



Peak District National Park Authority

**Comprehensive Equality Scheme
(5 December 2008)**

Contents

1. Introduction and Purpose
2. Setting the Scene
3. The Peak District National Park Authority Purposes and Functions
4. An Overview of Key Legislation
5. Race Equality Duty and Policy
6. Disability Equality Duty and Policy
7. Gender Equality Duty and Policy
8. Lesbian, Gay, Bisexual and Transgender Equality Duty and Policy
9. Equality Duty and Policy for People of all Religions and Beliefs
10. Equality Duty and Policy for People of all Ages
11. The Authority as an Employer
12. Responsibility for the Equality Scheme
13. Monitoring the Scheme
14. Relationship to the Equality Standard for Local Government
15. Equality Impact Needs Assessments
16. Consultation
17. Comments and Complaints
18. The National and Local Contexts
19. Inequalities in General

Appendix 1 Equality Impact Needs Assessments

Appendix 2 Comprehensive Equality Scheme Action Plan & Performance Indicators and Targets

1. Introduction and Purpose

1. Welcome to the Peak District National Park Authority's first comprehensive equality scheme.
2. As a public authority, we have certain legal requirements under existing legislation to promote equality in the areas of disability and gender. These are often collectively referred to as the general duties to promote equality. To help us meet the general equality duties, we also have specific duties, such as the requirement to produce and publish an equality scheme. This scheme sets out what we will do to meet the general and specific duties and extends them to include the other areas of equality we cover – race, age, religion or belief and sexual orientation, as well as human rights.
3. This is our first comprehensive equality scheme and it covers all areas of our work, not just the parts we are legally required to cover. It builds on our first Corporate Equality Policy (published in 2005), which included a revised Equality Policy Statement, setting out our commitment to fulfil our legal obligation to achieve equality of opportunity in the areas of race, gender, disability, sexuality, religion or belief and age. The Authority is required to publish gender and disability equality schemes and its comprehensive scheme aims to bring these together with our corporate equality policy in this single comprehensive equality scheme.
4. We recognise there are differences in peoples' life chances. The services they can access and the types of jobs they do can be influenced by gender, race and disability. We also know that other equality issues such as religion or belief, sexual orientation and age also affect people's lives and that a "one size fits all" approach is not the answer.
5. As a National Park Authority we are working to reduce:
 - Disadvantages
 - Discrimination, and
 - Inequality of opportunity
6. We are also committed to promoting diversity issues for:
 - The people we serve
 - Our workforce
 - The partners we work with, and
 - The services we deliver
 - The services we contract in/buy (people we do business with)
7. We have a responsibility to provide community leadership for the National Park and will use this to promote equality and share ideas and good practice with our partners and other service providers. We want:
 - To give people access to high quality services designed to respond to their individual needs
 - People providing and using our services to feel safe from harassment
 - Our workforce to reflect the diversity of the Peak District community and a reasonable journey to work radius so we can better understand the needs of that community and ensure they are met by the way we deliver our services
 - To get the views of the public, our service users, partners and other interested groups on equality issues. We will use this information to ensure our services better reflect their needs and aspirations

8. The purpose of our equality scheme is to:
--

- Tell people what our responsibilities are. This includes communities, our members, managers, employees, unions and our partners in the public, voluntary and private sectors and those we buy services from
- Fulfil and go beyond our legal duties in making equality a reality
- Show how we intend to ensure equality issues are considered and acted on in all our work
- Set out our priorities to show how we intend to tackle inequality, eliminate discrimination and promote equality of opportunity for all
- Show how we intend to make equality a reality for people accessing our services, working for us or seeking job opportunities
- Show how the scheme links to our broader equality objectives and priorities
- Explain how equality is integrated within our service planning and performance management systems
- Work in partnership with other organisations to prevent ignorance and prejudice in the wider community
- Show how we have involved the people who live in, work in and visit the National Park in the decisions we have made
- Provide information about our consultation, assessment and training arrangements
- Monitor what we do to enable us to show what has changed as a result of our actions on equality and report on this each year through our Performance and Business Plan
- Set out our three-year equality action plan showing how we will implement the scheme

9. This scheme sets out what we will do to address equality issues arising in any area of our work or influence. As a National Park Authority we consider both the local and national audiences we serve.
10. We will review this scheme in 2012. It is important to us that employees, residents and our statutory, voluntary and private sector partners are involved in the development and delivery of the scheme to ensure that it really will have a positive impact on people's lives. We welcome any comments on this scheme. We are happy to provide this information in alternative formats on request where reasonable.

**Director of Operations
Peak District National Park Authority
Aldern House
Baslow Road
Bakewell
DE45 1AE**

**Tel: 01629 816200
Minicom: 01629 816319
Fax: 01629 816310
e-mail: customer.services@peakdistrict.gov.uk
website: www.peakdistrict.gov.uk**

2. Setting the Scene

The Peak District National Park

1. The Peak District National Park is a very special place for the people who visit and those who live and work in it. The Peak District Moorlands and Dales are of international significance for wildlife and the quality of the landscape and environment is outstanding. Millions of people visit to take part in a very wide range of activities and 38,000 people live in the Peak District National Park, many of whom work locally. It was the first national park to be designated in Britain, in recognition of its uniqueness.

The National Park Management Plan (2006-2011)

2. This plan sets out the desired outcomes for the Park over the next 5 or more years. It guides the activities within the Park of everyone who has influence over or an interest in the National Park and is accepted as the Community Strategy for the National Park area. The Plan is available on the Authority's website at www.peakdistrict.gov.uk/npmp.htm

A Shared Vision for the National Park

3. The Peak District National Park is a special place whose future depends on all of us working together for its environment, people and economy. Our vision is for:

- A conserved and enhanced Peak District where the natural beauty and quality of the landscape, its biodiversity, tranquility, cultural heritage and the settlements within it continue to be valued for their diversity and richness
- A welcoming Peak District where people from all parts of our diverse society have the opportunity to visit, appreciate, understand and enjoy the National Park's special qualities
- A living, modern, innovative Peak District that contributes positively to vibrant communities for both residents and people in neighbouring urban areas, and demonstrates a high quality of life whilst conserving and enhancing the special qualities of the National Park
- A viable and thriving Peak District economy that capitalises on its special qualities and promotes a strong sense of identity

4. Partnership working is vital to achieving the outcomes and vision for the Peak District National Park through the wide range of administrative bodies (the National Park incorporates 4 Regions, 12 Metropolitan, District and County Councils, 125 Parishes, 7 Highway Authorities) and thousands of community groups. The Authority relies increasingly on effective partnerships to help deliver its defined outcomes and this is the central basis of the National Park Management Plan. We are actively engaged in, or link with, the constituent authority community strategies and community forums.

3. Peak District National Park Authority Purposes and Functions

Purposes and Duty

1. The Authority is the guardian of the National Park with clearly defined purposes to:

- Conserve and enhance the Peak District National Park’s special qualities
- Provide opportunities for their enjoyment and understanding

2. In doing this we are also required to seek to foster the economic and social well being of the local communities within the National Park. We take this duty as seriously as we do our purposes.

3. As the statutory Local Planning Authority we took decisions on 1,112 planning applications last year, including on mineral working sites, and we also set the policy framework for these. The Authority is an ‘access authority’ for the purposes of managing public access to 37% of the National Park which is open country under the Countryside and Rights of Way Act 2000.

Our Values

4. The Peak District National Park Authority is a sustainable organisation that achieves National Park purposes by valuing....

The Place: *Where we operate to serve the National Park and its communities, valuing*

- Needs and contributions of visitors, residents, customers and the environment
- Involvement and participation
- Special qualities of the Peak District
- Working in empowered partnerships

The Way We Work: *Operating within our capacity & resources, and valuing*

- Minimal bureaucracy
- Flexibility
- Efficiency and effectiveness
- Learning
- The professionalism, knowledge, passion and contribution of staff
- Innovation
- Initiative and a pro-active approach

The People: *Where we value and treat each other with*

- Openness
- Integrity
- Consistency
- Trust
- Fairness and mutual respect
- A positive outlook

.... and have a passion for the Peak District

Organisation and Membership

5. The Authority is guided by 30 members and employs 447 staff (242.6 full time equivalents) comprising; full time, job share, part time, seasonal, temporary and casual posts.

Our Functions

6. As outlined above the Authority contributes to a shared vision for the Peak District National Park through the National Park Management Plan. This sets targets to maintain and improve the national park's landscape, wildlife, economy, communities, cultural heritage and future development.
7. Our own contributions to the National Park Management Plan can be summarised in the form of our **Corporate Outcomes**:

- A: The landscapes of the National Park are valued for their beauty, character and natural resources and managed to adapt to the effects of climate change
- B: The adverse impact of mineral working on the special qualities of the National Park and its communities is minimised
- C: Adverse environmental impacts of traffic on the special qualities of the National Park are minimised
- D: People feel welcome in the National Park and have the opportunity to participate in recreational activities that enhance the quality of their lives
- E: Increasing the quality, distinctiveness and resilience of the biodiversity of priority habitats and species consistent with climate change
- F: The distinctive cultural heritage characteristics of the settlements and landscapes are conserved and enhanced
- G: Understanding of the National Park and its special qualities has increased so that people recognise its value, and have the opportunity to make a personal contribution to its sustainable management
- H: Promote sustainable tourism to improve the economic viability of the Peak District whilst ensuring a positive environmental and social impact
- I: The Peak District is a living, modern, and innovative area with vibrant and cohesive communities
- J: Sustainable prosperity is achieved through a diverse economy, capitalising on the special and distinctive environment of the National Park
- K: We provide quality, customer focused, sustainable services and ensure continuous improvements in the way that these are delivered

8. (Further information is available on our website at <http://www.peakdistrict.gov.uk/index/looking-after/npa/corporatepriorities.htm>)

Addressing Equality in our Work

9. The following is not an exhaustive list of things we do but is intended to give examples of the ways in which we build equality into our work

- We provide:
- Guides (e.g. 'You're Welcome') available as a booklet, on audio tape and Braille (on request)
 - Information on access to a large number of key sites and facilities across the National Park through our website
 - Information on the location of accessible toilets on our website
 - Free parking in our car parks for blue badge holders

- Information about the accessibility of our Guided Walks and some specifically designed walks
- Tandems, trikes, hand-cranked tricycles, wheelchair cycles and powered mobility scooters at our Cycle Hire centres
- Information on accessibility to our Visitor Centres
- Conservation volunteering opportunities for people of all ages and backgrounds
- Many educational field visits and activities that are accessible to all, including those delivered in partnership at centres such as at Longdendale and Youth Hostels
- Fully accessible facilities at Losehill Hall, our Centre for Environmental Learning
- Places on our Youth Ranger programme for young people from all backgrounds
- Access for all to the public areas of our main office in Bakewell for visitors, and some accessible office accommodation available for employees
- Consultation events that are accessible to all on key policies (such as the Local development Framework)
- 17 employment policies such as; a family friendly policy, flexible working, equality in employment and a statement on harassment
- Hearing loops in Visitor Information Centres, Aldern House and Losehill Hall meeting rooms with portable equipment for other venues
- Many paths and trails with easy access (e.g. High Peak & Tissington Trails, the Upper Derwent Valley, Monsal Trail, Surprise View)

We work with:

- Visit Peak District (www.visitpeakdistrict.com) to provide positive messages, images and information to welcome all to the Peak District
- The Mosaic partnership – a network of Community Champions from black and minority ethnic communities around the Peak District to promote access to the National Park, including workshops and training activities
- A wide variety of groups and individuals to address access to the National Park such as the Disabled Ramblers organisation and the Local Access Forum
- Other local authorities on community forums and local strategic partnerships to address local area agreement targets
- Equality Standard 'Audit Group' of critical friends
- Staff Equality Champions in each Service

4. An Overview of Key Legislation

1. Like other public authorities in England, Scotland and Wales, we have legal responsibilities to tackle discrimination and promote equality on the grounds of disability, gender and race. We have to consider these in everything we do. These responsibilities are referred to as the three general duties to promote equality. The race equality duty arose as a result of the Macpherson inquiry into the murder of Stephen Lawrence and the resulting acceptance of the potential for institutional discrimination by public sector organisations.

