

**SCIE SINGLE EQUALITY SCHEME  
2009 – 2012**

# Content

- 1. Introduction to our Single Equality Scheme** **2**
  - 1.1 Our Single Equality Scheme
  - 1.2 Our Framework for Change
  
- 2. The Equality Legal Framework** **4**
  
- 3. Equality Impact Assessments** **9**
  
- 4. Engaging with Our Stakeholders** **10**
  
- 5. Developing a Diverse Workforce and Diversity Aware Culture** **11**
  - 5.1 Training
  - 5.2 Developing and Maintaining an Inclusive and Diverse workforce
  
- 6. Delivering Our Intentions** **12**
  
- 7. Our Single Equality Scheme Implementation Plan** **13**

# 1. Introduction

## 1.1 Single Equality Scheme

This is the first Single Equality Scheme to be produced by SCIE. It aims to build upon our previous Race Equality Scheme. It lists a strategy that will promote diversity and equality with an action plan. SCIE as a charity has no statutory obligation to produce and implement a Single Equality Scheme. However, we consider producing a scheme to be good practice. It is also fully consistent with our work with our statutory partners. We have therefore adopted policies and procedures consistent with the proposed Single Equalities Act 2009 that covers England, Wales and Scotland and Section 75 and Schedule 9 of the Northern Ireland Act 1998.

Our scheme sets out the measures we intend to take which will challenge all forms of discrimination, the promotion of equality of opportunity and the promotion of good relations between people. We intend to focus upon making our core business fully inclusive in terms diversity and equality.

There are a number of statutory duties to promote equality. These duties are both 'general' and 'specific', and their purpose is to help public bodies address institutional and systematic inequalities that some groups face. The duties are:

- Under the Race Relations (Amendment) Act 2000, produce a Race Equality Scheme and review it every three years. Our first Scheme was produced in 2007 It has now been incorporated into this Single Equality Scheme.
- Under the Disability Discrimination Act 2005 publish a Disability Equality Scheme.
- Under the Equality Act 2006, publish a Gender Equality Scheme.
- Under Schedule 9 of the Northern Ireland Act 1998 publish an Equality Scheme on fulfilling the duties imposed by Section 75 of the Act

Our Single Equality Scheme meets the requirements outlined in the above legislative instruments to produce a Race, Gender and Disability Equality Scheme in England, Scotland and Wales and an Equality Scheme in the Northern Ireland; it demonstrates our commitment to developing an inclusive approach to equality and diversity.

Our Single Equality Scheme covers all eight equality strands in the Single Equalities Bill (2008) to become an Act in 2009 in England, Scotland and Wales:

- Ethnicity
- Gender
- Disability<sup>1</sup>
- Sexual Orientation
- Age
- Carers
- Religion/Faith/Belief
- Human Rights

Section 75 and Schedule 9 of the Northern Ireland Act 1998 requires public authorities to have due regard to the need to promote equality of opportunity:

- Between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation
- Between men and women generally
- Between persons with a disability and without
- Between persons with dependents and persons without
- Promote good relations between persons of different religious belief, political opinion and racial group

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<sup>1</sup> Since 2005 Disability legislation covers a wide range of impairments and conditions including physical disabilities, learning disabilities, and long term and intermittent conditions such as cancer, HIV or mental health issues.

The implementation of our Single Equality Scheme is not the sole responsibility of any one person or department – it involves everyone. The implementation has to be planned and supported in an effective manner so that all internal and external stakeholders can play their part in ensuring this scheme can become a reality for all.

The Single Equality Scheme is a working document. It may be changed during its lifetime if our Equality Impact Assessments or consultation activities suggest that changes are needed. We will publish an up-to-date scheme on our website. Our Single Equality Scheme Action Plan reflects our 2008-2011 Strategic Plan.

## **1.2. Our Framework for Change**

Our Single Equality Scheme provides a framework for our organisation to carry out its functions more effectively and to tackle inequality in a positive manner. The Single Equality Scheme sets out a number of actions for the next three years in the Action Plan. We aim to ensure that these actions make a difference to our potential and actual service users and employees, so that they may have equal access in shaping and accessing our services, information and employment opportunities.

