

# Valuing Diversity

## Race Equality Scheme (Appendix 1)

### Assessment of Functions and Impact Assessment Schedule 2008 - 2011



This Document is an appendix to the Council's Race Equality Scheme for 2008 – 2011 and should be read in conjunction with that scheme and the Council's Impact assessment Toolkit.

Within this document

- The term “function” is used to describe the full range of Council activities including services, regulation, law enforcement and grant-aiding etc.
- The term “policy” describes the formal and informal decisions about how the Council carries out its duties and uses its powers, it includes strategies, plans and procedures.
- In preparing this document a list of the functions for each department was drawn up and each function was assessed against the race, disability and gender equality duties to determine how relevant each function is using the chart below.

<b>Race Equality Duty: does or could this function help to ...</b>	<b>Y / N / ?</b>
Eliminate or address race discrimination as defined by the Race Relations Amendment Act 1976 as amended 2001?	
Promote race equality?	
Promote good relations between persons of different racial groups?	
Is there any public concern about discrimination or damage to public /community relations?	
<b>Disability Equality Duty: does or could this function help to...</b>	<b>Y / N / ?</b>
Promote equality of opportunity between disabled and other persons?	
Eliminate discrimination that is unlawful under the DDA 1995?	
Eliminate harassment of disabled persons that is related to their disability?	
Promote positive attitudes towards disabled persons?	
Encourage participation by disabled persons in local life?	
Take account of disabled persons' disabilities – even where that involves treating disabled persons more favourably than other persons?	
Promote good relations between disabled and other citizens?	
Is there any public concern about discrimination or damage to public / community relations?	
<b>Gender Equality Duty: does or could this function help to -</b>	<b>Y / N / ?</b>
Eliminate unlawful discrimination (of men, women or transgender people) under the (a) Sex Discrimination Act 1976? (b) Equal Pay Act 1975?	
Eliminate harassment, including sexual harassment?	
Promote equality of opportunity between men and women?	
Promote good relations between men and women?	
Is there any public concern about discrimination or damage to public /community relations?	

The Council conducts impact assessments across the following equality strands: race, disability, gender, age, religion and belief and sexual orientation. We also use the following list as an aid to help identify which groups might be affected by our functions and policies:

Workforce of WCBC – All
Men
Women
Transgendered people
Lesbians, Gay men, and Bisexual people
Working parents
Carers
People who have a disability (defined by the DDA 1995)
People who have restricted mobility
People who have a sensory impairment
People who have learning difficulties
People who have poor mental health
Migrant workers
Refugees
Asylum seekers
Young people
Children
Older people
People affected by domestic abuse
Gypsies and Travellers
People who are Christian and non-Christian
Single Parents
People who define themselves as White British (English, Scottish, Welsh, any other White background)
People who define themselves as Mixed Race (White and Black Caribbean, White and Black African, White and Asian, any other Mixed background)
People who define themselves as Asian, Asian British, (Asian English/Scottish/Welsh, Indian, Pakistani, Bangladeshi, any other Asian background)
People who define themselves as Black, Black British, Black English/Scottish/Welsh, (Caribbean, African, any other Black background)
People who define themselves as Chinese, Chinese British, (Chinese English, Scottish/Welsh)
People who define themselves as any other racial or ethnic group*

Consideration of all of these factors enables us to identify the functions that are relevant to the equality duties and those that we have considered to be of “high”, “medium” or “low” relevance to the equality duties. This informs our impact assessment priorities as set out in the impact assessment schedule for 2008 - 2011.

The following table outlines what this means in practical terms for the policies, plans and strategies that underpin each function.

<b>High</b> ↓	<b>Medium</b> ↓	<b>Low</b> ↓
considered to be of <b>particular relevance</b> to the equality duties, and to have the greatest impact on the public	considered to be <b>relevant</b> to the equality duties and have a significant impact on the public.	considered to be relevant to the equality duties and to have some impact on the public
<b>Impact Assessment Questionnaire</b>  Complete parts A, B & C	<b>Impact Assessment Questionnaire</b>  Complete parts A & B	<b>Impact Assessment Questionnaire</b>  Complete part A
<b>Submit to Impact Assessment Panel?</b>  Yes	<b>Submit to Impact Assessment Panel?</b>  Yes	<b>Submit to Impact Assessment Panel?</b>  No – unless guidance needed)
<b>Consultation?</b> Yes	<b>Consultation?</b> Yes	<b>Consultation?</b> Not if sufficient information and data available
<b>Equality Monitoring?</b>  Yes	<b>Equality Monitoring?</b>  Yes	<b>Equality Monitoring?</b>  Unlikely
<b>Timescale</b>  Service Plan: Year One (2008/09)	<b>Timescale</b>  Service Plan: Year Two (2009/10)	<b>Timescale</b>  Service Plan: Year Three (2010/2011)
<b>Publish IA on Web</b>  Yes	<b>Publish IA on Web</b>  Yes	<b>Publish IA on web</b>  Yes

Where a function is not supported by a written policy, we will impact assess the function and how it is delivered. All new policies, plans and strategies will be subject to impact assessment before they are adopted.