Our main legal obligations in relation to equality are set out in the:

- Sex Discrimination Act (1975)
- Race Relations (Amendment) Act 2000 (amended the 1976 Act)
- Employment Equality (religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Gender Recognition Act 2004
- Civil Partnership Act 2004
- Disability Discrimination Act 2005 (extended the 1995 Act)
- Employment Equality (Age) Regulations 2006
- Race Equality Duty 2006
- Equality Act 2006 which created the Gender Equality Duty for the public sector
- Gender equality Duty 2007

2. Creating and publishing an equality scheme is one of several specific duties we and other public authorities must do to show how we will meet our legal requirements under the equality duties.
3. The Acts place a legal duty on us to:
 - Eliminate unlawful discrimination and harassment
 - Promote equality of opportunity
 - Promote good relations between people of different racial groups
4. They also require us to:
 - Publish **disability** and **gender** equality schemes
 - Consult with employees and stakeholders when producing these
 - Produce action plans to achieve the outcomes identified
 - Conduct equality impact assessments of all major policy and service developments
 - Publish the criteria for conducting these assessments and the results of them
 - Monitor and report progress on equality
 - Review this equality scheme every three years
5. **Race** equality schemes do not apply specifically to national parks but we are including this in our scheme. Also, as part of developing this equality scheme, we are developing our original corporate equality policy and extending this single equality scheme to include the new areas of equality that we now have responsibility for promoting: **age, religion or belief and sexual orientation**. We believe we should aim to apply the same high standards to everything that we do.
6. We will also carry out our duties under the Building Regulations 2000 and Part M requirements; Building Regulation amendments 2003.

5. Race Equality Duty and Policy

1. Whilst not specific to national parks we will pay due regard to the following requirements of the race equality duty in our policies and work, which are to:

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

2. We are committed to:

- Eliminating discrimination against people on the grounds of race, colour, nationality, ethnic origin, religious or cultural background and the principles of individuality and diversity
- Affording equal access to employment and services and will not discriminate on the grounds of race, colour, nationality, ethnic origin, religious or cultural background

3. To achieve our overall objective we will:

- Create an equal opportunities culture in service delivery, employment, community development, policy, planning, procurement and partnership working
- Ensure that recruitment and selection is carried out fairly, based solely on the skills and abilities of the applicants
- Manage employees fairly and appropriately, ensuring there is no discrimination on racial grounds in terms of work allocation, consultation and communication, promotion, development and training opportunities, appraisals, granting of leave, grievance and disciplinary matters, conditions of employment, the work environment, reward, retirement, redundancy or transfer
- Create a culture in which racial harassment and discrimination are unacceptable and action is taken if any is shown, handling allegations of racial discrimination and harassment with sensitivity, giving appropriate support to the alleged victim[s] in accordance with Authority policy
- Ensure that black and ethnic minority ethnic communities are involved and their specific needs addressed when designing services and any consultation processes
- Give consideration to promoting service and employment opportunities to black and minority ethnic community groups
- Ensure that our legal duties on race discrimination become central to all our activities. This includes meeting the requirements and spirit of the duties to eliminate unlawful racial discrimination, promoting equality of opportunity and good relations between people of different racial groups
- Make service users aware that they do not have the right to refuse service from particular members or employees on racial grounds
- Monitor use of services by ethnicity to ensure equality of access and use the data obtained to further develop services which are appropriate to the needs of users and the community
- Train members and employees at all levels to consider equality issues, including race equality, as an integral part of designing and delivering services
- Ensure that service users, employees, consultants, contractors, suppliers and partners are able to go about their daily business free from racial harassment and discrimination
- Ensure that consultants, contractors, suppliers and partners are made aware of this policy (for example, in specifications) and the expectation that their own policies will include a commitment to equal opportunities

- Handle allegations of racial discrimination and harassment with sensitivity, giving appropriate support to the alleged victim[s] in accordance with Authority policy
- Ensure that the race components of equality impact assessments lead to the improvement of services for all ethnic groups

6. Disability Equality Duty and Policy

1. We do have to pay due regard to the following requirements of the disability equality duty:
 - i. Eliminate unlawful discrimination
 - ii. Eliminate harassment of disabled people that is related to their disabilities
 - iii. Promote equality of opportunity for disabled people
 - iv. Take steps to take account of disabled people's disabilities, even where that involves treating them more favourably than others
 - v. Promote positive attitudes towards disabled people
 - vi. Encourage participation by disabled people in public life
2. We will also carry out our duties under the Buildings Regulations 2000 and Part M requirements; building regulation amendments 2003.

Who is Disabled under the Disability Discrimination Act?

3. The Disability Discrimination Act (DDA) defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.
4. The new Disability Discrimination Act 2005 amends the definition of disability, removing the requirement that a mental illness should be 'clinically well-recognised'.
5. People with HIV, cancer and multiple sclerosis are covered by the DDA effectively from the point of diagnosis, rather than from the point when the condition has some adverse effect on their ability to carry out normal day-to-day activities.

Definition of Disability

6. The DDA relates to people who have, or have had, a disability, which makes it substantially difficult for them to carry out normal day-to-day activities. The test of whether or not impairment affects normal day-to-day activities is if it affects:
 - Mobility
 - Manual dexterity
 - Physical co-ordination
 - Continence
 - The ability to lift, carry or move everyday objects
 - Speech, hearing or eyesight
 - Memory or the ability to concentrate, learn or understand
 - Perception of the risk of physical danger

The Social Model of Disability

7. While adopting the DDA definition of disability we also work to deliver in a philosophical framework what is known as the Social Model of Disability. The Social Model was developed by disabled people to challenge the Medical Model of Disability. The main difference between these two models is the location of the 'problem'. In the Medical Model, disabled people are unable to take part in society as a direct result of their impairment. The Social Model says that physical and social barriers are the ultimate factors defining who is disabled and who is not in a particular society. The 'problem' of disability results from social structures and attitudes, rather than from a person's impairment or medical condition. This

represents the key to understanding and implementing the disability equality duty. Although the Social Model is not a law we have used it as a guiding principle in this scheme.

Compliance

8. Government established the Disability Rights Commission, later merged into the Equality and Human Rights Commission, as an independent statutory body with enforcement powers to ensure the effective working of the Disability Discrimination Act. The Commission can:

- Request a judicial review if they believe a public authority has failed to discharge its general duties
- Serve a compliance notice requiring a public authority to respond within 28 days to how they will comply if the Commission believes a public authority has not complied with a specific duty

We are committed to:

- Eliminating discrimination against disabled people so that disabled people do not face discrimination arising from bad practice
- Equality of opportunity or making things fairer for disabled people in every aspect of their contact with the Authority
- Individual needs - recognising that everybody has his or her own needs, abilities, human rights and responsibilities
- Inclusivity – making services accessible to disabled people and offering choice and, where ever possible, removing any barriers that disabled people face in using our services
- Increasing the independence and choices that disabled people have in accessing services and facilities in the National Park
- Supporting the right of disabled people to enjoy an independent life free from prejudice and discrimination.
- Involvement in decision making – consulting disabled people, and/or their advocates, before decisions which affect them are made
- Enabling disabled people to have equal access to employment opportunities and develop their career and contributions to the work of the Authority

9. To achieve our overall objective we will:

- Review all policies, procedures and practices to ensure they comply with the DDA
- Consider and take into account the specific needs of disabled people and their personal assistants when we plan and deliver our services
- Design, plan and provide services that enable disabled people to have control over their own lives and encourage their social and economic inclusion - making reasonable adjustments to make sure disabled people are not placed at a disadvantage when seeking employment or using goods, facilities, services and buildings.
- Ensure our buildings are designed and managed to meet the needs of disabled people
- Recognise the experience, views, creativity and expertise of disabled people
- Tackle barriers in the provision of joint services through effective partnership working

- Provide, where possible, information about our services clearly and in a variety of formats accessible to disabled people on request
- Sensitively handle allegations of discrimination and harassment providing appropriate support to the alleged victim(s) as set out in our policies and procedures
- Ensure recruitment and selection procedures meet our corporate standards and best practice, and make reasonable adjustments so that applicants with disabilities and existing employees who are or who become disabled, are treated fairly and with proper consideration of their abilities
- Make all reasonable efforts to help employees who are, or become, disabled remain in our employment. For example, by complying with our duty to consider reasonable adjustments to the workplace, or to the way in which work is carried out, so that employees who consider themselves to be disabled are placed at a substantial disadvantage when compared with their colleagues. Such adjustments will depend on the job and the individual, for example:
 - Carrying out physical alterations to premises to make them accessible
 - Reallocating any non-essential tasks of a job to another employee if, for example, an employee who is disabled finds them difficult
 - Acquiring or modifying equipment/work processes
 - Providing a reader or interpreter
 - Adjusting their working hours
- Manage employees fairly and appropriately, ensuring there is no discrimination in terms of attitude, work allocations, consultation, communication, promotion, training and development opportunities, employee appraisals, granting of leave, grievance and disciplinary matters, conditions of employment, the work environment, reward, retirement, redundancy or transfer
- As disabled people about their needs, finding out whether they are happy with the services they use, and seeking their views on how new facilities are provided or designed
- Ensure that all consultants, contractors, suppliers and partners are made aware of this policy and the expectation that their own policies will include as a minimum a commitment to equal opportunities

Access Audits

10. The purpose of an access audit is to find out what barriers disabled people face when using services. These barriers could be for many reasons such as:
 - Not having a policy on monitoring accessible parking
 - Lack of auxiliary aids such as an induction loop for deaf people or hard of hearing
 - Lack of consideration to colour contrasting for partially sighted people
 - Not having a policy or procedure for providing egress from a building for disabled people in an emergency

11. When barriers have been identified we then have to look at ways of removing them. This is known as making reasonable adjustments. We recognise that there are areas that will be common to both access audits and Equality Impact Needs Assessments (Section 15). We will link this work together to avoid duplication. There are also a number of established Disability and Local Access Groups and organisations representing disabled people in and around the National Park.

