



West Lothian
Council

Corporate Equality Outcomes 2013 – 2017

1. Foreword

This document presents West Lothian Council's Equality Outcomes for 2013 to 2017 and reflects our commitment to fulfilling both our statutory duties under legislation as well as pro-actively meeting the needs of the diverse community that we serve.

This document is West Lothian Council's plan for breaking down barriers to services and employment opportunities and to improving outcomes for everyone who lives, works or does business in West Lothian.

West Lothian Council is committed to focusing our efforts on tackling some of the most persistent challenges of inequality in our society. Our corporate equality outcomes focus on the issues identified by evidence, and those affected by inequality, as priority for West Lothian Council.

As an organisation we made considerable headway in meeting the legacy public duties on equality; however there are significant challenges ahead to ensure that a reduction in inequality becomes a reality.

Through developing closer links with our partners, involving our community and workforce and continuing to improve the way in which we monitor and review our progress, we hope to achieve the outcomes set out in our Plan for 2013 to 2017 and ensure that equality becomes part of everything we do.

Councillor John McGinty
Leader of the council

Graham Hope
Chief Executive

April 2013

2. West Lothian Council

- 2.1 West Lothian is a great place to live, work and do business. West Lothian Council aims to improve the quality of life, and opportunities, for all citizens. We are a top performing council with a reputation for innovation, partnership working and customer focus.

West Lothian is the tenth largest local authority in Scotland. The Council is central to the provision of services that affect people's everyday lives, for example, housing, education, libraries, leisure and benefits. We therefore recognise that all the services provided by the council need to reflect consideration of the impact that they may have on equality. We aim to provide improved services that meet the needs and priorities of local communities.

2.2 Our Values

Our mission statement and values were introduced and adopted in 1996 when West Lothian Council was formed. These values underpin all our work and embody the way we carry out our business. Our values are:

- Focusing on customer need;
- Being honest, open and accountable;
- Providing equality of opportunities;
- Developing employees;
- Making best use of our resources; and
- Working in partnership.

In January 2013 the council's priorities were approved within our Corporate Plan. The eight priority areas are:

- Delivering positive outcomes and early interventions for early years;
- Improving the employment position in West Lothian;
- Improving attainment and positive destinations for school children;
- Improving the quality of life for older people;
- Minimising poverty, the cycle of deprivation and promoting equality;
- Reducing crime and improving community safety;
- Delivering positive outcomes on health;
- Protecting the built and natural environment

3. Corporate Working Group on Equality

In June 2002 the council established the Corporate Working Group on Equality. The group is responsible for the strategic implementation of equality initiatives and legislation and provides a forum for good practice council wide. The group is chaired at Head of Service level and reports directly to the Corporate Management Team. The group comprises representatives from each of our service areas. Specifically, the Group is responsible for the corporate implementation and monitoring of the Corporate Equality Scheme Outcomes and other equality actions. The group was instrumental in the decisions on our Corporate Equality Outcomes, taking account of the results of evidence review and involvement.

4. Equality Policy Statement

The council recognises and values the diverse range of talents, skills, experience and perspectives that exist within society; those qualities and attributes should be reflected within the composition of our workforce, our employment practices and in the planning and delivery of our services.

This policy statement outlines the council's commitment to provide services that are inclusive and accessible and to take measures to eliminate discrimination, promote equality of opportunity and promote good relations between different groups both within and out with the workplace.

Central to the council's policy is the prevention of discrimination, victimisation and harassment against service users and employees on any grounds, but particularly in relation to:

- Age;
- Caring responsibility;
- Disability;
- Employment status;
- Ethnicity;
- Gender identity;
- Gender;
- Language;
- Marriage and Civil Partnership;
- Political belief or trade union membership;
- Religion or belief;
- Sexual orientation; and
- Social origin.

5. Public Sector Equality Duty

The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 came into force on 27 May 2012. The UK Government's Equality Act 2010 simplified and, where appropriate, harmonised the various different pieces of equality legislation. The bulk of the Act came into force on 1 October 2010. The Equality Act 2010 contains a public sector equality duty covering the relevant protected characteristics of age, disability, gender, gender reassignment, pregnancy and maternity, race, religion or belief and sexual orientation. The duty replaced earlier public sector duties to promote equality relating to race, disability and gender equality.