We will review and assess policies in order of priority, as set out in the impact assessment schedule, and in accordance with the arrangements set out within the equality impact assessment toolkit.

The Equality Team have assessed all of the Council's functions. Departments have used this to inform their impact assessment schedules and annual service plans.

From time to time it may be necessary to amend the schedule. In such cases each proposed amendment will be considered on its merits and as part of the bigger picture for that function and department. Any amendments to the schedule will be considered by the Impact Assessment Panel, a sub group of the Corporate Equality Improvement Group.

Additional practical support is provided through regular drop-in surgeries hosted by the Council's Equality Manager and staff training.

We will work with our partners to Impact Assess partnership plans, policies and strategies.

Our impact assessment schedule is integral to the Councils performance monitoring arrangements and Departmental service plans. Details of progress and performance will be reported to the relevant Scrutiny Committee and included within the RES Annual reports.

The schedule sets out the impact assessments each department will undertake over the next three years.

This document is arranged by department in the following order:

1. Adult Social Care
2. Children's Services: Learning and Achievement
3. Children's Services: Prevention and Inclusion
4. Children's Services: Safeguarding and Support
5. Economic Development
6. Environment
7. Finance and Performance
8. Human Resources
9. Housing and Public Protection
10. Information Systems
11. Legal and Administration
12. Leisure Libraries and Culture
13. Planning
14. Transport and Asset Management

## EQUALITY ASSESSMENT OF FUNCTIONS: ADULT SOCIAL CARE

FUNCTIONS	Race			Disability			Gender		
	H	M	L	H	M	L	H	M	L
Commissioning / Contracting	✓			✓			✓		
Access - Assessment, Care Management, Resource Panel, Brokerage and Review	✓			✓			✓		
Older People Services	✓			✓			✓		
Mental Health Services	✓			✓			✓		
Physical Disabilities / Sensory Impairment Services	✓			✓			✓		
Learning Disabilities Services	✓			✓			✓		
Home / Domiciliary Care	✓			✓			✓		
Residential / Nursing / Respite Care	✓			✓			✓		
Day, Work Opportunities and Community Services	✓			✓			✓		
Protection of Vulnerable Adults	✓			✓			✓		
Welfare Rights - Financial Assessment/Client Contributions	✓			✓			✓		
Carers Support Services	✓			✓			✓		

## EQUALITY IMPACT ASSESSMENT SCHEDULE: ADULT SOCIAL CARE

<b>Service Plan Year 1 (2008-09)</b>	<b>Service Plan Year 2 (2009-2010)</b>	<b>Service Plan Year 3 (2010-2011)</b>
<ul style="list-style-type: none"> <li>• Stakeholder Participation and Involvement Strategy</li> <li>• Short term/respice</li> <li>• Self Directed Support</li> <li>• Reablement</li> <li>• Community Meals Strategy</li> <li>• Integrated Community Equipment Stores</li> <li>• EMH reconfiguration</li> <li>• Integrated Community Equipment Stores</li> <li>• Charging Policy</li> <li>• Care Management Manual</li> </ul>	<ul style="list-style-type: none"> <li>• Protection of Vulnerable Adults</li> <li>• Intermediate Care Services</li> <li>• Existing Business Processes</li> <li>• Welfare Rights Policy</li> <li>• Joint Commissioning Plan – Mental Health</li> <li>• Joint Commissioning Plan Learning Disability</li> <li>• Carers’ Strategy</li> <li>• Eligibility Criteria Policy</li> <li>• Older People’s Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Strategy for People with Physical &amp; Sensory Issues Long-Term Neurological Conditions, and the Cultural Deaf Community.</li> <li>• Medication Policy</li> <li>• Resource Panel Management Policy</li> <li>• Transition into Adult Services Policy</li> </ul>