These groups are often actively involved in our work and give us advice about ways of helping disabled people use our services.

Accessible information and Disability Access Symbols

12. We have recently developed a number of disability access symbols (including nationally recognised ones) for use in our key publications. This is so members of the public know what access arrangements are in place when they want information about our services and buildings.
13. We will be publishing accessibility guidelines, which provide guidance for our employees about ways of making written information easier to understand for service users. Our communications service advises employees about the best ways of producing information for the public.

Accessible Meetings Guidance

14. This has been produced to make sure our meetings and events are accessible to disabled people. To be fully inclusive it is essential that all meetings are fully accessible for both our employees and the people who use our services. The minimum standards include:
 - Checking before a meeting that the venue is accessible
 - Making sure there is adequate parking for disabled people
 - Asking about particular access requirements when notifying people of the event
 - Arranging any necessary auxiliary aids e.g. flexible seating arrangements, tables, accessible information/agendas/papers etc (sent prior to the meeting), induction loop, speech to text etc
 - When providing refreshments - asking about any dietary requirements
 - Providing a map showing the venue, parking, entrance, rooms, toilets etc
 - Arranging any necessary communication requirements and facilitators e.g. sign language interpreters, translators, support workers etc

Compliance

15. Government established the Disability Rights Commission, later merged into the Equality and Human Rights Commission, as an independent statutory body with enforcement powers to ensure the effective working of the Disability Discrimination Act. The Commission can:
 - Request a judicial review if they believe a public authority has failed to discharge its general duties
 - Serve a compliance notice requiring a public authority to respond within 28 days to how they will comply if the Commission believes a public authority has not complied with a specific duty

7. Gender Equality Duty and Policy

1. We must pay due regard to the following requirements of the gender equality duty:
 - i. Eliminate unlawful sex discrimination
 - ii. Eliminate unlawful harassment
 - iii. Promote equality of opportunity between men and women
2. The requirements to eliminate unlawful sex discrimination and harassment also include discrimination and harassment on the basis of gender reassignment.

3. We are committed to:
 - Tackling all forms of harassment, including sexual harassment, and have specific procedures in place to deal with such allegations
 - Eliminating sex discrimination, enabling men and women to participate on an equal basis in social, cultural, political and economic life

4. To ensure our services are accessible to women and men we will:
 - Encourage all people to participate equally in the decisions that affect their lives
 - Ensure that all employees are able to work in an environment that values them as individuals and is free from sexual harassment
 - Work in partnership to create safer environments for all people
 - Value life skills developed in the home and in the community
 - Ensure that all employees have the same development and progression opportunities and that the opportunities are the same for part-time workers as they are for full-time workers
 - Ensure that all employees receive equal pay for doing equal work, that the same service conditions apply and that any special supplements are approved and paid in accordance with the principles of the Work Force Plan and Local Government Terms and Conditions
 - Monitor the satisfaction and take up levels of services by women and men
 - Support employees in making personal choices about their parenting, caring and working roles
 - Where operationally viable, support and enable flexible working to help men and women balance their lives outside of work
 - Take positive action to address any inequality, disadvantage or discrimination
 - Assess if an existing or planned service discriminates against either women or men in any way
 - Encourage women and/or men to use our services where evidence shows a low level of take up of particular services by either gender
 - Confront unlawful discrimination and promote sex equality through learning and development
 - Review our harassment procedure to ensure that it reflects best practice and that all employees are aware of the support and advice available if they experience harassment
 - Sensitively handle allegations of sexual discrimination, giving appropriate support to the alleged victim(s) in accordance with Authority policy

5. We also have a confidential reporting procedure, which enables employees to report bad practice without fear of being victimised as a result.

Support and Advice for Carers

6. We support carers through our Flexible Working Policy and our Family Friendly Policy which include opportunity to request a flexible working agreement including:
- Flexible hours
 - Compressed hours (including 9 day fortnight, annualised hours, term time working)
 - Voluntary reduction in hours
 - Unique hours
 - Additional leave arrangements (paid and unpaid)
 - Compassionate leave
 - More generous than statutory maternity and paternity leave arrangements
 - Statutory arrangements for adoption and carer leave
 - Childcare voucher scheme

Equal Pay

7. We are committed to equal pay. Since 2000 we have adopted the Local Government Job Evaluation scheme which evaluates a post and its relation to other posts in the organisation, not the post holder/s.

8. Lesbian, Gay, Bisexual and Transgender Equality Duty and Policy

1. We acknowledge our statutory duties under the Employment Equality (Sexual Orientation) Regulations 2003, the Human rights Act 1998, the Local Government Act 1988, the Sex Discrimination Act 1975, the Sex Discrimination Act (Gender Reassignment) Regulations 1999 and guidance produced by the Local Government Association on 'Supporting Inclusive Communities- Lesbians, Gay Men and Local Democracy', 2001. The 2003 regulations do not apply to un-paid volunteers but we will apply the principles to all people who have contact with the Authority.
2. Sexual orientation is defined as:
 - Orientation towards persons of the same sex (lesbians and gay men)
 - Orientation towards persons of the opposite sex (heterosexual)
 - Orientation towards persons of the same sex and the opposite sex (bisexual)
3. Gender reassignment is a separate issue and unrelated to sexual orientation despite a common misunderstanding that the two issues are part of the same picture. It is unlawful to discriminate against or harass anyone on the grounds that the person intends to undergo, is undergoing or has undergone gender reassignment. These issues are already covered by the Sex Discrimination (Gender Reassignment) Regulations 1999. We are aware of the issue of unlawful direct and indirect discrimination.

Unlawful Discrimination

4. The Regulations describe the following ways in which discrimination can occur – these are the same definitions as for other anti-discrimination legislation (except for disability).

Direct discrimination

5. deciding not to employ someone because of their sexuality
6. dismissing someone because of their sexuality

Indirect discrimination

7. pension benefits are only payable to an opposite sex partner

Discrimination by way of victimisation

8. if a manager dismissed an employee who had given evidence on behalf of another employee who had claimed sexual orientation discrimination

Discrimination by means of harassment

9. "When someone is subjected to unwanted conduct on the grounds of sexual orientation which has the purpose or effect of: violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them."

10. We are committed to:
 - Eliminating homophobic prejudice and discrimination and harassment, and to the principles of equality and diversity

11. We will ensure that, in carrying out our duties, lesbian, gay, bisexual and transgender people are given equal and unprejudiced treatment and we will:
 - Ensure that policies, procedures and practices are not based on the assumption that everyone is, or should be, heterosexual

- Acknowledge same sex relationships and ensure that, wherever possible, the partners of same sex or transgender couples have equal access to the services and benefits available to heterosexual couples
- Encourage the participation of lesbian, gay, bisexual and transgender people in the decisions that affect their lives
- Work with partners to make communities safer and enable lesbian, gay, bisexual and transgender people to live without prejudice or fear
- Encourage a culture where people feel able to be open about sexual orientation and ensure that lesbian, gay, bisexual and transgender employees have a safe and supportive environment in which to work
- Ensure service users are aware that they do not have the right to refuse service from lesbian, gay, bisexual and transgender employees
- Monitor the uptake of services by lesbian, gay bisexual and transgender people
- Ensure that recruitment and selection is carried out in accordance with corporate standards and best practice
- Provide appropriate development opportunities to assist with the implementation of this policy and ensure that employees and members are aware of their individual responsibilities and the Authority's commitment
- Handle allegations of discrimination and harassment sensitively, providing appropriate support to the alleged victim(s), in accordance with Authority policy and procedure
- Manage employees fairly and appropriately, ensuring there is no discrimination in terms of attitude, work allocations, consultation, communication, promotion, development and training opportunities, employee appraisals, granting of leave, including maternity/paternity/adoption leave, grievance and disciplinary matters or other conditions of employment the work environment, reward, retirement, redundancy or transfer
- Provide information and guidance to managers and employees on gender reassignment and appropriate language, as well as on behaviour issues that may affect people who are lesbian, gay, bisexual or transgender

Civil Partnerships

12. The Civil Partnership Act 2004 came into force on 5 December 2005 allowing two non-related adults of the same sex to register a civil partnership, which has many of the same rights and responsibilities as marriage. The Employment Equality (Sexual Orientation) Regulations 2003 allow employers to restrict employment benefits to married people and people in a civil partnership to the exclusion of those who hold neither status. The Regulations will also require spouses and civil partners to be treated equally in the workplace and for vocational training.
13. Employers must check that any benefits they provide for spouses of employees, or benefits contingent on marriage such as health insurance for a spouse, or time off before or after a marriage are also available to an employee in a civil partnership, or to their civil partner, if appropriate. There is no requirement to offer these benefits more widely than spouses and civil partners – i.e. to unmarried opposite-sex couples and unregistered same-sex couples. Employers must also amend human resource systems and forms and outward facing material and forms to reflect the introduction of civil partnership. Where there is a reference to 'spouse' or 'marriage' there should also be a reference to 'civil partner' or 'civil partnership.' They should avoid making people identify themselves as either married or in a civil partnership. In most situations because the treatment given to civil partners and married people is the same, there should be no need to identify them separately. (Some people may want to change their name upon registering a civil partnership, or hyphenate their name with their partners).

9. Equality Duty and Policy for People of all Religions and Beliefs

1. We acknowledge our statutory duties under the Employment Equality (Religion or Belief) Regulations 2003 and the Human Rights Act 1998. The 2003 regulations do not apply to un-paid volunteers but we will apply the principles to all people who have contact with the Authority.
2. Religion or belief is not explicitly defined in the Regulations. In most cases it will be clear what is or is not a religion or a similar belief. It will be for the courts to decide in cases where this is in dispute. Factors to be considered are whether there is collective worship, a clear belief system and a profound belief affecting way of life and view of the world. The protection against discrimination extends to all the well known religions and other beliefs such as Paganism and Humanism. The Regulations also cover those without specific religious or similar beliefs.

Unlawful Discrimination

3. The Regulations make it unlawful for employers to discriminate against job applicants, employees or former employees in:
 - The recruitment and selection for employment process
 - The terms of employment afforded to employees
 - The opportunities afforded to employees for promotion, transfer, training or receiving any other benefit
 - Dismissing or subjecting employees to any other detriment
4. The Regulations describe the following ways in which discrimination can occur – these are the same definitions as for other anti-discrimination legislation (except for disability).