Our Single Equality Scheme recognises the need to consult with a diverse range of groups and representative organisations in shaping our services and employment practices to ensure that every person using our services or working for SCIE feels that they are valued and treated fairly.

## **2. The Equality Legal Framework**

We wish to ensure that all our equality objectives and actions, where possible, have an inclusive approach to tackling all forms of discrimination. The framework we have adopted is inclusive of the impending Single Equality Act 2009 and Section 75 of the Northern Ireland Act 1998. The table outlined below aims to demonstrate our current equality legal framework.

	<b>RACE EQUALITY</b>	<b>DISABILITY EQUALITY</b>	<b>GENDER EQUALITY</b>
<b>GENERAL DUTIES</b>	<p>Under the Race Relations (Amendment) Act 2000 the 'general duty' for race equality requires us to:</p> <ul style="list-style-type: none"> <li>• Eliminate unlawful racial discrimination</li> <li>• Promote equal opportunities</li> <li>• Promote good relations between people of different racial groups</li> </ul> <p>Section 75 and Schedule 9 of the Northern Ireland Act 1998 requires public authorities to have due regard to the need to promote equality of opportunity:</p> <ul style="list-style-type: none"> <li>• Between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation</li> </ul>	<p>Under the Disability Discrimination Act 2005 the 'general duty' for disability equality requires us in carrying out our functions to have a 'due regard' to the following:</p> <ul style="list-style-type: none"> <li>• Promote equality of opportunity</li> <li>• Eliminate discrimination</li> <li>• Eliminate harassment</li> <li>• Promote positive attitudes towards people with disabilities</li> <li>• Encourage participation by people with disabilities in public life</li> <li>• Take steps to meet the needs of people with disabilities, even if this requires more favourable treatment</li> </ul> <p>Section 75 and Schedule 9 of the Northern Ireland Act 1998 requires public authorities to have due regard to the need to promote equality of opportunity:</p> <ul style="list-style-type: none"> <li>• Between persons with a disability and without</li> </ul>	<p>Under the Equality Act 2006 the 'general duty' for gender equality requires us to:</p> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination</li> <li>• Eliminate harassment</li> <li>• Promote equality of opportunity between men and women</li> </ul> <p>The Gender Equality Duty promotes equality for:</p> <ul style="list-style-type: none"> <li>• Women</li> <li>• Men</li> <li>• Trans-gendered people</li> </ul> <p>Section 75 and Schedule 9 of the Northern Ireland Act 1998 requires public authorities to have due regard to the need to promote equality of opportunity:</p> <ul style="list-style-type: none"> <li>• Between men and women generally</li> </ul>

