### **Case study: Dignity and Respect For All**

The District Council had a form for reporting and responding to incidents of harassment on the grounds of race, disability and gender, which was developed in December 2005. In order to promote this further, a new policy was designed in 2006. Derbyshire Dales Council for Voluntary Service was commissioned to write the policy in the form of an accessible leaflet to be made available to the public. Contracting with the voluntary and community sector to undertake work in which they have particular expertise is good practice, and is in accordance with the voluntary sector 'Compact' agreement that the District Council is signed up to. The leaflet is available at District Council offices or on our website.

## **5.8 Contractors and procurement**

The disability equality duty must be built into the procurement of services from external contractors: even where services are contracted out, the Council is required to meet the general duty to promote disability equality.

Within the District Council's procurement strategy will be a requirement to ensure that contractors and other agents providing services or supplying goods do not discriminate on grounds of disability.

All contracts must include an equal opportunity compliance statement and a declaration must be made if the contractor has been the subject of any Tribunal decisions in this area.

## 5.9 Review and Improvement

This Equality Scheme will be formally reviewed at least every three years by the Corporate Management Team and reported to Members, with the Action Plan updated annually.

### **Case study: Community grants**

The District Council has a fund for giving grants (up to a maximum of £500) to community groups and individuals to support education, art, sport and recreation activities in the Derbyshire Dales.

Community grant applications and awards are monitored by gender, age, disability, religion, ethnicity and religion. In the period from April to September 2006, 23 applications were received of which ten identified disabled people as beneficiaries. Awards included funds being provided towards the provision of an accessible toilet in a village hall.

## **6 GENDER EQUALITY SCHEME**

### **6.1 Equality Act 2006**

The Equality Act 2006 places a duty on local authorities to promote equality of opportunity between men and women from 6 April 2007. There is a general duty to give due regard to the need to:

- promote equality of opportunity between women and men
- eliminate unlawful sex discrimination.

This general duty is enforceable by legal action. There is a draft Code of Practice on the Equal Opportunities Commission website ([www.eoc.org.uk](http://www.eoc.org.uk)). It is intended to build gender equality into the everyday thinking of an organisation to benefit men, women, girls and boys. It introduces a legal responsibility to demonstrate that we treat women and men fairly.

In addition, the Equality Act requires local authorities to have equal pay schemes in force. The Job Evaluation and Pay and Grading exercises that the District Council is currently undertaking already will meet this requirement.

### **6.2 Promoting Gender Equality and Eliminating Discrimination**

Our Gender Equality Scheme enables the District Council to:

- gather information on how our work affects women and men
- consult employees, service users, trade unions and other stakeholders
- assess the different impact of policies and practices on both sexes
- identify priorities and set gender equality objectives
- include an Action Plan with targets, measures and deadlines
- include arrangements for reviewing and updating the Scheme and Action Plan within three years, with annual progress reports.

### **3.3 The Derbyshire Dales - gender**

The Derbyshire Dales has approximately equal numbers of males (34,400) and females (35,400) in the resident population. This is in line with the national pattern. The numbers of males and females are similar in most ages groups, with the female cohort becoming greater than male only in the oldest age groups.

Gender equality may be related to the employment structure of the Dales. For instance, there are many low-paid, part-time, seasonal jobs related to the tourist industry. In addition, although levels of car ownership are high in the Derbyshire Dales, if one member of a two adult household takes the car for work or shopping then the other member is stranded and reliant on poor (expensive and infrequent) public transport. Although work has been done on rural deprivation in the Derbyshire Dales, the gender impact has not undergone systematic study.

### **6.4 Assessing our services and policies**

In order to assess the impact of our services on different parts of the community, the District Council has started a programme of Impact Needs / Requirements Assessments (INRAs). These will cover every service area (starting with the higher risk areas) to ascertain their impact on equalities and to decide what is required to achieve a more positive impact. The INRA programme is led by the Corporate Equalities Group (which consists of representatives from each department and is championed by a member of the Corporate Management Team).