## EQUALITY ASSESSMENT OF FUNCTIONS

### CHILDREN'S SERVICES: LEARNING AND ACHIEVEMENT

FUNCTIONS:	Race			Disability			Gender		
	H	M	L	H	M	L	H	M	L
School improvement service	✓			✓			✓		
Basic Skills	✓				✓		✓		
Governor Support and Training		✓			✓			✓	
Provision of School places and reviews	✓			✓			✓		
Access including admissions and transfers	✓			✓			✓		
Schools Management of information systems			✓			✓			✓
Schools professional development	✓			✓			✓		
Schools engineer service, cleaning and catering services including corporate catering	✓			✓			✓		
Translation Service	✓			✓			✓		
School Transport (in partnership Transport & Asset Management)			✓	✓					✓

## EQUALITY IMPACT ASSESSMENT SCHEDULE

### CHILDREN'S SERVICES: LEARNING AND ACHIEVEMENT

<b>High Priority Year 1 (2008-09)</b>	<b>Medium Priority Year 2 (2009-2010)</b>	<b>Low Priority Year 3 (2010-2011)</b>
<ul style="list-style-type: none"><li>• Hazardous Routes Policy</li><li>• School Child Protection Procedures</li></ul>	<ul style="list-style-type: none"><li>• Access Strategy</li><li>• Admissions Policy and Procedures</li><li>• Welsh Language Scheme</li></ul>	<ul style="list-style-type: none"><li>• School Transport Policy</li></ul>

## EQUALITY ASSESSMENT OF FUNCTIONS: PREVENTION AND INCLUSION

FUNCTIONS	Race			Disability			Gender		
	H	M	L	H	M	L	H	M	L
Learning Support Services	✓			✓			✓		
Special Education Needs Support Service	✓			✓			✓		
Pupil Support /Statementing Service	✓			✓			✓		
Education Social Work Service	✓			✓			✓		
Traveller Education Service	✓			✓			✓		
Sensory Support Service	✓			✓			✓		
English as an Additional Language	✓			✓			✓		
Youth Service	✓			✓			✓		
Children's /Youth University	✓			✓			✓		
Youth Justice Service	✓			✓			✓		
Healthy Schools Initiative	✓			✓			✓		
Children's Information Bureau	✓			✓			✓		
Family Centres	✓			✓			✓		
Integrated Children's Centres	✓			✓			✓		
Flying Start	✓			✓			✓		
Integrated Activities – Team Around the Child	✓			✓			✓		
Play Development	✓			✓			✓		
Performance, Support and Development	✓			✓			✓		
Oversight of three Pupil Referral Units and providing education to those children and young people not in mainstream education	✓			✓			✓		

## EQUALITY IMPACT ASSESSMENT SCHEDULE

### CHILDREN'S SERVICES: PREVENTION AND INCLUSION

<b>High Priority Year 1 (2008-09)</b>	<b>Medium Priority Year 2 (2009-2010)</b>	<b>Low Priority Year 3 (2010-2011)</b>
<ul style="list-style-type: none"> <li>• Youth Justice Plan</li> <li>• Youth Service Plan</li> <li>• Play Strategy</li> <li>• CIB Strategic Plan</li> <li>• Children and Young People's Plan</li> <li>• Pupil Referral Units Policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Team Around The Child</li> <li>• Participation Strategy</li> <li>• Parenting Strategy</li> <li>• Autistic Spectrum Disorder</li> </ul>	

## EQUALITY ASSESSMENT OF FUNCTIONS: SAFEGUARDING AND SUPPORT

<b>FUNCTIONS</b>	<b>Race</b>			<b>Disability</b>			<b>Gender</b>		
	<b>H</b>	<b>M</b>	<b>L</b>	<b>H</b>	<b>M</b>	<b>L</b>	<b>H</b>	<b>M</b>	<b>L</b>
The delivery of social care services to children and young people including family support, child protection, supporting disabled children and young people, care services (residential and fostering) and adoption services	✓			✓			✓		