	<b>RACE EQUALITY</b>	<b>DISABILITY EQUALITY</b>	<b>GENDER EQUALITY</b>
<b>SPECIFIC DUTIES</b>	<p>Under the Race Relations (Amendment) Act 2000 the 'specific duty' for race equality requires the publication of a Race Equality Scheme. The Race Equality Scheme must include the following:</p> <ul style="list-style-type: none"> <li>• Monitor existing and new functions, services, policies and strategies and carry out Equality Impact Assessments on policies</li> <li>• Make information available and accessible to all groups</li> <li>• Train employees to understand race equality</li> <li>• Publish results of Equality Impact Assessments</li> <li>• Publish results of employment ethnic monitoring annually</li> <li>• Carry out employee ethnic monitoring on: <ul style="list-style-type: none"> <li>-Applicants for posts</li> <li>-Employees in post</li> <li>-Training and development</li> <li>-Employees who benefit from performance assessment</li> <li>-Grievances and disciplinaries</li> <li>-Employees who leave the organization</li> </ul> </li> </ul> <p>Under Schedule 9 of the Northern Ireland Act 1998 publish an Equality Scheme on fulfilling the duties imposed by Section 75 of the Act</p>	<p>Under the Disability Discrimination Act 2005 the 'specific duty' for disability equality requires the publication of a Disability Equality Scheme that outlines a number of actions which must be undertaken to assist public bodies in fulfilling the 'general duty'; these are a framework for planning, delivering and evaluating action to meet the 'general duty' and to report on these activities. It must demonstrate how the Scheme intends to fulfill its 'general' and 'specific duties'. The Scheme should include a statement of:</p> <ul style="list-style-type: none"> <li>• The arrangements for gathering information about performance of the public body on disability equality</li> <li>• How SCIE will conduct Disability Equality Impact assessments of services, functions, policies and practices</li> <li>• The details of how the information gathered is used, in particular in reviewing the effectiveness of its Action Plan, with people with disabilities or their representative groups</li> <li>• How SCIE will publish the results of Disability Equality Impact Assessments</li> </ul> <p>Under Schedule 9 of the Northern Ireland Act 1998 publish an Equality Scheme on fulfilling the duties imposed by Section 75 of the Act</p>	<p>Under the Equality Act 2006 the 'specific duty' for gender equality requires the publication of a Gender Equality Scheme that outlines policy on gender equality and includes a three year action plan which includes the following:</p> <ul style="list-style-type: none"> <li>• Take steps to address equal pay between men and women in the organisation</li> <li>• Collect information on gender around service delivery and employment</li> <li>• Consult with stakeholders on priorities for gender equality</li> <li>• Carry out Equality Impact Assessments</li> <li>• Identify priority areas for gender equality</li> <li>• Publish a three year action plan</li> <li>• Publish results of Gender Equality Impact Assessments</li> </ul> <p>Under Schedule 9 of the Northern Ireland Act 1998 publish an Equality Scheme on fulfilling the duties imposed by Section 75 of the Act</p>

<b>SEXUAL ORIENTATION</b>	<b>AGE</b>	<b>CARER</b>
<p>Unlike ethnicity, disability and gender there are no legal requirements for public services to conduct equality impact assessments in relation to sexual orientation, particularly in regards to service delivery, noting that transgendered people are covered under the 'gender equality duty'.</p> <p>The Employment Equality (Sexual Orientation) Regulations (2003) gave all gay, lesbian and bi-sexual employees rights against discrimination.</p> <p>The Sexual Orientation Regulations (2007) extend these rights to goods and services. This means that there is a legal duty to ensure that people of all sexualities are not discriminated against at work or the use of services.</p> <p>The Equality Act 2006, states that public bodies must not discriminate on grounds of sexual orientation in provision of goods and services.</p> <p>Section 75 and Schedule 9 of the Northern Ireland Act 1998 requires public authorities to have due regard to the need to promote equality of opportunity:</p> <ul style="list-style-type: none"> <li>• Between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation</li> </ul>	<p>Unlike ethnicity, disability and gender there are no 'general' or 'specific' duties for public services to eliminate age related discrimination.</p> <p>The Employment Equality (Age) Regulations (2006) gave people of all age groups rights against discrimination at work. The regulations cover:</p> <ul style="list-style-type: none"> <li>- Mandatory retirement</li> <li>- Dismissal and redundancy</li> <li>- Statutory sick pay and maternity</li> <li>- Harassment in the workplace</li> </ul> <p>Our Single Equality Scheme will also extend to age as an additional activity we are doing to meet the 'specific duties' under ethnicity, gender and disability.</p> <p>Section 75 and Schedule 9 of the Northern Ireland Act 1998 requires public authorities to have due regard to the need to promote equality of opportunity:</p> <ul style="list-style-type: none"> <li>• Between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation</li> </ul>	<p>Unlike ethnicity, disability and gender there are no 'general' or 'specific' duties for public services to eliminate age related discrimination.</p> <p>The Employment Act gave working parents of disabled children under 18 the right to request flexible working arrangements. The Carers (Equal Opportunities) Act 2004 and the Work and Families Act 2006 further extended the legal rights and protections for carers at work.</p> <p>Since 6 April 2007, employees also have a statutory right to request flexible working if they are caring for an adult who is a relative or lives at the same address.</p> <p>There are also long existing provisions (within the Employment Relations Act 1999) giving employees the right to take (unpaid) time off work for dependants in cases of emergency.</p> <p>Section 75 and Schedule 9 of the Northern Ireland Act 1998 requires public authorities to have due regard to the need to promote equality of opportunity:</p> <ul style="list-style-type: none"> <li>• Between persons with dependents and persons without</li> </ul>