### **6.5 The District Council as an employer**

All staff are made aware of the Equality and Diversity Policy at induction and throughout their employment. Failure to adhere to this policy is a disciplinary matter.

The Council monitors applicants for jobs, successful applicants, and staff in post against the criteria of ethnicity, disability, gender, and age (using 2001 Census classifications). This information is

reported to Members each year, and is available to the public if requested. The most recent report was to the Joint Consultative Group on 15 June 2006.

### Case study: Springboard

Springboard is an award-winning Women's Development Programme aimed at women in non-management positions. Five District Council female employees have successfully completed the course. The evaluation responses from participants have been very encouraging, with the results including promotions, job interviews, being more assertive, being more confident, and taking on new roles.

The Springboard programme involves four full-day workshops over a three month period. Springboard is available to female employees who are currently on pay Scales 1 to 6.

## 6.6 Performance management

Quarterly reports that monitor performance on equalities indicators are presented to the Corporate Management Team and to Policy Committees and available to all on the District Council's website [derbyshiredales.gov.uk](http://derbyshiredales.gov.uk). Annual performance is reported in the Performance Plan, where our performance is compared to the best quartile (best 25% of other District Councils). This is also published on our website and is available in hard copy.

The following are the indicators against which we currently monitor our performance on gender equality:

### Equalities Performance Indicators: Derbyshire Dales District Council

PI No.	Performance measure	2003/04 DDDC Actual	03/04 Best Quartile	2004/05 DDDC Actual	04/05 Best Quartile	2005/06 DDDC Actual	2006/07 DDDC Target	2007/08 DDDC Target
BV 2a	Equality Standard for Local Government: level reached	0	1	1	2	1	2	2
BV 11a	% of top 5% earners that are women	20	39	19	40	19.71	26	26
HR	Does the Authority follow the Commission for Racial Equality, Equal Opportunities Commission and Disability Discrimination Act 1995 codes of practice on employment?	Yes		Yes		Yes	Yes	Yes
HR 4	Review employment and training initiatives in line with Corporate Equality Plan in order to achieve Equality Standard Level	-		-		-	Mar-07	Delete
HR 5	Does the Authority carry out formal monitoring of staff with respect to equal opportunities?	Yes		Yes		Yes	Yes	Yes

HR 7	Review and introduce revised HR equality and diversity monitoring and reporting procedures	-		-		Apr-06	Delete	-
HR 8	Train all employees in equality and diversity	-		-		97% achieved	Delete	-
CCC 4	Conduct equalities impact / needs assessment	-		-		-	Mar-07	Delete
DEM 9	Undertake a comprehensive review of correspondence with third parties to ensure compliance with Equality and Diversity Policy	-		-		Jun-05	Delete	-
DEM 14	% of polling stations that are accessible to all members of the community by May 2007	-		-		-	-	100%
POL 3	Mechanism in place to respond to harassment on the grounds of race, disability and gender	-		-		Jan-06	Delete	Delete
POL 4	% of equalities assessments due to be carried out that were carried out	-		-		-	100%	Delete

## 6.7 Complaints procedure, and reporting incidents

The District Council has a comprehensive complaints procedure which comprises three stages and is totally confidential. For details of the District Council's complaints procedure, please contact:

Head of Corporate Services  
 Derbyshire Dales District Council  
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We have also adopted a policy called "Dignity and respect for all: your rights and what to do if they are not respected". Its aim is to enable any employee (particularly District Council employees, but also those from partner organisations) to whom a member of the public reports an incident of harassment, to be able to take forward and deal with that incident in the most appropriate manner. It is important to realise that this policy does not just apply to incidents involving the District Council - we want people to use this policy to report any incidents that occur regardless of who was involved.