## EQUALITY IMPACT ASSESSMENT SCHEDULE

### CHILDREN'S SERVICES: SAFEGUARDING AND SUPPORT

<b>High Priority Year 1 (2008-09)</b>	<b>Medium Priority Year 2 (2009-2010)</b>	<b>Low Priority Year 3 (2010-2011)</b>
<ul style="list-style-type: none"> <li>• Safeguarding and Support Annual Business Plan</li> <li>• Corporate Parenting Strategy</li> <li>• Access to Services policy and procedures</li> <li>• Referral and Assessment policy and procedures</li> <li>• Emergency Duty Team policy and procedures</li> <li>• Adoption Service policy and procedures</li> <li>• Fostering Service policy and procedures</li> <li>• Private Fostering policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Commissioning Strategy</li> <li>• Placement Strategy</li> <li>• Partnership with Parents policy and procedures</li> <li>• Competency to make or consent to decisions policy and procedures</li> <li>• Family Support policy and procedures</li> <li>• Looked After Children policy and procedures</li> <li>• Leaving Care policy and procedures</li> <li>• Advocacy policy and procedures</li> <li>• Children who present inappropriate sexual behaviour policy and procedures</li> <li>• Conveying vulnerable children in cars policy and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Parental Responsibility</li> <li>• Confidentiality</li> <li>• Data Protection</li> <li>• Recording Practice</li> <li>• RAISe</li> <li>• Transferring work between team</li> <li>• Staff supervision</li> <li>• Dealing with Post, Email and Telephone contacts in staff absence</li> <li>• Legal Court Orders</li> <li>• Residential Placements</li> <li>• Lone working policy and</li> <li>• Risk Assessment (staff visits)</li> </ul>

## EQUALITY ASSESSMENT OF FUNCTIONS: ECONOMIC DEVELOPMENT

FUNCTIONS	Race			Disability			Gender		
	H	M	L	H	M	L	H	M	L
Economic Development	✓			✓			✓		
Business and Learning		✓			✓			✓	
Physical Regeneration	✓			✓			✓		
Community Regeneration	✓			✓			✓		
Community Cohesion	✓			✓			✓		
Community Safety	✓			✓			✓		
Anti-Social Behaviour	✓			✓			✓		
Town Centre Management		✓		✓				✓	

## EQUALITY IMPACT ASSESSMENT SCHEDULE: ECONOMIC DEVELOPMENT

<b>High Priority Year 1 (2008-09)</b>	<b>Medium Priority Year 2 (2009-2010)</b>	<b>Low Priority Year 3 (2010-2011)</b>
<ul style="list-style-type: none"> <li>• Economic Development Strategy and Service Plan 2008-11</li> <li>• Rural Development Plan (partnership strategy)</li> <li>• Community Regeneration Strategy</li> <li>• Broughton Community Strategy (partnership strategy)</li> <li>• Community Cohesion Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Business &amp; Learning Framework</li> <li>• Community Safety Strategy</li> <li>• Substance Misuse and Alcohol Action Plan</li> <li>• Anti Social Behaviour Strategy</li> <li>• Gating Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Town Centre Management</li> <li>• Shopmobility</li> <li>• Tourist Information Centre</li> </ul>

## EQUALITY ASSESSMENT OF FUNCTIONS: ENVIRONMENT

FUNCTIONS		Race			Disability			Gender		
		H	M	L	H	M	L	H	M	L
<b>Waste Services</b>	Waste Management			✓			✓			✓
	Waste Disposal			✓			✓			✓
	Recycling / Refuse Collection			✓	✓					✓
	Household Recycling Centres			✓			✓			✓
	Abandoned cars			✓			✓			✓
<b>Streetscene and Highways</b>	<b>Highway Maintenance (including snow clearing &amp; gritting)</b>			✓	✓					✓
	Street lighting		✓		✓				✓	
	Gully emptying			✓			✓			✓
	Fly tipping, graffiti, sharps removal			✓			✓			✓
	<b>Street sweeping</b>			✓		✓				✓
	Grounds / open space maintenance			✓		✓				✓
	<b>Public conveniences</b>			✓	✓				✓	
<b>Transport</b>	Fleet management			✓			✓			✓
	MOT testing			✓	✓		✓			✓
	Private Hire / Hackney Carriage Testing			✓			✓			✓
<b>Parks Countryside and Public Rights of Way</b>	Parks and countryside services			✓	✓					✓
	Public rights of way			✓						✓
	Allotments			✓		✓				✓
	Aboriculture			✓			✓			✓
<b>Cemeteries &amp; Crematorium</b>	Cemeteries and crematorium service	✓					✓			✓