RELIGION/FAITH/BELIEF	HUMAN RIGHTS
<p>Unlike ethnicity, disability and gender there are no 'general' or 'specific' duties for public services to conduct Equality Impact assessments in regards to religion/faith or belief.</p> <p>The Employment Equality (Religious Belief) Regulations (2003) gave people of all religious faiths/beliefs rights against discrimination in the workplace. This does not include political beliefs, but does include agnostics or atheists.</p> <p>The Equality Act 2006, states that public bodies must not discriminate on grounds of religion/belief or faith in provision of goods and services.</p> <p>Section 75 and Schedule 9 of the Northern Ireland Act 1998 requires public authorities to have due regard to the need to promote equality of opportunity:</p> <ul style="list-style-type: none"> <li>• Between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation</li> </ul>	<p>The Human Rights Act 1998 came into force in 2000, providing a range of political rights and freedoms of the individual against interference by the 'State'.</p> <p>The Human Rights Act 1998 states that the 'State' or its public bodies cannot:</p> <ul style="list-style-type: none"> <li>• Violate the right to life of individuals</li> <li>• Subject individuals to torture, inhuman or degrading treatment</li> <li>• Press individuals into enforced labour</li> <li>• Deprive individuals of their liberty without due process and compensation</li> <li>• Deprive individuals of access to justice or a fair trial or introduce laws that impose retrospective criminal liability for acts that were legal at the time they were committed</li> <li>• Disrespect individuals' rights to privacy Restrict freedom of religion, expression, association and assembly</li> <li>• Disallow individuals to marry and found a family</li> </ul> <p>Theses rights are enshrined in the Human Rights Act 1998 and are guaranteed to each individual irrespective of their gender, race, disability, religion/faith, belief, age or sexual orientation</p>

### 3. Equality Impact Assessments

It is a requirement under the Race Relations Act 2000, the Equality Act 2006, the Disability Discrimination Act 2005 and Section 75 and Schedule 9 of the Northern Ireland Act 1998 to conduct Equality Impact Assessments of services, functions, policies and practices. We recognise that conducting inclusive Equality Impact Assessments is a 'specific duty' under the legislation in relation to gender, race and disability in the England, Wales and Scotland and wider in Northern Ireland and is designed to ensure that 'due regard' is given to equality in relation to the services that we provide, commission and deliver and the manner in which we recruit, train and develop our employees.

The purpose of an Equality Impact Assessment is to ensure that services, functions, policies and products do not directly, indirectly, intentionally or unintentionally discriminate against our stakeholders or employees. Where any adverse impact is found we will develop objectives that tackle the impact through the development and implementation of equality action plans. We will utilise an inclusive Equality Impact Assessment toolkit that will tackle possible forms of discrimination and will aim to:

- Screen our services, functions, policies and products
- Identify any adverse impact in the way we deliver our services, functions, policies and products and commission services
- Develop action plans which are consulted on with the Equality and Diversity Forum and other appropriate communities.
- Publish the results of our Equality Impact Assessments
- Implement, monitor and review our Single Equality Scheme action plans with the aim of mainstreaming equality and diversity themes across SCIE

## 4. Engaging with Our Stakeholders

SCIE recognises that the statutory requirement to involve all stakeholders plays a pivotal role in the development and implementation of our Single Equality Scheme. In order to be fully effective, we believe the involvement process should be:

- **Accessible** – To make it possible for a wide range of people to participate fairly and equitably
- **Transparent** – To maintain the ongoing commitment to involve users
- **Proportionate** – The approach taken should be commensurate with our capacity to deliver
- **Influential** – People outside the organisation should be able to see how the involvement has affected the SCIE's services, functions, policies and practices
- **Focused** – The process should be clear about what resources are available and where the SCIE has the scope to make changes.