The duty is in two parts – the public sector equality duty in the Equality Act 2010 itself (often referred to as the 'general duty'), and specific duties which are made by Scottish Ministers through regulations. The general duty came into force in April 2011. The general duty requires public authorities, in the exercise of their functions, to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct;
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not; and
- Foster good relations between people who share a protected characteristic and those who do not.

One of the key specific duties requires public bodies to develop and publish a set of equality outcomes. With reference to the key principles of proportionality and relevance, a public body's outcomes must be developed with use of evidence and involvement of individuals or groups affected by the issues and areas of inequality considered. The council's corporate equality outcomes are provided at Annex 1.

6. Developing West Lothian Council's Equality Outcomes

Following the implementation of the Public Sector Equality Duty in May 2012, West Lothian Council took the following measures in order to project manage the development of our outcomes.

6.1 Executive and Corporate Management Team

A briefing on the Public Sector Equality Duty and the specific requirements related to development of equality outcomes was provided to council senior management during summer 2012. The project delivery arrangements were approved at this stage. The Corporate Management Team was also directly involved in the agreement of outcomes in January 2013.

6.2 Outcomes Development Group

A sub-group of the council's Corporate Working Group on Equality was devised in order to steer and influence the development of equality outcomes. The group also reviewed progress and evaluated impact of evidence and involvement activity.

6.3 Evidence Review

A review of relevant national and local evidence commenced in September 2012, running through to the final development of outcomes in February 2013. The evidence review assisted the council to identify key themes and priorities around which equality outcomes were considered relevant. The evidence sources for the development of outcomes can be viewed at Annex 2.

6.4 PSED Briefings

During October 2012 a series of briefings were hosted by the council on the requirements of the Public Sector Equality Duty and the need to involve employees and the community in the development of outcomes. These sessions were specifically aimed at members of our Employee Equality Networks and Community Forums; however they were open sessions attended by representatives of partner organisations, voluntary groups and elected members. The aim of the sessions was to ensure that everyone we would ask to be involved in drafting the outcomes had access to the same information and context.

6.5 Themes and Priorities

Starting in November 2012, the key themes and priorities for development of outcomes were taken to a number of specific groups, individuals and organisations for involvement in the creation of outcomes. A range of facilitation methods were used dependent on the circumstances in order to ensure that the feedback received from involvement was as effective as possible. The key evidence-based themes for development of outcomes are outlined below:

- Caring Responsibility
- Communication and Involvement
- Corporate Culture
- Employability
- Equal Pay
- Hate crime
- Independent Living
- Performance in Education
- Poverty
- Violence Against Women

The poverty theme was added following initial involvement discussions with community groups. Information on the various involvement sessions facilitated, by protected characteristic, is outlined at Annex 3.

6.6 Draft Outcomes

In December 2012 an open session was facilitated with representatives from the key groups involved in the development of outcomes to agree outcome text, performance indicators and appropriate outputs. A number of the draft outcomes were amended through this process to ensure focus on local priorities. The corporate equality outcomes for the council are:

1. Employability and skills opportunities are accessible and accessed proportionately, by people within the relevant protected characteristics in West Lothian.
2. The council has a reduced level of gender based occupational segregation.
3. Improved awareness of violence against women, improved protection against violence within services.
4. People within the relevant characteristics in West Lothian understand the definition of hate crime and are knowledgeable and feel confident about reporting hate incidents.
5. People with disabilities experience greater independence in their lives.
6. People within the relevant protected characteristics in West Lothian feel involved in the processes by which the council makes decisions that affect them, and that they have appropriate information and resources to understand and influence those decisions.
7. West Lothian Council is recognised internally and externally as an equal opportunities employer.
8. Children and young people within the relevant protected characteristics in West Lothian's schools feel safe, supported and able to be themselves.
9. Carers in West Lothian recognise an improved awareness of caring related issues amongst council employees when accessing and engaging with council services.
10. People within the relevant protected characteristics in West Lothian have an improved awareness of, and access proportionately, income maintenance and maximisation opportunities.