Direct discrimination

5. For example: At interview it becomes apparent that a job applicant is a Muslim. Although the person has all the skills and competencies required for the job, the employer decides not to offer the applicant the job because of their religion.

Indirect discrimination

6. For example: Drivers for a delivery company like to wear baseball caps. The Manager applies a “no headwear rule”. This rule disadvantages Sikhs who wear a turban for religious reasons. A high street clothing retailer has a uniform requirement that female sales assistants must wear a skirt that shows the legs below the knee and does not allow matching trousers to be worn underneath. This rule disadvantages women who are Muslims. A group of employees working for a small company based in a rural area ask for facilities to observe Muslim prayers. The Managing Directors office is often used for meetings but their request is refused. If the refusal was unreasonable this could be unlawful.

Discrimination by way of victimisation

7. For example: After giving evidence to an Employment Tribunal on behalf of a colleague who had brought a claim of discrimination on the grounds of religion or belief, an employee applies for promotion. The application is rejected even though the evidence shows all the necessary skills and experience. The manager says that the application was rejected because the employee is perceived to be a troublemaker.

Discrimination by means of harassment

8. For example: When someone is subjected to unwanted conduct on the grounds of religion or belief, which has the purpose or effect of: violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. An employee is subject to continuous remarks about his partner’s religious convictions. He

9. We are committed to:

- Eliminating discrimination against people because of their religion or belief
- Affording access to employment or services

10. We will:

- Ensure that recruitment and selection is carried out in accordance with corporate standards and best practice
- Ensure that service users, employees, consultants, contractors, suppliers and partners [including those in the voluntary and community sectors] are able to go about their daily business free from harassment and religious discrimination
- Handle allegations of religious discrimination and harassment with sensitivity, giving appropriate support to the alleged victim[s], within the context of the normal policy and procedure
- Manage employees fairly and appropriately, ensuring there is no discrimination on religious grounds in terms of work allocations, consultation and communication, promotion, development and training opportunities, employee appraisals, granting of leave, grievance and disciplinary matters, conditions of employment, the work environment the work environment, reward, retirement, redundancy or transfer
- Acknowledge and recognise cultural and religious festivals and holidays across the Authority so that leave is not unreasonably withheld from employees who may wish to celebrate them
- Ensure (e.g. through contract specifications) that all consultants, contractors, suppliers and partners are made aware of this policy, and the expectation that their own policies will include as a commitment to equal opportunities

11. The Regulations do not say that employers must provide time and facilities for religious or belief observance in the workplace. However, the Authority will consider whether our policies, rules and procedures indirectly discriminate against workers or employees of particular religions or beliefs and where there is a risk that this might occur, consider what changes can be made.

12. Many religions or beliefs have a special festival or spiritual observance days. An employee or a worker may request holiday to celebrate festivals or attend ceremonies. We will sympathetically consider such requests where it is reasonable and practical for the employee/ worker to be away from work and they have sufficient holiday entitlement in hand.

10. Equality Duty and Policy for People of All Ages

1. The Employment Equality (Age) Regulations 2006 provides protection against age discrimination in employment, training and adult education, for people of all ages. The statutory upper age limit for employment has been removed and whilst the law does not apply to goods and services we will endeavour to work within equality best practice.
2. We acknowledge that:
 - Both older and younger workers may face stereotyping with regard to their capabilities and prospects. We believe that age stereotypes diminish choice for individuals and lead to ineffective use of people in the Authority
 - Age does not equate to physical or mental ability and is a poor predictor of performance. We consequently reject the use of age as a deciding factor in employment decision-making

Unlawful Discrimination

3. The Regulations make it unlawful for employers to discriminate on age grounds against job applicants, employees or former employees in:
 - The recruitment and selection for employment process
 - The terms of employment afforded to employees
 - The opportunities afforded to employees for promotion, transfer, training or receiving any other benefit (with the exception of pension payments governed by the rules of the Local Government Pension Scheme)
 - Dismissing or subjecting employees to any other detriment
 - The Regulations describe the following ways in which discrimination can occur – these are the same definitions as for other anti-discrimination legislation (except for disability).

Direct discrimination

- Not including a manager in a group attending a new company management development initiative on the grounds that he or she is too old
- Deciding not to employ someone because of their age
- Dismissing someone because of their age

Indirect discrimination

- Where for a job specification states “must be recently graduated” as relatively few people in an older age group are likely to meet this performance criterion.
- Where a job advert requires a specified number of years of a particular type of experience which a younger candidate might be very unlikely to have.

Discrimination by way of victimisation

- If a manager dismissed an employee who had given evidence on behalf of another employee who had claimed age discrimination.
- If someone was ignored or “cold shouldered” by colleagues because they claimed that they were not selected for promotion because of their age.

Discrimination by means of harassment

- Examples of harassment are when someone is subjected to:
 - Unwanted conduct on the grounds of age which has the purpose or effect of violating their dignity or creating an intimidatory, hostile, degrading, humiliating or offensive environment for them
 - Name calling or teasing or tolerance for a general culture where, for example, the telling of ageist jokes is accepted
 - Bullying of a younger worker by always giving him or her unpleasant or unpopular tasks that should reasonably be shared between colleagues

- with the same role and responsibilities
- Having nicknames for older workers for example “granddad” or dinosaur” if it makes that person feel demeaned or insulted

4. We are committed to:

- Eliminating age discrimination
- Promoting greater social inclusion for people all ages
- Developing the right conditions for employees of all ages to develop and to contribute without harassment

5. We will:

- Include, through consultation, younger and older people in drawing up plans and making decisions
- Support younger and older people's interest groups, making special efforts to include hard to reach groups
- Provide services on the basis of need, regardless of age which, will not be used a criterion to restrict access to services
- Work with partners in other organisations to improve our effectiveness in promoting equality and valuing diversity
- Ensure that all consultants, contractors, suppliers and partners are made aware of this policy, and the expectation that their own policies will include a commitment to equal opportunities
- Monitor workforce information to show where there is risk of discrimination and to help plan workforce developments

Retirement

6. The regulations set a default retirement age of 65 for both men and women – this is to be reviewed in 2011. This means that an employer can retire employees at or above the age of 65, but not before, unless an employer can satisfy the test of objective justification. The Authority sets a retirement age of 75 in line with the latest date a member can contribute to the Local Government Pension Scheme, however, the Authority is open to considering employment requests over this age if the employee is able to fulfill the needs of their role.
7. It is not unlawful to discriminate on the grounds of age when, at the time of the person's job application, he or she is over the employer's normal retirement age.
8. Employers will normally be able to dismiss on the grounds of retirement, employees who are over the age of 65 without this being regarded as age discrimination. Employees will have the right to request to continue working beyond their retirement date - their employer will have a duty to consider such requests.

Fair Retirement

9. A fair retirement is one that:

- Takes effect on or after our normal retirement age
- The Authority will give the employee written notice of the date of their intended retirement and tell them about their right to request to continue working. This will be given between 6 and 12 months before the intended retirement date.
- The Authority has a discretionary Early Retirement (Employer's Release) scheme which confers no rights or entitlements.

The National Minimum Wage

10. It will be lawful to follow the age bands and minimum wage levels set out in the national minimum wage legislation.

Service Related Benefits

11. An exception is included in the Regulations which allows employers to continue to award benefits to employees using the criterion of length of service. However, for any worker whose service exceeds 5 years, any disadvantage experienced by that worker when compared with another person in receipt of a service related benefit, must reasonably appear to fulfill a business need (for example, by encouraging loyalty or motivation or reward the experience, of some or all workers). We have no benefits requiring more than 5 years service.

Unfair Dismissal, Redundancy and Statutory Sick Pay

12. The regulations remove the current age limit for unfair dismissal, statutory redundancy payments and statutory sick pay. It will continue to be lawful for the amount of redundancy payments to be calculated using employee's age, length of service and weekly pay. It will also be legal to make enhanced payments.

Occupational Pensions

13. The regulations will generally allow occupational pension schemes to continue as before.

11. The Authority as an Employer

1. Comprehensive monitoring of the workforce and job applicants by ethnic origin, gender and disability is undertaken. Where required, we will consider introduction of monitoring in other equality areas. The purpose of monitoring is to evaluate the effectiveness of the Equality on Employment Policy and take action where evidence shows unfair treatment or where particular communities are not adequately reflected within the workforce.
2. An employee who has a concern regarding unfair discrimination or harassment at work may use one of our formal procedures e.g. grievance, bullying and harassment, confidential reporting. This does not affect an employee's right to take their case to an employment tribunal within the statutory time limits.

3. We are committed to:

- Mainstreaming equality in employment for all present and potential employees. This commitment goes beyond the current requirements of the law
- Working towards creating a workforce which reflects the population of the wider Peak District
- Ensuring that no-one is unfairly discriminated against when applying for a job or during their employment with us.

4. Through our Equality in Employment Policy we will:

- Seek to ensure that all present or potential employees are treated fairly regardless of their gender, sexuality or sexual orientation, colour, creed, ethnic origin, nationality, disability, age, marital status, responsibility for dependants, trade union activity, political or religious beliefs or offending background.
- Endeavour to ensure that all employment actions and decisions affecting present and potential employees are made on fair objective grounds without personal prejudices or discrimination. We hope that this will improve our ability to become an employer of choice
- Aim to employ a workforce that is representative of the population of the Peak District and its surrounding areas
- Only consider applicants for jobs on the basis of relevant experience, qualifications, skills and abilities required for the post. No posts in the Authority currently identify a Genuine Occupational Requirement (which would require positive discrimination for a particular group) for reasons of authenticity. Posts with responsibility for working with children require Disclosure by the Criminal Records Bureau and decisions regarding suitability for employment (and continued suitability through periodic checks) will be handled confidentially, sensitively and fairly
- Ensure that our recruitment and selection procedures are non discriminatory and that disabled applicants are consulted about reasonable adjustments to suit their needs
- Seek Occupational Health advice and consult disabled employees with regard to reasonable adjustments and redeployment in order to retain them in suitable employment wherever possible
- Ensure that all employees receive fair and equal treatment in relation to their terms and conditions of employment, regardless of whether they are part time, full time, seasonal, fixed term or temporary