The Single Equality Commission Codes of Practice advises that BME groups, men, women and disabled people should be involved in all key aspects of the development, implementation and review of the Single Equality Scheme. We will also go further and state that people of all faiths, sexualities, ages and carers also need to be involved in our Single Equality Scheme. To do this, we need to:

- Identify barriers faced by people regardless of their ethnicity, gender, disability, faith, sexual orientation, age or caring responsibilities
- Continually review and monitor our Single Equality Scheme and set priorities for action plans

## **5. Developing a Diverse Workforce and Diversity Aware Culture**

### **5.1. Training**

SCIE is committed to delivering diversity awareness training to all staff members in order to develop and create a culture that supports the principles of our Single Equality Scheme. We already run an equality and diversity training programme. We will develop a mandatory training programme for all our staff members encompassing all the eight equalities strands to ensure that we deliver training that is tailored to the specific diversity training needs of individual teams and departments. We believe that this approach will enable staff to build their competencies and link these skills to their respective roles and responsibilities. We will also provide Equality Impact Assessment training to relevant staff.

### **5.2. Developing and Maintaining an Inclusive and Diverse Workforce**

SCIE recognises the need to ensure that our employment policies and practices do not directly, indirectly, intentionally or unintentionally discriminate against any potential or actual employees irrespective of gender, race, disability, age, sexual orientation, religion/belief or caring responsibilities .

SCIE will gather information on the impact of policies and practices on the recruitment, development and retention of its employees. This aspect has been identified within the Action Plan in relation to gender, race, disability, age, religion/belief, sexual orientation or caring responsibilities. SCIE will endeavor to reflect the diversity of the population in London where it operates from in its workforce.

## 6. Delivering Our Intentions

### 6.1 Our Implementation Plan

Our Implementation Plan is based on the following 3 objectives in order to ensure that we implement and monitor the progress we make on our SES:

- Implement the SES
- Involve all stakeholders in our work and be seen as a resource by the relevant stakeholders
- Develop a diverse workforce and a diversity aware culture

### 6.2 SCIE's Work Programme for 2008-11

SCIE's new Strategic Plan explains how SCIE will deliver transformation. The work programme sets what SCIE will deliver.

SCIE has three strategic priorities which provide the framework for the work programme:

- To support the transformation of social care services to enable adults to lead full and independent lives
- To support the delivery of services to transform the lives of families and their children
- To raise the status of social care through a workforce that learns and innovates.

We will implement the SES within the framework of our strategic work plan focusing on the three strategic priorities.

**SCIE's Executive and Management Teams, all Corporate Level Committees, Directors and Heads of Services** will have a pivotal role to play in ensuring that our Single Equality Scheme is implemented and that progress is made in all action areas. The Single Equality Scheme will be monitored by the Equality and Diversity Forum on yearly basis. Reports of progress will be submitted to SCIE's **Management Board** on a yearly basis. For more information contact:

## 7. SCIE Single Equality Scheme Implementation Plan

### Objective 1: To implement the Single Equality Scheme

OBJECTIVE 1	KEY ACTIVITIES	RESPONSIBILITY	TIMESCALE	OUTCOMES
1.1 Set responsibilities for implementing the Single Equality Scheme.	Review current arrangements and take action accordingly.	Lead: S Goulder Support: P Fleischmann	1 <sup>st</sup> Oct 2009	Roles and responsibilities identified and allocated.
1.2 The work programme based on the 2008-2011 Strategic Plan incorporates an equality dimension in all projects.	Review current arrangement including project management framework.	Lead: S Goulder  Support: D Cundy / P Fleischmann	1 <sup>st</sup> Oct 2009	Equality is integrated into the mainstream of service delivery.
1.3 Increase communication of the single equality scheme implementation.	Regular progress reports within team meetings. Regular team meetings to highlight good practice or seek support and advice.	Lead: I Steen  Support: Senior Managers & EMG	Ongoing	All employees gain ownership of the scheme.
1.4 Improve the tendering process to ensure reflection of equality and diversity	Critical review of procurement process within SCIE and in partnership agencies.	Lead: S Goulder  Support: D Cundy	1 <sup>st</sup> Oct 2009	Increased involvement of the equalities groups by removing barriers and increasing range of stakeholders.
1.5 Monitor achievement of 1.1 to 1.4 above.	Build equality into corporate and individual performance appraisals.	Lead: J Jones Support: P Fleischmann	Ongoing	Publish results of monitoring to demonstrate compliance.
1.6 Deliver Equality Impact Assessment Training for staff	Train staff to know how to conduct full equality impact assessments.	Lead: P Fleischmann	Ongoing	Better and more inclusive policies, functions and products.