7. **Performance Management**

Each of the evidence themes have led to an equality outcome. Each outcome includes performance indicators to highlight progress in working towards the outcome. Indicators have been mainstreamed and aligned with existing activity towards the council's Corporate Plan and the West Lothian Single Outcome

Agreement where appropriate. However, in some cases new indicators are required and relevant services will action this as necessary. High level outputs have been incorporated; however detailed actions will be developed and led by the responsible service area. Each outcome has been designated to a responsible Head of Service. The council's equality outcomes have been built into the council's performance management information system so that progress can be tracked and managed over the four year period. The council's Corporate Working Group on Equality will monitor overall progress against the equality outcomes on a regular basis.

The Employee Equality Networks and Community Forums (representatives of the community by protected characteristics) will be involved in monitoring progress and will take on a relevant scrutiny role in relation to relevant outcomes going forward. More information on the approach to equality outcome performance management can be found within the councils Equality Mainstreaming Report 2013.

8. Contacting Us

If you have any comments on the content of our equality outcomes, or wish to discuss any of the issues further, please contact the council Equality Officer via the details below:

Equality Officer
West Lothian Council
Ground Floor (North), Civic Centre
Howden South Road
Livingston
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Equality Evidence Theme: Employability	Corporate Plan Priorities: Improving the employment position in West Lothian; Improving attainment and positive destinations for school children; Minimising poverty, the cycle of deprivation and promoting equality
Equality Outcome 1: Employability and skills opportunities are accessible, and accessed proportionately, by people within the relevant protected characteristics in West Lothian	
Relevant Protected Characteristics: Age (young people); Disability; Ethnicity; Gender (Women)	
Context Unemployment, particularly amongst young people, is a key priority for the Council. Statistics highlight the disproportionate number of young people not in employment, education or training in West Lothian compared against the total population. The ongoing economic situation is also having a disproportionate impact on other groups, specifically women, people with disabilities and people from black and ethnic minority backgrounds. Given the economic growth projections, this issue is likely to remain a key mainstream and equalities priority over the four year period of the equality outcome cycle.	
Performance Indicators (Indicative)	
<ul style="list-style-type: none"> • % of council internal work placements; • % of external work placements supported by council resources; • % of placements leading to secure employment; and • % of people not in education, skills or training. <p>Validated performance indicators to be published before 30 April 2014. Outcome targets will be developed following analysis of initial benchmark data.</p>	
Outputs	
<ul style="list-style-type: none"> • Equality monitoring process implemented for all people accessing or exiting employability and skills programmes resourced or supported by the council. • Implement bespoke equality training, specifically focused on positive action and equality impact assessment for council employees involved in employability and skills work. • Involve relevant equality groups and organisations in the development of a positive action programme to attempt to increase % of individuals from relevant protected characteristics applying for, and gaining, relevant work placements and training opportunities. 	

<p>Equality Evidence Theme: Occupational Segregation and Equal Pay</p> <p>Corporate Plan Enablers: People Strategy</p>
<p>Equality Outcome 2: The council has a reduced level of gender based occupational segregation</p>
<p>Relevant Protected Characteristics: Gender (Women)</p>
<p>Context</p> <p>Occupational segregation is a significant cause of women and children’s poverty. Poverty is a likely outcome of low-paid employment over a lifetime. Women with children also face constraints in finding work that is commensurate to their skills and aspirations as well as flexible in terms childcare and other caring responsibilities. A lack of options can force women into part-time, low paid work, thus affecting the lives, health, and opportunities of their children. Resulting from the impact of the economy, there is growing evidence of a disability and ethnicity pay gap which requires to be monitored.</p>
<p>Performance Indicators (Indicative)</p> <ul style="list-style-type: none"> • % of council internal work placements; • % of external work placements supported by council resources; • % of external recruitment and internal promotion in services with high levels of occupational segregation; and • % of employees within management grades. <p>Validated performance indicators to be published before 30 April 2014. Outcome targets will be developed following analysis of initial benchmark data.</p>
<p>Outputs</p> <ul style="list-style-type: none"> • Areas of high segregation identified and agreed, with appropriate equality monitoring process put in place for recruitment and internal movement • Implement bespoke equality training, specifically focused on positive action and equality impact assessment for council management and relevant employees involved in areas of high segregation. • Involve relevant equality groups and organisations in the development of a positive action programme to address occupational segregation in the areas of high segregation within the council.