- Encourage and help all employees to reach their full potential, within the resources available to us. We will ensure that appraisal, promotion, training and development, and opportunities for secondment are based on aptitude and ability. We will ensure that all employees are able to implement a Learning and Development Plan. Where succession planning and career development is undertaken we will ensure that it is done in a way that enables the organisation to develop and retain high achieving employees so that they are able to present themselves well for a competitive recruitment to future vacant posts (i.e. appointment will not occur without competition)
- Treat our employees fairly under the 'Managing Change Policy' in relation to changes to posts and the establishment through transfers, redeployment and redundancy
- Ensure that handling of grievance and disciplinary procedures and application of the Absence Management Policy is non discriminatory
- Ensure that the workplace is free from discrimination and harassment and act promptly in response to any complaints of discrimination or harassment in an appropriate and sensitive manner. Complaints will be handled under the Authority's Grievance Procedure
- Ensure equal pay by the fair evaluation of posts through the Local Government Job Evaluation scheme developed through the Single Status Agreement in 2000. Further we will ensure that any related reward or recognition schemes are developed and applied without discrimination
- Ensure that terms and conditions of employment are applied fairly and equally and that all employees have equal access to the employee benefits such as the pension scheme and work life balance opportunities (including flexible working agreements)

5. The Authority's Equality in Employment Policy already demonstrates our commitment to achieve equal employment opportunities for people of all backgrounds. We will build on this in:

- Recruitment - by encouraging applications from all racial groups (where possible, adverts carry the footnote 'Ethnic minorities and people who perceive themselves to be disabled are under-represented in our workforce so we particularly welcome their applications'. Following our Equality Outreach project in 2006/7, we send copies of all adverts to community leaders in Sheffield and periodically review the list and ask if the information received is of interest)
- Monitor all recruitment applications and ensure that the application, short-listing and interview processes give equal opportunity. Ensure that those short listing are unaware of the applicants' racial origin, that the applicants' perceive themselves to be disabled, or their gender or sexual orientation, race or disability
- Recruitment is by gender balanced panels and applications forms have no reference to gender. All non-casual posts of 30 hours or more are open to job share unless there is a specific operational reason justified before recruitment commences. Appointment is made based on the best person for the post irrespective of their gender or sexual orientation, race or disability
- We ask and assist applicants invited to interview with their access requirements
- The working environment - we will respond to reasonable adjustments on racial grounds (e.g. catering requirements) and by making reasonable adjustments (including advice from Occupational Health and specialist agencies where appropriate) to ensure that the working environment does not

prevent disabled people from taking up or staying in employment with us. We have some offices which are fully accessible

- Career development - by ensuring that all people irrespective of racial origin, disability or gender have the same opportunity as other employees to reach their full potential
 - Retention of newly disabled employees – by making every effort to ensure that any employee who becomes disabled stays in employment and is fully supported by making reasonable adjustments and advice from Occupational Health and specialist agencies where appropriate in maintaining a role appropriate to their experience and abilities
 - Work experience - by ensuring we make work placement opportunities open to all people irrespective of racial origin, disability, gender, religion or beliefs
 - Employee training - by making our employees more aware of the needs of disabled service users and colleagues and, where necessary, make reasonable adjustments (e.g. accessible venues, accessible training materials etc). Ensure disabled people benefit fully from our services or employment opportunities. Be more aware of the needs of different racial groups, service users and colleagues through induction training which enables them to consider specific needs (e.g. dietary requirements). Where necessary we can make reasonable adjustments (e.g. accessible venues, accessible training materials etc) to ensure all employees can access training (including e-learning). Our Learning & Development Policy states there are 23 different ways to access learning not just attendance on a course (which may be difficult for those with carer responsibilities, different learning style etc.)
 - Monitoring our performance against agreed targets and seeking continuous improvement
 - A commitment to monitor the numbers of men, women, ethnic origin and disabled people in our workforce and the wider community
 - We would not discriminate against a person undergoing gender reassignment, but would offer any appropriate support.
6. Our Joint Performance & Achievement Review (JPAR, appraisal process) process states that every member of staff with contract hours has a JPAR, irrespective of contract type, hours worked or role in the organisation. In accordance with the Equality in Employment policy, managers will act fairly when setting work programmes, when reviewing work performance and when establishing and delivering Learning and Development Plans.
7. Our Learning & Development Policy states that all employees have equal access to training and career development. We will pro-actively support the training needs of particular groups of employees who are under-represented in specific occupations and management posts.

Training

8. Our main priority is to meet our statutory responsibility to train our employees about the general duty to eliminate unlawful discrimination and to promote equality of opportunity and good relationships between people of different groups. This is met through our Induction Training programme.
9. Periodically, we will train our staff and members so they are more aware of, and have the skills to take, the positive action needed to remove barriers that prevent full integration eg essential equality update training summer 2008. The training is supported with visible and strong leadership. Every manager has individual responsibility and objectives for equality and diversity. Our approach includes:

- Deciding the content of the equality/diversity elements to be included in training initiatives from service delivery and employment perspectives
 - Finding out the different training needs of our employees and members
 - Finding ways of helping managers and staff to introduce more equality and diversity issues into their existing or planned work
10. We will evaluate our equality and diversity training programmes and take action to develop/improve future programmes.

12. Responsibility for the Equality Scheme

1. The Authority's members have overall responsibility for our equality scheme and the Chief Executive and directors are responsible for ensuring we put the scheme into practice. Members, employees, managers and our colleagues in partner agencies all have a role to play in helping us meet our duty to promote equality. To do this we have:
 - An **Equality Steering Group**, chaired by a director and made up of staff from across the organisation, which co-ordinates work on equality
 - A group of **Equality Champions** comprising staff from across the organisation and who champion equality issues within services and provide a support network to all staff, particularly on the Equality Impact Needs Assessment process
2. Key reports, such as the equality scheme, are discussed by our directors before going to members for a decision. Actions or targets from these reports are included in our **Business Plan** each year. The annual Performance and Business report shows our progress in meeting our duty to promote equality.
3. We require all our employees to behave in ways that promote equality and are not discriminatory in any way. This applies equally to their dealings with members of the public and other employees.
4. Employees should actively support work to promote equality and prevent discrimination. This includes drawing any alleged unlawful or unfair discriminatory acts or practices to the attention of their manager. We have a Confidential Reporting policy to enable this to be done without fear of reprisal. In addition, our Human Resources & Performance policies have specific requirements and advice on equality.
5. Disciplinary action will be taken against any employee found to have caused or encouraged discrimination during their work.

13. Monitoring the Scheme

1. We recognise the importance of monitoring the way our services are used. Some services have well established systems for collecting data about equality issues. These services tend to have regular contact with people who use their services, for example, environmental education, human resources and performance. Other services may not have direct personal contact with their users or the nature of their service means there is not a need to routinely collect personal information about users.
2. To meet our duties on gathering information and monitoring, we have to have suitable systems in place to collect relevant data that allows us to assess existing policies to see how they affect different groups. We can then identify whether any of our policies are having an adverse impact on a particular group and if so how we can review or amend the policy to remedy the situation. Some of our monitoring systems are already in place, while others need to be developed.
3. Where the policies, practices and functions are relevant they will be subject to equality impact needs assessments. We have added 'practices' because the disability and gender duties refer to 'policies and practices' not functions.
4. We will undertake equality impact needs assessments for all new policies and services and using the principles of equality impact needs assessment we will review all of policies and services over time to establish what impact they may have on the different equality areas covered by our functions and services.
5. We will monitor all relevant parts of our work, both in terms of employment and service provision. As a minimum we will monitor the following areas:
 - Employment policies and practices (all relevant aspects)
 - Complaints
 - Customer enquiries and customer satisfaction surveys
 - Procurement
6. We expect that, as we develop our work, this list will increase. As we put in place individual policies and practices, we will also set up suitable monitoring systems to help us make sure they are effective. We will provide an updated list in our equality scheme for 2009.
7. To meet our legal requirements under the general equality duties (and to broaden these out to cover all equality areas in our remit) we will collate and analyse appropriate data and take steps to:
 - Collect and analyse accurate data for all relevant policies, practices and functions identified as high priority
 - Present the data and analysis to the senior management team
 - Determine what action we need to take to tackle any adverse impact, gaps or differences identified by our monitoring
 - Make the necessary changes to our policies
 - Publish the results of our monitoring
8. We will assess policies individually to decide how best to monitor them, including how much data we need to collect. As a minimum we will use basic data monitoring and, where necessary, we will supplement this with additional work, including qualitative and quantitative staff and user surveys, focus groups and other involvement exercises.

9. We are in the process of developing a systematic approach to monitoring. Guidance will be issued to services on equality monitoring and further work carried out to ensure systems are in place to monitor ethnicity, disability and gender issues where necessary.
10. Over the next three years we plan to:
 - Improve our collection of data to monitor the use of services by ethnic minority, by disabled users and by gender
 - Work with stakeholders and partners to raise awareness of the importance of collecting this information
 - Use our equality scheme to improve our services for all groups in the wider Peak District community
 - Review our equality policies
 - Review the action plans every year

14. Relationship to the Equality Standard for Local Government

1. In order to achieve our overall commitment to equality and diversity, the Authority adopted the Equality Standard for Local Government. This gives guidelines for local authorities to meet their legal obligations under anti-discrimination legislation. It is also designed to help ensure equality issues form part of the day-to-day activities of all local authorities.
2. In achieving Level 1 of the Standard (in 2006) we published our first Corporate Equality Policy. This current equality scheme is a development of that policy. As of 2007 we have achieved Level 2 of the Equality Standard and are considering our future approach to the Standard in context of our work on equality and the new framework.

<p>Level 1 Commitment to a comprehensive equality policy</p> <p>Level 2 Assessment and consultation</p> <p>Level 3 Setting equality objectives and targets</p> <p>Level 4 Information systems and monitoring against equality targets</p> <p>Level 5 Achieving and reviewing outcomes</p>
--

3. A national consultation process has been launched on a new Equality Framework for Local Government but for continuity, our corporate equality action plan (Appendix 2) is set out using the current Equality Standard framework headings:

- | |
|--|
| <ul style="list-style-type: none">• Leadership And Corporate Commitment• Employment, Training Skills /Knowledge• Service Delivery And Customer Care• Consultation• Contract Management/ Voluntary Sector• Monitoring And Evaluation |
|--|

15. Equality Impact Needs Assessments

What are Equality Impact Needs Assessments?

1. We need to understand whether our policies and services are meeting everyone's needs and that anyone who needs to can get access to them. To do this we have developed an Equality Impact Needs Assessment (EINA) to test how we are doing at the moment and what can be done better in the future. Whenever possible these assessments are done when reviewing our services or designing future ones. We also aim to renew existing policies, procedures and services against the EINA process over time. All equality issues are considered.
2. An EINA is a way of deciding whether a policy or service has a "positive, negative or neutral impact" on some sections of society. It can also be used to test future policies or services. The impacts enable us to take into account the needs of women or men, black and ethnic minority groups, disabled people, people's religion or belief, sexual orientation or age. We have produced guidance and provided training to people who are responsible for carrying out these assessments. Our Equality Champions are also trained to support other staff carrying out EINAs.