## EQUALITY IMPACT ASSESSMENT SCHEDULE: ENVIRONMENT

<b>High Priority Year 1 (2008-09)</b>	<b>Medium Priority Year 2 (2009-2010)</b>	<b>Low Priority Year 3 (2010-2011)</b>
<ul style="list-style-type: none"> <li>• Winter Maintenance Policy</li> <li>• Cemeteries and cremation service</li> </ul>	<ul style="list-style-type: none"> <li>• Policy on Highway Safety inspections, intervention criteria response times</li> <li>• Wrexham Allotment Strategy</li> <li>• The Provision and Distribution of Open Access, Outdoor Fixed Play Equipment in WCB</li> </ul>	<ul style="list-style-type: none"> <li>• Municipal Waste Management Strategy</li> <li>• Provision of Bin capacity for large households</li> <li>• Floral tributes/roadside memorials on County roads following fatal road accidents/collisions</li> <li>• Wrexham Rights of Way Improvement Plan</li> <li>• Wrexham Tree Strategy</li> </ul>

## EQUALITY ASSESSMENT OF FUNCTIONS: FINANCE AND PERFORMANCE

FUNCTIONS	Race			Disability			Gender		
	H	M	L	H	M	L	H	M	L
Council Tax			✓			✓			✓
Housing and Council Tax Benefits		✓		✓				✓	
Anti fraud		✓				✓			✓
Business rates			✓			✓			✓
Performance improvement			✓			✓			✓
Cash office and cash collection			✓		✓				✓
Payroll			✓			✓			✓
Insurance			✓			✓			✓
Accountancy, Treasury Management and financial support to schools			✓			✓			✓
Internal audit			✓			✓			✓
Creditor payments			✓			✓			✓
Debtors invoices			✓			✓			✓
Strategic procurement	✓			✓				✓	
Student support			✓		✓				✓

## EQUALITY IMPACT ASSESSMENT SCHEDULE: FINANCE AND PERFORMANCE

High Priority Year 1 (2008-09)	Medium Priority Year 2 (2009-2010)	Low Priority Year 3 (2010-2011)
<ul style="list-style-type: none"> <li>• Procurement Strategy</li> <li>• Procurement Code of Practice</li> <li>• Community Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Benefit Fraud Sanctions Policy</li> <li>• External sanctions policy</li> <li>• Anti fraud and verification</li> <li>• Local Housing Allowance – safeguard policy</li> </ul>	<ul style="list-style-type: none"> <li>• Improvement Plan</li> <li>• Remissions Policy</li> <li>• Uniform Grants</li> <li>• Student Support</li> <li>• Treasury Management Strategy</li> <li>• Financial Regulations</li> <li>• Anti Fraud and Corruption Strategy</li> <li>• Sanctions Policy for External Fraud</li> <li>• Anti Money Laundering Policy</li> <li>• Risk Management Policy</li> <li>• Risk Management Strategy</li> <li>• Code of Corporate Governance</li> <li>• Tenants Contents Insurance Scheme</li> <li>• Insurance(Public–staff liabilities, buildings)</li> <li>• Debt recovery write-off policy</li> </ul>

## EQUALITY ASSESSMENT OF FUNCTIONS: HOUSING AND PUBLIC PROTECTION

FUNCTIONS	Race			Disability			Gender		
	H	M	L	H	M	L	H	M	L
Strategic Housing	✓			✓			✓		
Sheltered housing	✓			✓			✓		
Care Call	✓			✓			✓		
Repairs and Improvement	✓			✓			✓		✓
Housing Allocations	✓			✓			✓		✓
Council Housing Management (including Rent Collection)	✓			✓			✓		
Private sector housing – grants, renewal areas and Houses in Multiple Occupation Enforcement	✓			✓			✓		
Homelessness	✓			✓			✓		
Supporting People	✓			✓			✓		
Environmental Enforcement			✓			✓			✓
Public Health & Environmental Enforcement			✓			✓			✓
Licensing		✓			✓			✓	
Food safety, Environmental protection & domestic noise/public health		✓			✓			✓	
Health promotion	✓			✓			✓		
Fair Trade/Trading Standards			✓			✓			✓