Equality Evidence Theme: Violence Against Women	Corporate Plan Priority: Reducing Crime and Improving Community Safety; Delivering positive outcomes on health; Minimising poverty, the cycle of deprivation and promoting equality
Equality Outcome 3: Improved awareness of violence against women, improved protection against violence within services	
Relevant Protected Characteristics: Age (Younger and Older Women); Disability; Ethnicity; Gender (Women); Pregnancy and Maternity; Religion or Belief; Sexual Orientation; Transgender	
<p>Context</p> <p>Gender based violence is a function of gender inequality and results in physical, sexual and psychological harm or suffering to women and children, or affront to their human dignity, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or private life. Violence against women includes: domestic abuse; rape; sexual harassment and intimidation at work and in the public sphere; commercial sexual exploitation, including prostitution and trafficking; child sexual abuse; forced and child marriages; female genital mutilation.</p>	
Performance Indicators (Indicative)	
<ul style="list-style-type: none"> • % of staff from each relevant service area who have received up-to-date training on VAW; • % of women and children feeling safe following intervention from DASAT; and • % of council staff experiencing VAW who feel appropriately supported in the workplace. <p>Validated performance indicators to be published before 30 April 2014. Outcome targets will be developed following analysis of initial benchmark data.</p>	
Outputs	
<ul style="list-style-type: none"> • Devise and implement a violence against women (VAW) training strategy to be integrated in the existing corporate L&D structure. • Ensure relevant council services have consistent and comprehensive access to up-to-date training on VAW, including more specialist training on issues such as Forced Marriage, LGBT experience of gender based violence, FGM and so-called “honour-based violence”. • Develop a VAW workplace policy and associated training targeting HR staff. 	

Equality Evidence Theme: Hate Crime	Corporate Plan Priority: Reducing Crime and Improving Community Safety
Equality Outcome 4: People within the relevant characteristics in West Lothian understand the definition of hate crime and are knowledgeable and feel confident about reporting hate incidents	
Relevant Protected Characteristics: Age; Disability; Ethnicity; Religion or Belief; Sexual Orientation; Transgender	
<p>Context</p> <p>Evidence shows that victims of non-biased crime can experience a decrease in symptoms such as anxiety, depression and post traumatic stress within two years. Victims of bias, or hate crime, may need as long as five years to overcome their ordeal. Whilst all crime can increase the fear of being targeted in people other than the victim, fear of hate crime escalates dramatically in those who share with an immediate victim, the same group identity that has made a victim a target. Hate crime therefore has a deep rooted effect in our communities and impacts upon all three elements of the General Equality Duty.</p>	
Performance Indicators (Indicative)	
<ul style="list-style-type: none"> • Police data on number of hate crimes in West Lothian; and • Results of West Lothian biennial survey on hate crime awareness. <p>Validated performance indicators to be published before 30 April 2014. Outcome targets will be developed following analysis of initial benchmark data.</p>	
Outputs	
<ul style="list-style-type: none"> • Development of biennial survey on hate crime for West Lothian through involvement with relevant equality groups and organisations. • Involve relevant equality groups and organisations in the development of an action plan to increase awareness of hate crime impact and reporting routes amongst individuals and organisations within the relevant protected characteristics. 	

Equality Evidence Theme: Independent Living	Corporate Plan Priority: Protecting the built and natural environment; Improving the quality of life for older people; Delivering positive outcomes on health; Improving the employment situation in West Lothian
Equality Outcome 5: People with disabilities experience greater independence in their lives	
Relevant Protected Characteristics: Age; Disability	
<p>Context</p> <p>Evidence shows that providing greater independence for people with disabilities assists to reduce inequality and improve the standard of living for those affected by disability. Suitability of housing, transportation, access to public amenities, accessibility of the built environment, care packages, aids and adaptations and access to education, employment and training all have an impact on the ability of people with disabilities to achieve improvements in living independently. While this outcome is broad, the council will focus on the areas of most relevance and impact within our influence to support people with disabilities.</p>	
Performance Indicators (Indicative)	
<ul style="list-style-type: none"> • % of people who have physical disabilities with intensive care needs receiving 10+ hours care at home; • % of people with learning disabilities supported in their own tenancies; • % of residents with access to hourly or more frequent bus service; • % of public service buildings that are suitable for and accessible to disabled people; and • % of council housing properties with needs based equipment and adaptations installed/ carried out <p>Validated performance indicators to be published before 30 April 2014. Outcome targets will be developed following analysis of initial benchmark data.</p>	
Outputs	
<ul style="list-style-type: none"> • Given the wide reaching nature of the outcome related to independent living, it is not proposed that any specific outputs related to the Corporate Equality Outcomes be developed. The performance indicators outlined above link directly to the council's performance within a number of existing strategies and actions, which are the responsibility of four different council service areas and are monitored individually through corporate performance management. 	