Completed EINAs

3. Results from each assessment are reviewed by our Equality Standard Steering Group, along with details of what is being done to tackle the issues raised. This could include action plans or public consultation. A summary of the assessments results is reported as part of the annual review of the Equality Scheme, together with a list of the EINA's planned for the next year. We will also publish the results of EINA's in relevant Authority reports.
4. Since 2007 we have so far completed EINAs on:
 - Learning and development policy
 - Guidance notes on organising public meetings
 - General statement of safety policy
 - Disciplinary policy
 - Maternity policy
 - Secondment policy
 - Appeals policy
 - Grievance policy
 - Recruitment policy
 - Family friendly policy
 - Succession planning policy
 - Working with people and communities strategy
 - Procurement policy
 - Environmental management policy
 - Local Development Framework statement of community involvement

16. Consultation

1. When developing all our equality scheme work we will involve voluntary organisations and individuals and ask them how they wish to give their views. We will use our website, public meetings and workshops to consult with as wide a range of interests as possible when developing our policies (including this scheme).
2. We have consulted on service developments and improvements with local groups (such as Local Access Groups) and members of black and minority ethnic groups from the urban areas around the Peak District (e.g. Sheffield and Oldham and the national Mosaic partnership). We consult and involve all staff and UNISON on all key policy developments and try to maximise feedback from the wide range of stakeholders who contribute to the National Park Management Plan.
3. We aim to strengthen this approach and to develop a consultation toolkit to provide guidance to staff planning or carrying out consultations with the public and/or other groups. Our aim is to promote best practice, ensure a more co-ordinated and consistent approach to consultation. It includes guidance on consulting people from the wide range of specific communities. Areas we plan to develop include:
 - Identifying who staff wish to contact and where they are
 - Making links with key community figures about equality issues to establish mutual trust
 - Considering cultural differences
 - Providing information in a way that the recipient wants e.g. community newspapers
 - Ensuring translation services are available and of sufficient quality
 - Ensuring the Authority is aware of changes to the location or make-up of communities
 - Remembering that ethnicity, disability and gender are not the only defining characteristics of a group
 - Encouraging the participation of the most excluded groups (e.g. disabled people from ethnic minorities) by working in partnership with key community figures who support them
4. Information will be made available on request in minority community languages to meet the needs of those who are not fluent in English and in different formats (e.g. large print or tape) to assist users with a wide range of disabilities.

Publishing Results of Assessment, Consultation and Monitoring

5. We will publish the findings and resulting action plans of consultation exercises we carry out. Results from smaller consultation exercises will be printed in reports for a particular service within the Authority and sometimes in the minutes of our Equality Steering Group as well.
6. A summary of the main consultations will also appear in our Performance and Business Plan. When preparing the Business Plan, reports and revising the action plan, we will use this as an opportunity to:
 - Demonstrate what has changed
 - Publicise our equality plans and activities, and
 - Consult internally and externally to get the views of others about our work

7. Where appropriate, we will tell the public and our employees about this in Parklife, our newsletter delivered to all homes in the National Park, and through our internal staff and member e-zine newsletters. We will also inform relevant voluntary organisations, community groups and representatives.

17. Comments and Complaints

1. Members of the public can make a complaint through the corporate complaints process if they feel the Authority has:
 - Treated them in a way that has led to discrimination
 - Failed to comply with its legal responsibilities
 - Failed to comply with its own equality scheme

2. Any such complaints about our staff will be investigated and dealt with using our grievance, harassment and disciplinary procedures. We take all external and internal complaints seriously and will not tolerate any form of discriminatory behaviour. Complaints about members will be investigated using the Members' Code of Conduct and our Standards Committee. Monitoring complaints is also another way of gathering information to see whether we are meeting our equality duties. We will report annually on complaints made and action taken as part of monitoring the Equality Scheme.

18. The National and Local Contexts

1. This scheme sets out what we will do to address equality issues arising in any area of our work or influence. Because we are a National Park Authority that serves local and national audiences we have examined relevant and available data on the basis of:
 - The local population within the boundary of the National Park
 - The population of England
 - The population that defines where the majority of our visitors come from (the 'visitor zone')
 - Users of our services
2. The 'visitor zone' relates to the 2005 Visitor Survey Report. Using the home postcode for all visitors, the zone we are referring to includes the postcode areas that are home to more than 1% of all visitors.
3. There are around 38,000 people living in the National Park. Almost 16 million people live within about 60 miles of the National Park and there are around 20 million visits to the Park each year.
4. For our own services, data quoted in this document were obtained through a trial monitoring process in 2007. As these data were obtained in a short trial period we must be careful about how we interpret them. Some services have been collecting user profile data for many years but it is only recently that we have planned to use a consistent approach across a wider range of services. Our main aim is to develop monitoring systems for our services and to develop more accurate baseline data. This in turn will be used to inform policy and service developments in the future (through the use of Equality Needs Impact Assessment tool and the corporate business planning process). Many services also use proxy data and qualitative data in the form of user feedback.
5. Services contributing to these data include: Cycle Hire, Losehill Hall (Environmental Learning Centre), Visitor Centres, Guided Walks and the Conservation Volunteers.
6. In 2007/08 almost 35,000 people used our Cycle Hire service or participated in our Guided Walks. In all, we delivered learning opportunities to over 500,000 contacts, of which more than 16,000 (14,000 of whom were young people) were through active engagement in learning about the National Park and the rest through our Visitor Centres (2007/08). Further details are available in our Performance and Business Plan.
7. Demographic data is from the 2001 census unless stated otherwise.

Demographic Information - Race and Ethnicity

8. The following figures are the percentage of the total population in each case.

	White British	White Irish	White Other
National Park	97.9	0.5	1.0
England	87.0	1.3	2.7
Visitor zone ¹	88.7	1.2	1.2
Services users	81.9	0.1	2.2

	Mixed White & Black Caribbean	Mixed White & Black African	Mixed White & Asian
National Park	0.1	0.1	0.1
England	0.5	0.2	0.4
Visitor zone ¹	0.6	0.1	0.3
Services users	0.8	0.4	1.0

	Asian or Asian British Indian	Asian or Asian British Pakistani	Asian or Asian British Bangladeshi
National Park	0.1	0.1	0
England	0.3	2.1	1.4
Visitor zone	0.2	2.3	2.5
Services users	0.1	1.1	8.8

	Asian or Asian British Other Asian	Black or Black British Caribbean	Black or Black British Black African
National Park	0	0	0
England	0.6	0.5	1.1
Visitor zone ¹	0.5	0.4	1.1
Services users	0.5	0.2	0.4

	Black or Black British Other Black	Chinese	Other
National Park	0	0	0.1
England	0.2	0.4	0.4
Visitor zone ¹	0.1	0.3	0.2
Services users	0.2	0.4	0

1 – see page 38

9. The above table shows that the National Park population is largely white British and that the surrounding areas are more diverse. This is reflected in the profile of service users. We are currently developing new indicators for our services and will monitor these through our Performance and Business Plan.

Employment Monitoring – Race and Ethnicity

10. We monitor the number of people in all racial groups that we employ. Figures for 2007 show that 0.3% of our employees declared that they were of a racial group other than white British and 0.04% of applicants were from groups other than white (British, Irish or other).

11. We will monitor this information each year (see Appendix 2) to work towards our ambition for our workforce to be representative of the wider community. We will also encourage people from all racial groups to work for us at all levels of the organisation.

Demographic Information - Disability

12. There are an estimated 11 million disabled adults in the United Kingdom (one in five of the total adult population) and 770,000 disabled children. Many of these disabled

people have less obvious or non-visible impairments. It has been estimated that approximately 6,800 people in Peak District National Park will have a disability (Brighter Consultancy Ltd, 2007).

13. It is estimated that In the Peak District National Park there will be; approximately 4,670 aged 16+ people who are deaf or hard of hearing; 2,500 people will have a mobility difficulty and; 1,270 people with a sight impairment (Brighter Consultancy Ltd 2007).

14. The following table provides the percentage of the total population in each case.

	National Park	England	Visitor zone¹	Service users
Limiting long-term illness or disability	17.3	17.9	20.8	7.0
Economically inactive: Permanently sick/disabled	3.2	5.3	6.7	n/a

1 – see page 38

15. The table above shows that compared to the populations we serve our services may not be being accessed by people with a long term illness or disability. However, as mentioned above, these data are from a trial monitoring exercise and we hope to have a more comprehensive data set by the end of 2008/09.

Employment Monitoring - Disability

16. We monitor the number of disabled people that we employ. In 2008 3.51% of our employees had declared that they perceive themselves to be disabled. Our target is to have not less than 3% of employees (see Appendix 2).

17. We will monitor this information each year to work towards our ambition for our workforce to be representative of the wider community. We will also encourage more disabled people to work for us at all levels of the organisation and make reasonable adjustments to enable them to do so.

Demographic Information - Gender

18. The following table summarises the percentage of males and females of the total populations.

	National Park	England
Male	49.2	48.7
Female	50.8	51.3

1 – see page 38

Employment Monitoring - Gender

19. Employment information from monitoring at July 2008 shows that:

- 53% of our workforce is female and 46% male
- 45.5% of team managers were female and 54.4% male
- 36.3% of heads of services were female and 63.3% male

20. We will continue to monitor this information and seek ways to encourage female applicants for employment with the Authority and in management positions.

21. We are an organisation which offers a variety of contract types. At July 2008:

- 185 staff were full time, of which 39.4% were women and 60.5% men
- 15 staff were in job shares, of which 50% were women and 46.4% men (one half vacant)
- 117 part time, of which 75% were women and 25% men
- 51 temporary of which 58% were women and 43% men
- 98 casual. of which 54% were women and 45.9% men

Demographic Information – Age

22. Society is changing and the working population as a whole is getting older. The number of people aged under 50 is set to fall by two per cent by 2016, while the number aged between 50 and 69 is set to increase by 17 per cent. Better health standards mean that some people are choosing to work longer. (Source: Directgov, 2008).

Employment Monitoring – Age

23. We do not discriminate on grounds of age in employment (including recruitment, training, retirement). Staff may work up to the age of 75 if they wish, and continue to contribute to their pension. Staff may seek approval to work beyond 75 but under current pension scheme regulations cannot continue to make contributions. Our age profile at July 2008 is as follows:

19 years or younger	nil
20 - 29	11.6%
30 - 39	18.6%
40 - 49	33.5%
50 - 59	26.2%
60 - 69	10%
70 years or over	nil

Other Demographic Information

24. We currently do not monitor services or employees in the following categories, but we are aware that our services and employment are open to people from the following groups. Our EINA process includes the consideration of these people's needs when we develop new policies and services.