## EQUALITY IMPACT ASSESSMENT SCHEDULE: HOUSING AND PUBLIC PROTECTION

<b>High Priority Year 1 (2008-09)</b>	<b>Medium Priority Year 2 (2009-2010)</b>	<b>Low Priority Year 3 (2010-2011)</b>
<ul style="list-style-type: none"> <li>• Local Housing Strategy</li> <li>• Empty Homes Strategy</li> <li>• Private Sector Renewal Strategy</li> <li>• Homelessness</li> <li>• Delivery of Telecare/Care Call</li> <li>• Supporting People Operational Plan</li> <li>• Lettings Policy</li> <li>• Local Lettings Policy (Difficult to Manage Properties)</li> <li>• Local Lettings Policy (Properties Suitable for Older Persons)</li> <li>• Mutual Exchanges</li> <li>• Exclusions Policy</li> <li>• Revenue Collection (Rent Arrears)</li> <li>• Assisted Gardening Scheme</li> <li>• Work to Trees &amp; Hedges</li> <li>• Anti Social Behaviour Policy</li> <li>• Rechargeable Repairs</li> <li>• Standby Policy</li> <li>• Lone Working Policy</li> <li>• Policy – Use of Council Vehicles</li> <li>• Sheltered Housing With Support</li> <li>• Medication Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Burial of Destitute Persons</li> <li>• Exhumation</li> <li>• Accumulation of Refuse</li> <li>• Secure Storage, Handling, Use, Retention &amp; Disposal of Disclosure Information</li> <li>• Private Drivers - Licenses</li> <li>• Licensing Policy Statement – Licensing Act 2003</li> <li>• Licensing Policy Statement – Gambling Act 2005</li> <li>• Food Inspection</li> <li>• Contaminated Land Strategy</li> <li>• Private Water Supplies</li> <li>• Noise Procedures</li> <li>• Noise Enforcement Policy</li> <li>• PPC Enforcement Policy</li> <li>• Public Protection Enforcement Policy</li> <li>• Service Charter – Public Protection</li> </ul>	<ul style="list-style-type: none"> <li>• Audible Alarms</li> <li>• Vehicle Alarms</li> <li>• Stray Dogs</li> <li>• Dog Fouling</li> <li>• Litter</li> <li>• Noise Nuisance</li> <li>• Use of Matron</li> <li>• Filthy &amp; Verminous Premises</li> <li>• Pest Control</li> <li>• Water Monitoring – Swimming Pools</li> <li>• Water Monitoring – Spa Pools</li> <li>• Smoke Control</li> <li>• Securing of Buildings against Unauthorised Entry</li> <li>• Caravan Site Licence</li> <li>• Drainage</li> <li>• Dealing with Side Waste</li> <li>• Use of Child Volunteering for Test Purchasing – Age Relating Products</li> <li>• Issuing Proof of Age Cards to Young People</li> <li>• Consumer Advice Services</li> <li>• Inspection &amp; Sampling at Retail Premises</li> <li>• Investigation -Trading Standards Offences</li> </ul>

## EQUALITY ASSESSMENT OF FUNCTIONS: HUMAN RESOURCES

FUNCTIONS	Race			Disability			Gender		
	H	M	L	H	M	L	H	M	L
Human Resource Strategy and Planning	✓			✓			✓		
Recruitment and Selection	✓			✓			✓		
Training and Development	✓			✓			✓		
Equality and Diversity	✓			✓			✓		
Employment relations	✓			✓			✓		
Pay and reward	✓			✓			✓		
Health and safety	✓			✓			✓		
Problem solving and Case work	✓			✓			✓		

## EQUALITY IMPACT ASSESSMENT SCHEDULE: HUMAN RESOURCES

<b>High Priority Year 1 (2008-09)</b>	<b>Medium Priority Year 2 (2009-2010)</b>	<b>Low Priority Year 3 (2010-2011)</b>
<ul style="list-style-type: none"> <li>• Induction Procedure</li> <li>• Learning &amp; Development</li> <li>• PRD Scheme</li> <li>• Dignity at Work</li> <li>• Flexible Working Scheme</li> <li>• Work Life Balance Arrangements</li> <li>• Capability Procedure</li> <li>• Disciplinary Procedure</li> <li>• Grievance Procedure</li> <li>• Exit Interviews</li> <li>• Payroll Authorisation</li> <li>• Car Leasing</li> <li>• Adverse Weather Arrangements</li> <li>• Stress Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Travel &amp; Subsistence</li> <li>• Annual Leave</li> <li>• Sickness Absence Management</li> <li>• Relocation Scheme</li> <li>• Code of Conduct</li> <li>• Guidelines on Mobile Phone Use</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment &amp; Selection</li> <li>• Job Evaluation</li> <li>• Honoraria/overtime</li> <li>• Travel &amp; Subsistence</li> <li>• Provision to assist working parents</li> <li>• Health &amp; Safety Policy &amp; Arrangements</li> <li>• Managing Redundancy &amp; Redeployment</li> <li>• Early Retirement Scheme</li> <li>• Flexible Retirement Scheme</li> <li>• Severance Scheme</li> <li>• Accessing Occupational Health</li> </ul>