Equality Evidence Theme: Communication and Involvement	Corporate Plan Priority: All eight Corporate Plan priorities
Equality Outcome 6: People within the relevant protected characteristics in West Lothian feel involved in the processes by which the council makes decisions that affect them, and that they have appropriate information and resources to understand and influence those decisions	
Relevant Protected Characteristics: Age; Disability; Ethnicity; Gender; Pregnancy and Maternity; Religion or Belief; Sexual Orientation; Transgender	
Context As well as being an essential element of the Public Sector Equality Duty in Scotland, effective involvement of people from the equality protected characteristics in the policies and practices of the council that affect them adds significant value to the council, ensuring that we are meeting needs and aspirations of individuals that access our services. Engaging individuals from, or with expertise in, particular areas of equality in our mainstream opportunities for community engagement will assist to widen the responsiveness of our services.	
Performance Indicators	
<ul style="list-style-type: none"> • Citizens Panel biennial survey on involvement and engagement; • Annual Survey of Equality Community Forum and Employee Network members; and • % of individuals involved in community councils, tenants participation and citizens inspections <p>Validated performance indicators to be published before 30 April 2014. Outcome targets will be developed following analysis of initial benchmark data.</p>	
Outputs	
<ul style="list-style-type: none"> • Review of Citizen Panel membership following publication of 2011 census data with measures put in place to attempt to ensure panel has a statistically significant representation of the West Lothian community. • Citizens Panel survey questions on involvement and engagement relevant to outcome to be created and implemented. • Measures taken to ensure Equality Community Forums (or equivalent) are representative of the community in line with 2011 census data. 	

Equality Evidence Theme: Corporate Culture	Corporate Plan Enablers: People Strategy
Equality Outcome 7: West Lothian Council is recognised internally and externally as an equal opportunities employer	
Relevant Protected Characteristics: Age; Disability; Ethnicity; Gender; Pregnancy and Maternity; Religion or Belief; Sexual Orientation; Transgender	
<p>Context</p> <p>The council has made significant progress in relation to implementation of structures, processes and employee engagement on equality and diversity in recent years. Further focus on increasing the diversity of our workforce and raising employee and management awareness and capacity to understand the specific needs of customers within the equality protected characteristics is required to ensure that we have a workforce which is confident and in a position to be authentic in the workplace.</p>	
Performance Indicators (Indicative)	
<ul style="list-style-type: none"> • Improved results within Stonewall Workplace Equality Index; • % of selection decisions; • % of employees within management grades; and • % of employees that have completed equality and diversity training in the past 3 years <p>Validated performance indicators to be published before 30 April 2014. Outcome targets will be developed following analysis of initial benchmark data.</p>	
Outputs	
<ul style="list-style-type: none"> • Devise and implement equality and diversity learning and development strategy to ensure all council services have proportionate and relevant access to equality and diversity training and support. • Implement equality training, specifically focused on positive action and equality impact assessment for employees involved in recruitment and selection. • Involve relevant equality groups and organisations in the development of a positive action programme to attempt to increase % of individuals from relevant protected characteristics applying for and gaining employment, promotion or training opportunities. 	