In essence, this is a procedure for the District Council to deal with instances of harassment in the Dales that get reported to us (or in which our employees or contractors are involved), on the grounds of race, disability, or gender (and other discriminatory grounds). The District Council already had an internal 'harassment and aggression' policy which deals with incidents where our employees

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### **Case study: Dignity and Respect For All**

The District Council had a form for reporting and responding to incidents of harassment on the grounds of race, disability and gender, which was developed in December 2005. In order to promote this further, a new policy was designed in 2006. Derbyshire Dales Council for Voluntary Service was commissioned to write the policy in the form of an accessible leaflet to be made available to the public. Contracting with the voluntary and community sector to undertake work in which they have particular expertise is good practice, and is in accordance with the voluntary sector 'Compact' agreement that the District Council is signed up to. The leaflet is available at District Council offices or on our website.

## **6.8 Contractors and procurement**

The gender equality duty applies to those functions which are carried out through procurement as well as those which are carried out directly by the council. The Equality Act 2006 specifies that where a Council outsources functions or services to a contractor or agent, the Council remains responsible for the equality implications of these functions or services.

Within the District Council's procurement strategy will be a requirement to ensure that contractors and other agents providing services or supplying goods do not discriminate on grounds of gender.

All contracts must include an equal opportunity compliance statement and a declaration must be made if the contractor has been the subject of any Tribunal decisions in this area.

## 6.9 Review and Improvement

This Equality Scheme will be formally reviewed at least every three years by the Corporate Management Team and reported to Members, with the Action Plan updated annually.

### **Case study: Business support in the Derbyshire Dales**

Data from Business Link Derbyshire for the financial year 2005/06 shows that business support was given to 603 businesses across Derbyshire that were owned by women. 153 of these interactions (25%) were in the Derbyshire Dales.

## 7 FURTHER INFORMATION AND NEXT STEPS

For more information on the Equality Schemes please contact:

Chief Executive's Office  
Derbyshire Dales District Council  
Town Hall  
MATLOCK  
Derbyshire DE4 3NN

Tel 01629 761100      Email [policy@derbyshiredales.gov.uk](mailto:policy@derbyshiredales.gov.uk)  
Fax 01629 761167      Web [www.derbyshiredales.gov.uk](http://www.derbyshiredales.gov.uk)

Our next step is to start implementing the Action Plans. However, these Equality Schemes and Action Plans will continually evolve. Revised Action Plans will be prepared within 12 months, and the Equality Schemes will be revised within three years.

Our Equality Schemes will undergo extensive consultation in order that they may be refined and updated. This will involve working with employees and Members as well as voluntary and community groups.

The Derbyshire Dales Council for Voluntary Service has agreed to coordinate stakeholder involvement in refining and updating the Equality Schemes and Action Plans. In addition, the programme of Impact Needs/Requirements Assessments (referred to in the Action Plans) to be carried out within the District Council, will help shape changes to the Equalities Schemes and Action Plans over the coming years.

This is all very much 'work in progress'. Comments and suggestions from all stakeholders are very welcome, and indeed necessary, for the District Council to improve equality in the Derbyshire Dales. Therefore, we encourage you to send us your suggestions and experiences to help us promote equality for all.