Demographic Information - Deprivation

25. The following table summarises the Index of Multiple Deprivation (IMD) rank for the populations of interest.

IMD Rank	% of population in bottom 10%	% of population in bottom 25%	% of population in bottom 50%	% population in top 50%
National Park	0	1.6	14.2	84.1
England	10	14.9	24.9	50.3
Visitor zone¹	16.8	17.6	24	41.6

1 – see page 38

26. The IMD rank is a ward-level index made up from seven indicators (income; employment; health deprivation and disability; education; skills and training; housing; and geographical access to services). The IMD can help to identify areas for regeneration. The table indicates that a large part of the National Park would not be described as deprived but that the surrounding (mainly urban) areas would be described as having significant areas of deprivation. We target many of our visitor services towards those kinds of areas (see Appendix 2).

Service Planning and Delivery - Deprivation

27. Through our Working with People and Communities Strategy we are identifying needs and targeting service delivery to key rural and urban audiences, particularly residents, young people and under-represented groups from surrounding urban areas with a high IMD. This strategic approach is being monitored through the collection of user demographic data as described above.

Adult Learning Difficulties

28. It is difficult to determine exactly how many people have learning disabilities in the UK. It is thought that there are approximately 1.5 million people with a learning difficulty of which between 230,000 and 350,000 people have severe learning disabilities. (Data from the Brighter Consultancy, 2007).

Literacy Difficulties

29. It is reported that 7 million people in England, roughly one in five adults have low literacy skills. In other words they have a reading ability of that expected in an 11 year old. The Centre for Longitudinal Studies (CLS) has divided the overall 19% with weak literacy skills into two categories: about 6% of the adult working population is judged to have "very low" literacy skills; and a further 13% to have "low" literacy skills. Those with "very low" skills are likely to have great difficulty with any reading, struggling to read the simplest and shortest texts, though they may be able to cope with simple signs and advertisements, especially when these are illustrated. Adults defined as having "low" literacy skills may be able to read a short article from a tabloid newspaper and pick out favourite programmes from a TV guide, but may read slowly with little understanding. (Data from the Brighter Consultancy Ltd).

Gypsies and Irish Travellers

30. There are estimated to be between 200,000 and 300,000 Gypsies and Irish Travelers in the UK. (Data from the Brighter Consultancy Ltd).
31. A recent Gypsy and Traveller study undertaken across Derbyshire and the Peak District found that there was no need for new pitch provision in the National Park so our position remains that which is set out in the Regional Plan and states that there is a no requirement for new pitches in the National Park.
32. A saved policy in our Local Plan at Policy LH7 gives exceptional scope for a small family site for a limited period or seasonal occupation without harming the character or appearance of the area.

A8 Nationals

33. It is estimated that 700,000 A8 Nationals have entered the UK (comprising: Polish, Lithuanian, Slovakian, Latvian, Czech, Hungarian, Estonian, and Slovenian). The majority of A8 Nationals who have entered the UK are young; 82% of workers were aged between 18 and 34. The male/female ratio of those who applied for registration between May 2004 and June 2006 was 58:42 however the indications are that the number of males who are now applying is increasing, and females decreasing (data from the Brighter Consultancy Ltd).

Sexual Orientation

34. There is no data on the number of lesbians, gay men and bisexuals in the UK as no national census has ever asked people to define their sexuality. However the Government estimates that between 5 and 7 % of the population are Gay men, Lesbian or bisexual. It is estimated that between 1,900 and 2,660 people in the Peak District will be Gay, Lesbian or Bisexual. (Data from the Brighter Consultancy Ltd).
35. At present we have no employment monitoring data for sexual orientation, but have recently joined the Derbyshire recruitment portal and will be seeking voluntary monitoring data from applicants.

Transsexuals

36. In the UK it has been suggested that there are between 5,000 – 6,000 transsexual people in the adult population. Support groups estimate that transsexual men make up 1,500 - 1,800 of this total. (Data from the Brighter Consultancy Ltd).

19. Inequalities in General

1. This Comprehensive Equality Scheme focuses particularly on the Authority's statutory duties and the areas where we have direct and indirect influence over services. As outlined in Section 3, much of our work relates to our two purposes as defined in the 1995 Environment Act. Alongside the two purposes we have a general duty to 'seek to foster the economic and social well being of our local communities'. The two purposes and general duty come together in the National Park Management Plan where, working with partners, we have a shared set of outcomes that address issues including:

- Better access to services
- More affordable homes for those who need them
- More opportunities for children and young people, and the elderly
- Developing a sustainable economy
- Developing sustainable transport for residents and visitors
- People have opportunities to influence decisions that affect them and respect each other's needs
- People have the opportunity to make a personal contribution to the National Park

Appendices

Appendix 1

Equality Impact Needs Assessments

We have developed our EINA process in two parts: Part 1 – Screening and Part 2 – Full. We have also devised a flow diagram (not reproduced here) to assist staff in carrying out the EINA process. (Note: the forms reproduced here are in condensed format for the purposes of this document).

Part 1 - Screening

Project* / Strategy / Policy Title
Name of individual completing Equality Impact Needs Assessment (EINA)
Manager / Project Leader
Summary of project / strategy / policy and key activities
Who are the beneficiaries and/or Stakeholders?
Expected outcomes or impact of the project / strategy / policy
Project Team (other staff or partner organisations involved in the delivery)

What impact could the project / strategy / policy potentially have on different sections of the community? Would it affect different people in different ways?			
Please indicate the level of impact (High/Medium/Low)	Positive impact	Negative impact	Neutral
Gender			
Women			
Men			
8.b Ethnic Groups (See notes below)			
8.c Disability (See notes below)			
8.d Religious and faith groups (See notes below)			
8.e Age (See notes below)			
8.f Parents/carers			
8.g People on Low Incomes			
8.h Other groups (See notes below)			
If there is an impact on any specific group, is that impact intended?			
Yes / No			
Should legal advice be sought?			
Yes / No			
How can you minimise or remove any negative, undesirable impact that is of low significance?			
Can you improve any of the positive, desirable impacts of the project / strategy / policy?			
If there is no evidence that the project / strategy policy promotes equality, equal opportunities or improved relations in line with the PDNPA Equality Policy, could it be adapted to do so?			
Does the project / strategy / policy help achieve the PDNPA Equality Policy?			
Yes		No	
Do you need to complete a full EINA?			
Yes (if any section of the community will be negatively affected and that affect is judged to be significant)			

No	
-----------	--

Signed	Date

Notes:

<p>Question 8.b Could include amongst a wide range of people: Asian or Asian-British e.g. Indian, Bangladeshi, Pakistani Black or Black-British e.g. Caribbean, African Chinese People of mixed heritage e.g. White & Black Caribbean, White & Black African, White & Asian White British White Irish</p> <p>Question 8.c Could include amongst others: People with mental health needs People with physical, sensory or learning disabilities</p>	<p>Question 8.d Could include a diverse range of religious & faith groups, for example: Buddhists, Christians, Hindus, Jews, Sikhs & non-believers amongst others.</p> <p>Question 8.e People over 60 years People 26 – 59 years Young people: 17 – 25 years Children: under 17 years</p> <p>Question 8.h Could include, amongst others, the following groups: Lesbians, gay, bisexual people Trans people Asylum seekers, refugees Members of the travelling community People with poor literacy skills</p>
---	---

*Definition of a Project: “A project is any piece of work apart from routine operation” – The Universal Improvement Company

Part 2 – Full

Project / strategy / policy Title
Looking back at Part 1 (Screening) of the EINA, in what areas are there concerns that the project / strategy / policy could have a negative or undesirable impact?
Summarise the possible undesirable effects

Has there already been consultation or research relating to groups or individuals in different sections of the community and if so what does it indicate about the possible negative or undesirable impact of this project / strategy / policy?	
Section of the community	Summary of consultation or research carried out or planned
What consultation has taken place / is planned with PDNPA staff including those who have, or will have, direct experience of implementing the project / strategy / policy?	
If there are any gaps in your previous or planned consultation and research, are there any experts/relevant groups that can be contacted to get further views or evidence on the issues?	
Yes	(Please list them and explain how you will obtain their views)
No	
Has the project / strategy / policy been through any legal vetting for compliance?	
Yes	(By whom and comments)
No	
Note: This will only be necessary in conditions where the Project / Strategy / Policy is entirely driven by legislative duties and/or where there is doubt about the legal interpretations in relation to the outcomes/service being provided	

COMPLETE THE FOLLOWING SECTION WHEN CONSULTATION AND RESEARCH HAS BEEN CARRIED OUT		
As a result of this assessment, the available evidence collected plus any consultation, please state, where appropriate, whether or not there will need to be any changes made to the project / strategy / policy and what these changes will be		
As a result of this assessment and available evidence, is it recommended that the PDNPA commissions specific research on this issue or undertakes monitoring / data collection? What will this be?		
Will the changes planned ensure that the impact is:		
Legal*?	Yes	No
Intended?	Yes	No
Low impact?	Yes	No
* Not discriminatory, under any anti-discriminatory legislation		

Have you set up a monitoring/evaluation/review process to check the successful implementation of the project / strategy / policy?					
Yes			No		
How will this monitoring/evaluation further assess the impact on different sections of the community to ensure the project / strategy / policy is non-discriminatory?					
Details:					
What is the final policy decision for this assessment?					
There is a legal requirement to publish the outcome of an EINA. How/where this will happen:					
PLEASE COMPLETE THE ACTION PLAN ON THE NEXT PAGE EQUALITY IMPACT NEEDS ASSESSMENT ACTION PLAN					
Please list below any recommendations for action that you plan as a result of this EINA:					
Issue	Action required	Lead officer	Timescale	Resource implications	Comments
Signed			Date		

Appendix 2

Corporate Action Plan

Corporate Equality Action Plan 2008 – 11

LEADERSHIP AND CORPORATE COMMITMENT					
Action	Lead	Resources	Timescale	Outcome/output	Measure
Demonstrable commitment from Senior Management Team and Members	Chief Executive	Management Team Members	Throughout period	Commitment demonstrated in meetings, reports, resolutions, actions	Evidence for Equality Standard/Scheme
Develop role of Equality Steering Group to lead on developing and communicating our equality scheme and related equality work	Director of Operations	Equality Steering Group Members	Throughout period	Support consultation process on comprehensive equality scheme Support with EINA process	Published comprehensive equality scheme Completed EINAs
Ensure that Equality Impact and Needs Assessments (EINAs) are conducted on all new Authority strategies and policies	Management Team	Heads of Service Equality Steering Group Members Equality Champions	Ongoing	Equality issues are reflected in corporate objectives and fed into service plans	Outputs in Performance and Business Plan and Service Plans
Produce a first comprehensive equality scheme	Director of Operations	Equality Steering Group	December 2008	Draft scheme for consultation	Scheme published
Develop a rolling programme of EINAs to assess corporate and service equality progress – including services delivered with partners	Director of Operations	Heads of Services Equality Steering Group	2009	Equality issues are reflected in corporate objectives and fed into service plans	Equality targets in Performance and Business Plan and Service Plans