## EQUALITY ASSESSMENT OF FUNCTIONS: INFORMATION SYSTEMS

FUNCTIONS	Race			Disability			Gender		
	H	M	L	H	M	L	H	M	L
Personal computing			✓		✓				✓
Telecommunications			✓		✓				✓
Data Networks			✓			✓			✓
Schools ICT support			✓		✓				✓
ICT security		✓				✓			✓
ICT Technical Support			✓			✓			✓
Systems Integration			✓		✓				✓
ICT Helpdesk and Inventory Control			✓			✓			✓
ICT Policy and Strategy		✓			✓				✓
ICT Procurement		✓			✓				
Web and Internet Development	✓			✓				✓	
Customer Access to Services	✓			✓				✓	

## EQUALITY IMPACT ASSESSMENT SCHEDULE: INFORMATION SYSTEMS

<b>High Priority Year 1 (2008-09)</b>	<b>Medium Priority Year 2 (2009-2010)</b>	<b>Low Priority Year 3 (2010-2011)</b>
<ul style="list-style-type: none"> <li>• Customer Focus Strategy</li> <li>• Guidelines for providing content for website</li> <li>• Guidelines for responding to emails from the public</li> </ul>	<ul style="list-style-type: none"> <li>• ICT Procurement Policy and Guidelines</li> <li>• IT Security Guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Acceptable use of ICT facilities</li> </ul>

## EQUALITY ASSESSMENT OF FUNCTIONS: LEGAL & DEMOCRATIC SERVICES

FUNCTIONS	Race			Disability			Gender		
	H	M	L	H	M	L	H	M	L
Legal Services			✓			✓			✓
Registrars' services		✓			✓				
Electoral services		✓			✓			✓	
Coroner support			✓			✓			✓
Mayoral / Civic Support			✓			✓			✓
Member Services		✓			✓			✓	
Committee Administration			✓			✓			✓
Scrutiny Support	✓			✓			✓		
Office Support services – reception, switchboard, corporate reprographics and administration support	✓			✓			✓		
Complaints	✓			✓			✓		

## EQUALITY IMPACT ASSESSMENT SCHEDULE: LEGAL AND DEMOCRATIC SERVICES

<b>High Priority Year 1 (2008-09)</b>	<b>Medium Priority Year 2 (2009-2010)</b>	<b>Low Priority Year 3 (2010-2011)</b>
<ul style="list-style-type: none"> <li>• Corporate Compliments, Comments and Complaints Policy and Procedures</li> <li>• Whistleblowing Policy (Monitoring Officer Role)</li> <li>• Registration Services (General Register Office Review)</li> <li>• Member Development Charter</li> <li>• Scrutiny support</li> </ul>	<ul style="list-style-type: none"> <li>• Members Services Policies, Procedures and Protocols</li> <li>• Member Officer Relations Guidance</li> <li>• Code of Conduct (Officers) (Monitoring Officer Role)</li> <li>• Electoral Registration</li> </ul>	<ul style="list-style-type: none"> <li>• Legal Services Office Manual</li> <li>• Constitution</li> <li>• Planning Protocols</li> </ul>

## EQUALITY ASSESSMENT OF FUNCTIONS: LEISURE, LIBRARIES AND CULTURE

FUNCTIONS	Race			Disability			Gender		
	H	M	L	H	M	L	H	M	L
Library and information service	✓			✓			✓		
Heritage Services		✓		✓				✓	
Modern Record service			✓			✓			✓
Leisure & Activity services	✓			✓			✓		
Public art, visual arts, performing arts		✓			✓			✓	
Twinning			✓			✓			✓
Community centres	✓			✓			✓		
Informal learning	✓			✓			✓		
Information Legislation			✓			✓			✓
Communications Unit	✓			✓			✓		

## EQUALITY IMPACT ASSESSMENT SCHEDULE: LEISURE, LIBRARIES AND CULTURE

<b>High Priority Year 1 (2008-09)</b>	<b>Medium Priority Year 2 (2009-2010)</b>	<b>Low Priority Year 3 (2010-2011)</b>
<ul style="list-style-type: none"> <li>• Welsh Language Scheme</li> <li>• Communications Strategy</li> <li>• Community Centres - conditions of hire</li> <li>• Community Centres - Scale of charges</li> <li>• LIS Stock Management Policy</li> <li>• LIS ICT Acceptable Use Policy</li> <li>• Leisure- Scale of Charges</li> <li>• Leisure – Conditions of Hire</li> <li>• Leisure – Elite Athlete Performance Development</li> </ul>	<ul style="list-style-type: none"> <li>• Media Guidelines</li> <li>• Photographic Guidelines</li> <li>• Community Centres – Management Committee Constitution &amp; Rules</li> <li>• Heritage Strategy</li> <li>• Collections, Acquisition &amp; Disposal Policy</li> <li>• Culture &amp; Heritage Facility Hire/Booking Policies &amp; Charges</li> </ul>	<ul style="list-style-type: none"> <li>• Information Legislation Policy &amp; Procedures</li> </ul>