## 8 CORPORATE EQUALITY ACTION PLAN, NOVEMBER 2006

### 8.1 Leadership and Corporate Commitment

Level 2 check-list Number	Action	Deadline For Action	Officer(s) Responsible	Target Outputs and Outcomes/ Notes on Current Position	Performance Measures	Current Position
2.1.2	Undertake an equality Impact and Needs/Requirements Assessment (INRA) programme to assess corporate and service equalities progress	Initial engagement by 31.12.05 then ongoing	Corporate Equalities Group and Corporate Management Team	<p>An initial risk assessment of all the Council's services, as categorised in the Performance Plan (BVPP), has been undertaken by the CEG and has been confirmed as representative of the position by the CMT.</p> <p>Leisure Services has been identified as having the highest risk and discussions are in progress with a view to engaging consultants to assist Leisure Managers with support from the CEG to undertake an INRA of that service. This will serve as a pilot to guide the approach to the programme of INRAs over the next 3 years.</p>	<p>Completion of the Leisure services INRA pilot by August 2007.</p> <p>Compilation of revised guidelines by September 2007 for further INRAs in the remaining Council Services over the next 3 years.</p>	<p>Initial 3-year programme formulated.</p> <p>Draft methodology for INRAs developed.</p> <p>Discussions are in progress with a view to engaging consultants to assist Leisure Managers with support from the CEG to undertake the INRA of that service.</p>
2.1.5	Ensure that mechanisms for responding to harassment on the grounds of race, disability and gender are in place	31.12.07	Personnel Section	Employee procedures in place to be updated by the introduction of a Dignity at Work policy	Documented procedures agreed	Dignity and Respect in the Community policy has been adopted and published

## 8.2 Consultation, Community Development, and Scrutiny

Level 2 check-list Number	Action	Deadline for Action	Officer(s) Responsible	Target Outputs and Outcomes/ Notes on Current Position	Performance Measures	Current Position
2.2.4 2.2.5 2.2.6	Engage in consultation with Members, employee representatives, departments, and community/stakeholder groups on INRAs and all aspects of the Equality Schemes and Action Plans	31.12.07 and ongoing	Corporate Management Team  Corporate Equalities Group	Consultation on Equality Schemes and Action Plans and INRAs	Reports on consultation and attendance at consultative groups. Reports and recommendations arising from service level consultation; documentation containing implications of consultation for all services including access to service issues  This consultation will form an integral part of the undertaking of INRAs (see 2.1.2 above) and will inform the debate and conclusions arising from each INRA.	Engagement to be coordinated by Derbyshire Dales Council for Voluntary Service

## 8.3 Service Delivery and Customer Care

Level 2 check-list Number	Action	Deadline For Action	Officer(s) Responsible	Target Outputs and Outcomes/ Notes on Current Position	Performance Measures	Current Position
2.3.2	Engage in development of department/service level equality objectives and targets	31.12.07 and ongoing	Corporate Management Team  Corporate Equalities Group	Corporate and Service Plans include additional equality objectives and targets where appropriate.	Targets in Plans achieved. Draft equal access plans covering departments/services. Minutes of meetings or reports; notes from discussion groups or workshops. Meetings/correspondence with professional bodies. Comparison against similar authorities  This will form an integral part of the undertaking of INRAs (see 2.1.2 above).	Targets set in some departments/service areas business plans and corporately.

2.3.3	Review of services should include the procurement function and all contracted services and partnership arrangements	31.6.07	Chief Internal Auditor	Review Procurement Strategy to include equalities issues, and full guidance to contractors/officers.	Details within the review of procurement and contracted services. Evaluation of contracted services	Procurement currently under review -
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## 8.4 Employment and Training

Level 2 check-list Number	Action	Deadline For Action	Officer(s) Responsible	Target Outputs and Outcomes/ Notes on Current Position	Performance Measures	Current Position
2.4.2	Engage in employment equality assessment of the Local Labour Market Area	31.12.07	Personnel Section	Survey Programme published	Plan and action programme for the Local Labour Market Survey	
2.4.3	Engage in workforce profiling and an equal pay review	21.12.07	Personnel Section	Equal Pay Review.	Corporate Equality Plan documentation	Job Evaluation and Equal Pay Review currently in progress
2.4.7	Have all employment procedures been made consistent with current legislation and all relevant employment Codes of Practice?	31.3.07	Personnel Section	Procedures updated and disseminated	Report based on review findings with recommendations  Documentation to show procedures/staff handbook changed in line with recommendations Evidence of distribution to staff	Review undertaken – programme in HR Strategy.

This information is available free of charge in electronic, audio, Braille and large print versions, and in other languages on request. For assistance in understanding or reading this document, please call 01629 761100.

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[www.derbyshiredales.gov.uk](http://www.derbyshiredales.gov.uk)