LEADERSHIP AND CORPORATE COMMITMENT					
Action	Lead	Resources	Timescale	Outcome/output	Measure
Ensure that equality issues are identified and addressed in project start-up forms, business cases and committee reports	Management Team	Heads of Services	Ongoing	Equality issues are reflected in corporate objectives and fed into service plans	Equality targets in Performance and Business Plan and Service Plans
Use staff and member surveys to influence positive changes in the working environment	Head of Human Resources & Performance	HR Team	2008	Specific issues identified and addressed	Increased satisfaction levels
Contribute to development of our partner's accessibility strategies that cover National Park communities and visitors	Head of Policy, Research and Partnerships	Policy Team Equality Steering Group	Ongoing	Strategies accessible for all	Evidence of participation

EMPLOYMENT, TRAINING SKILLS/KNOWLEDGE					
Action	Lead	Resources	Timescale	Outcome/output	Measure
Analyse equality training needs annually and provide appropriate training through the corporate training programme and new staff induction training	Head of Human Resources & Performance	Learning & Development Officer HR&P Team	Annually	Increased awareness and understanding of Equality issues	Feedback from participants
Continue to pro-actively promote recruitment opportunities to a wide range of audiences (e.g. BME communities) and develop the existing database of contacts	Head of Human Resources & Performance	HR&P Team	Annually	Increased awareness in opportunities with the Authority	Number of applications being made from BME communities
Provide training for heads of services on grievance and disciplinary procedures	Head of Human Resources & Performance	HR Team	September 2008	Increased awareness and knowledge of procedures and equality issues	Procedures followed accurately and fairly
Provide training on the EINA process for key staff	Head of Human Resources & Performance	Equality Steering Group	2008/09	Increased knowledge and skills	EINAs comprehensively completed for all policies
Ensure appropriate and reasonable adjustments are made to support employees with disabilities	Line Managers	Occupational Health and Head of HR & P	Annually	Requests for reasonable adjustments are fully considered and supported where appropriate	Number of requests as a percentage of total requests
Develop a corporate communications strategy including a style guide to address equality issues (e.g. the use of different formats, use of positive images)	Head of Communications	Communications and Design Team		Communicate the corporate strategy	Monitor adherence to strategy

SERVICE DELIVERY AND CUSTOMER CARE					
Action	Lead	Resources	Timescale	Outcome/output	Measure
Develop service plans to specifically address the removal of barriers, accessibility and reasonable adjustment in the provision of services	Management Team	Heads of Services	Ongoing	Equality issues are reflected in corporate objectives and fed into service plans	Equality targets in Performance and Business Plan and Service Plans
Target service delivery towards groups of people identified in our Working with People and Communities Strategy (including Cycle Hire, Guided Walks, Volunteering, Visitor Centres, Environmental Learning)	Communities Policy Manager	Head of Field Services Head of Losehill Hall	2008/09	Delivery of service includes methods of measurement of participation from under represented groups, and programme of awareness raising actions to combat under representation	Establishing base line data on service users
Work with partners and community groups from urban areas and under-represented groups to offer a quality experience in the National Park	Communities Policy Manager	Head of Field Services	Throughout period of action plan	Partnerships established and programmes of visits/ activities taking place	Number of partnerships in place
Develop initiatives to widen access to information about the National Park through new media	Interpretation Project Manager Head of Communications Head of Information Management	Heads of Services	Ongoing	Trial new media through Peak Experience, Moors for the Future and the Peak District Interpretation programmes	Feedback from user groups
Deliver a programme of fully supported walks for groups with special needs in partnership with the local health authority	Head of Field Services	Field Services Teams	2008/09	Meet Performance & Business Plan targets	Number of Walks delivered in partnership with the local health Authority

Provide targeted volunteer conservation projects to underrepresented groups in partnership with other agencies	Head of Field Services	Field Services Teams	2008/09	At least 2,000 volunteer person days of whom 60% come from priority areas At least four external agencies are used in the delivery	% of people and groups working with Conservation Volunteers from areas identified as within the bottom half of table by Indicators of multiple deprivation Number of external agencies involved
Provide a wide range of volunteering opportunities through the ranger and conservation volunteers operations, open to a diverse range of abilities	Head of Field Services	Field Services Teams	2008/09	At least 6,000 volunteer days across Field Service operations At least five different volunteering options	Number of volunteers and volunteer days
Deliver a programme of environmental learning opportunities to people of all ages, especially young people and improving participation by key target audiences – including work with partners	Head of Losehill Hall	Losehill Hall Teams Partner organisations	2008/09	11,800 key audience participants/contacts in learning programmes, events and activities 77% participants / contacts from key audiences	Number of key audience participants / contacts % of participants / contacts in learning programmes, events and activities from key audiences
Increase promotion of cycle hire opportunities to target groups (especially school/youth groups and groups from disadvantaged communities)	Cycle Services Manager	Cycle Hire Teams	2008/09	Number of target groups contacted and take up of cycle hire opportunity	75 new groups take up opportunities
Produce a visitor action plan as part of our Working with People and Communities Strategy, including consultation with partners	Head of Policy, Research and Partnerships	Relevant heads of services	2008/09	Action plan based on consultation events/process	Action plan completed

Re-develop interpretive media at Visitor Centres (DDA compliance)	Visitor Services Manager	Design Team	2008/09	DDA compliant designs	Accessible interpretation materials
Develop a Recreation Strategy for the Peak District in consultation with user groups	Recreation Strategy Team Manager	Recreation Strategy Team	2008/09	Strategy and action plans based on consultation events/process	Recreation Strategy published
Re-develop the Authority's website in consultation with user groups	Head of Communications Head of Information Management	Communications, Information Management and IT Teams	2009	Statistics on website access	Feedback from users
Ensure published material is available in appropriate formats and events/meetings with public involvement are accessible (accessibility guidelines)	Head of Communications Communities Policy Manager	Communications Team & Design Team	September 2009	Guidelines and resources in place to provide information	Authority able to respond to requests for information
Implement a central database of contacts e.g. for different languages	Head of Information Management	Customer Service Team	March 2009	Database available for all staff to use	Feedback that staff find database useful
All forms should advise applicants that help in completion is available	Relevant Head of Service	IT Team and Customer Service Team	Ongoing	All forms include this service	Requests for help are met
Audit the Authority's photo images to assist with Working with People and Communities Strategy	Head of Communications	Communications Team	March 2009	Identify gaps in need	Provide illustrations conveying suitable messages about access for all
Monitor complaints	Relevant Head of Service and Director of Corporate Resources	Monitoring Officer	Annual review (2009)	Report on complaints received, action taken and learning	Number of complaints relating to equality issues

CONSULTATION					
Action	Lead	Resources	Timescale	Outcome/output	Measure
Engage in consultation with Members, employee representatives, services, and community/stakeholder groups on Working with People and Communities Action Plans	Communities Policy Manager				
Engage in consultation with user groups on all new capital projects led by the Authority, or where the Authority is a partner in service delivery	Relevant Director	Relevant officers User groups	When needed	Plans for new developments that meet users needs	Fully accessible buildings/facilities
Consult a wide range of contacts on this scheme	Director of Operations		August 2008	To develop/improve the scheme content and usefulness for Member adoption	Publish final scheme December 2008
Publish this Equality Scheme and promote it through our website	Head of Communications		December 2008		Monitor user feedback
Monitor both the methods and outcomes of our consultation processes	Communities Policy Manager	Performance Review & Research		Monitoring process in place and used	Results on monitoring are analysed and lessons learned are implemented
Develop a consultation toolkit	Director of Operations		2009	Toolkit in place	
Contribute to relevant Local Area Agreement actions and delivery through Local Strategic Partnerships	Members of Management Team	Heads of Services			

CONTRACT MANAGEMENT/VOLUNTARY SECTOR					
Action	Lead	Resources	Timescale	Outcome/output	Measure
Ensure the Procurement Strategy includes consideration of best practice on how equality issues (e.g.-partnership agreements, standard contract terms and commissioning briefs), can reinforce our Equality Standard and contains procedures for achieving that	Head of Finance	To be assessed and pursued in relation to proposed future practice		Procurement strategy launched	Strategy includes equality issues
Ensure that adverts and documents re: tenders and procurement are accessible	Head of Finance				

MONITORING AND EVALUATION					
Action	Lead	Resources	Timescale	Outcome/output	Measure
Review the first comprehensive equality scheme	Director of Operations	Management Team Equality Steering Group Heads of services	December 2009	Review to link to completed EINAs and consultation scheme	New three year scheme published
To monitor, analyse and report on staff statistics: <ul style="list-style-type: none"> • existing staff • applications for jobs • applications and delivery of training • grievances lodged • harassment claims • disciplinary action • performance appraisals • staff leaving the Authority 	Head of Human Resources & Performance	HR&P Team	Annually	Increased knowledge of 'people decisions' by diversity groups	Report to strategic management team
Implement monitoring systems for service user demographics (e.g. postcodes, age, ethnicity)	Communities Policy Manager Director of Operations	Operational Services	2008/09	Baseline data on service users	Services that are targeted at key priority audiences

The following relevant indicators are taken from our Performance and Business Plan 2008-09. A summary of the report is available free of charge. Information can be provided in alternative formats on request where reasonable (telephone 01629 816200, Minicom 01629 816319, e-mail customer.service@peakdistrict.gov.uk).

Performance Indicator Targets							
PI Code	PI Description	05/06 Achieved	06/07 Achieved	07/08 Achieved	07/08	08/09 Target	09/10 Target
BV156	Percentage of Authority buildings open to the public in which all public areas are suitable for , and accessible to, disabled people	80.00%	81.82%	81.82%		Discontinued	
BV16A	Percentage of local authority employees declaring that they meet the Disability Discrimination Act 1995 disability definition	3.41%	3.61%	3.51%		Not less than 3%	Not less than 3%
BV16B	As above compared with the percentage of economically active people in the Authority census area (Census 2001)	12.34%	12.34%	n/a		Discontinued	
BV2 (a)	The level of the Equality Standard for Local Government to which the Authority conforms	Level 1	Level 2	Under review		Working towards Level 3	
K3.5 (BV17A)	Percentage of Authority employees from minority ethnic communities	0.3%	0.0%	0.0%		0.3%	0.3%
D1.2	Percentage of users of Authority recreational facilities that are: a) Children & young people b) People with a limiting long term illness or disability c) Minority or ethnic groups d) People from disadvantaged areas	New indicator				Produce baseline	
G1.2	Percentage of users of Authority provided learning opportunities that are: a) Children & young people b) People with a limiting long term illness or disability c) Minority or ethnic groups d) People from disadvantaged areas	New indicator				Produce baseline	
G3.2	Percentage of volunteers from specific target audiences	New indicator		67%		50%	50%

* No further access improvements planned due to types of property owned or budget restraints