OBJECTIVE 1	KEY ACTIVITIES	RESPONSIBILITY	TIMESCALE	OUTCOMES
1.7 Develop a timeframe for carrying out Equality Impact Assessments	Carry out Equality Impact Assessments on policies, functions, services and products	Lead: P Fleischmann Support: Senior Managers & EMG	1 <sup>st</sup> may 2010  Ongoing	Identify barriers and gaps in inclusion Produce action plans to redress identified barriers and gaps
1.8 Integrate Equality Impact Assessments in Project Management protocols	Project Management system to include Equality Impact Assessment	Lead: D Cundy	1 <sup>st</sup> Sept 2009	Equality mainstreamed in all SCIE's work
1.9 Publish an annual report which includes equality outcomes achieved.	Systems in place to collate findings from the Equality Impact Assessments	Lead: S Goulder  Support: P Fleischmann	1 <sup>st</sup> Oct 2009	Demonstrates how equality is integrated in mainstream provision.

**Objective 2: To involve all stakeholders in our work and be seen as a resource by the relevant stakeholders**

OBJECTIVE 2	KEY ACTIVITIES	RESPONSIBILITY	TIMESCALE	OUTCOMES
2.1 Introduce monitoring (race, ethnicity, gender etc) into all SCIE events and activities	Design a one page monitoring form.	Lead: I Steen  Support: P Fleischmann	Completed	Provides baseline for future positive actions and involves partners in arrangements to engender inclusion.
2.2 Ensure that relevant staff are aware of good practice on consultation and involvement and implement practice in stakeholders engagement.	Clear signposting, guidance and systems for staff on good practice	Lead: D Gwynne-Smith  Support: P Fleischmann	1 <sup>st</sup> Oct 2009	SCIE promotes inclusive consultation and involvement processes and supports good practice in partner agencies.
2.3 Provide enhanced resources which integrate all equality considerations.	Examples of good practice on equality to be highlighted on website, newsletters, and elsewhere.	Lead: I Steen	1 <sup>st</sup> Oct 2009	Supports implementation of good equality and diversity practices

### Objective 3: Develop a diverse workforce and a diversity aware culture

OBJECTIVE 3	KEY ACTIVITIES	RESPONSIBILITY	TIMESCALE	OUTCOMES
3.1 Update recruitment monitoring for equalities	Redesign equal opportunity monitoring form	Lead: T Harrison	Completed	Provides baseline for future positive actions and involves partners in arrangements to engender inclusion.
3.2 Develop positive action plan to increase under represented groups in all pay bands in SCIE's workforce.	Audit current SCIE workforce.  Gather information on the impact of policies and practices on the recruitment, development and retention of employees	Lead: T Harrison	1 <sup>st</sup> Oct 2009	SCIE workforce reflects the diversity of London
3.3 Monitor levels of the equalities groups' involvement at all levels of SCIE activity.	Measure increased involvement on a yearly basis and consult on positive action programmes and adjust if necessary.	Lead: Senior Managers & EMG  Support: D Cundy	Ongoing	Increasing involvement of under represented groups and individuals in all SCIE activity.
3.4 Review and revise recruitment process in line with the Legislation.	Bring in expertise to carry out the review	Lead: T Harrison	1 <sup>st</sup> April 2010	Compliance with the letter of the Code of Practice on Equality in Employment.
3.5 Provide training for staff on all the 8 equalities strands	Identify gaps in current training provision and procure appropriate training.	Lead: P Fleischmann	Ongoing	Promotes good practice and cultural diversity.
3.8 Publish employment monitoring information.	Figures reflect actual activity within SCIE	Lead: T Harrison	1 <sup>st</sup> May 2010	Demonstrates transparency, allows remedial actions to be taken if necessary.