## EQUALITY ASSESSMENT OF FUNCTIONS: PLANNING

FUNCTIONS	Race			Disability			Gender		
	H	M	L	H	M	L	H	M	L
Unitary Development Plan and other Planning Policies and Guidance		✓		✓				✓	
Protecting Listed Buildings and Conservation Areas			✓			✓			✓
Protecting trees and hedgerows			✓			✓			✓
Protecting Biodiversity			✓			✓			✓
Processing Planning applications		✓		✓				✓	
Enforcement against breaches of planning legislation			✓			✓			✓
Processing Building Regulations applications			✓			✓			✓
Dealing with dangerous structures			✓			✓			✓
Processing Street naming and numbering			✓			✓			✓
Emergency planning	✓			✓			✓		
Sustainability		✓			✓			✓	

## EQUALITY IMPACT ASSESSMENT SCHEDULE: PLANNING

<b>High Priority Year 1 (2008-09)</b>	<b>Medium Priority Year 2 (2009-2010)</b>	<b>Low Priority Year 3 (2010-2011)</b>
<ul style="list-style-type: none"> <li>• Unitary Development Plan 2004 – 2011 and Supplementary Guidance</li> <li>• Emergency Planning (Response policies and procedures including Town Centre Evacuation Plan)</li> </ul>	<ul style="list-style-type: none"> <li>• Local Development Plan *</li> <li>(Ongoing as it is developed)</li> <li>• Customer Charter (dealing with the public, public access to the Planning service and consultation)</li> <li>• Sustainability Co-ordination</li> </ul>	
	<p>*The Local development Plan (replaces the Unitary Development Plan) is under development, underpinning policies and Impact Assessment Panel will advise.</p> <p>The department has published a wide variety of supplementary guidance notes, many of which are technical and land based. These will be assessed as they are updated and added to the schedule as appropriate.</p> <p><b>The department will refer to the Impact Assessment Panel for advice.</b></p>	

## EQUALITY ASSESSMENT OF FUNCTIONS: TRANSPORT AND ASSET MANAGEMENT

FUNCTIONS		Race			Disability			Gender		
		H	M	L	H	M	L	H	M	L
<b>Highways</b>	Highways asset planning			✓			✓			✓
	North Wales Trunk Road Agency (Partnership)			✓			✓			✓
<b>Transportation</b>	Local Implementation Plan – supports the introduction of the Regional Transport Plan (collaborative working with other LA's). Possible introduction 2009/10		✓		✓				✓	
	Public, School and Social services transport		✓		✓				✓	
	Road safety			✓		✓				✓
	Car parks and decriminalised parking			✓	✓				✓	
	Commercial estates management			✓		✓				✓
<b>Property</b>	Property asset planning			✓			✓			✓
	Facilities / Building Maintenance			✓		✓				✓
<b>CCTV</b>	CCTV (day to day operations)									

## EQUALITY IMPACT ASSESSMENT SCHEDULE: TRANSPORT AND ASSET MANAGEMENT

High Priority Year 1 (2008-09)	Medium Priority Year 2 (2009-2010)	Low Priority Year 3 (2010-2011)
<ul style="list-style-type: none"> <li>• <b>Decriminalised Parking</b></li> <li>• <b>Long Term Staff Parking</b></li> <li>• Asset Management Plan</li> <li>• Agricultural Estates</li> </ul>	<ul style="list-style-type: none"> <li>• Transport Planning Policy (Regional Transport Plan)</li> <li>• Highways Asset Management Plan</li> <li>• Local Implementation Plan</li> <li>• Mainstreaming (special needs pupils with mainstream)</li> <li>• CCTV</li> </ul>	<ul style="list-style-type: none"> <li>• North Wales Trunk road Agency (Partnership)</li> <li>• WCBC Travel Plan</li> <li>• Strategy for Managing the Commercial Estate</li> </ul>