Equality Evidence Theme: Performance in Education	Corporate Plan Priority: Improving attainment and positive destinations for school children; Reducing crime and improving community safety; Delivering positive outcomes on health
Equality Outcome 8: Children and young people within the relevant protected characteristics in West Lothian's schools feel safe, supported and able to be themselves	
Relevant Protected Characteristics: Disability; Ethnicity; Gender; Religion or Belief; Sexual Orientation; Transgender	
Context National research highlights that bullying in schools as a result of having an equality protected characteristic, remains a persistent and significant equality issue. Bullying has a severe impact on all pupils who are victims. However, in a similar context to hate crime, a pupil bullied because they are black or from an ethnic minority, have a disability or are perceived to be LGB or T are likely to face more severe impacts on their attainment and future life chances. Bullying related to gender remains a growing issue which requires to be considered a priority within the four year equality outcomes cycle.	
Performance Indicators (Indicative)	
<ul style="list-style-type: none"> • Number of school bullying incidents by protected characteristic; • % of staff trained in relation to bullying related to protected characteristics; and • % of school pupils feeling supported follow intervention in bullying incidents. <p>Validated performance indicators to be published before 30 April 2014. Outcome targets will be developed following analysis of initial benchmark data.</p>	
Outputs	
<ul style="list-style-type: none"> • Develop a process for ensuring that bullying incidents are recorded effectively within West Lothian schools and that an equality monitoring process is in place for all relevant protected characteristics. • Ensure appropriate support is available within the organisation and/or individual schools to support victims of bullying related to protected characteristics. • Ensure proportionate and relevant measures are in place to support pupil awareness of the impact and sanctions of bullying related to protected characteristics. • Ensure proportionate and relevant measures are in place to support staff awareness of the impact of bullying related to protected characteristics. 	

Equality Evidence Theme:	Corporate Plan Priority: All eight corporate priorities
Caring Responsibilities	
Equality Outcome 9: Carers in West Lothian recognise an improved awareness of caring related issues amongst council employees when accessing and engaging with council services	
Relevant Protected Characteristics: Age; Disability; Ethnicity; Gender; Pregnancy and Maternity	
Context	
Whether caring for children or adult dependents, unpaid care work has a significant impact on the ability of carers to access mainstream council services. Carers may require services to be provided on a flexible basis or at specific times which work around caring responsibilities. Caring responsibilities are likely to impact significantly on the ability of carers to interact and access council services, as well as having a significant impact on life chances, including health and employment.	
Performance Indicators (Indicative)	
<ul style="list-style-type: none"> • Carers biennial survey by protected characteristic; and • Citizens Panel biennial survey on council support when engaging with and accessing services by protected characteristics <p>Validated performance indicators to be published before 30 April 2014. Outcome targets will be developed following analysis of initial benchmark data.</p>	
Outputs	
<ul style="list-style-type: none"> • Review of Citizen Panel membership following publication of 2011 census data with measures put in place to attempt to ensure panel has a statistically significant representation of the West Lothian community. • Citizens Panel survey questions on carers engagement and access to council services relevant to outcome to be created and implemented. • Carers biennial survey in collaboration with Carers of West Lothian to be created and implemented. • Devise and implement equality and diversity learning and development strategy with includes awareness on carers to ensure all council services have proportionate and relevant access to training and support. 	

Equality Evidence Theme: Poverty	Corporate Plan Priorities: Delivering positive outcomes on health; Minimising poverty, the cycle of deprivation and promoting equality
Equality Outcome 10: People within the relevant protected characteristics in West Lothian have an improved awareness of, and access proportionately , income maintenance and maximisation opportunities	
Relevant Protected Characteristics: Age; Disability; Ethnicity; Gender; Pregnancy and Maternity; Transgender	
<p>Context</p> <p>The combined effects of the economic situation and reform to welfare are having a detrimental impact on poverty. Ensuring that people affected by poverty have information and support to ensure that they are making the most of financial opportunities available to them is a key priority for the council going forward. Awareness and access to these opportunities by people within the relevant protected characteristics is critical to promoting equality. Given economic projections, this issue is likely to remain a key mainstream and equalities priority over the four year period of the equality outcome cycle.</p>	
Performance Indicators (Indicative)	
<ul style="list-style-type: none"> • % of people accessing income maintenance and maximisation initiatives offered by the council; and • % of people with disabilities assisted through Welfare Reform appeals process. <p>Validated performance indicators to be published before 30 April 2014. Outcome targets will be developed following analysis of initial benchmark data.</p>	
Outputs	
<ul style="list-style-type: none"> • Equality monitoring process implemented for all people accessing income maximisation initiatives resourced or supported by the council. • Implement bespoke equality training, specifically focused on importance of equality monitoring and the evidence base related to equality issues for council employees involved in income maximisation work as appropriate. 	

ANNEX 2

EVIDENCE REVIEW SOURCES

A review of relevant national and local evidence to inform the development of the key themes and priorities, and subsequent draft outcomes, commenced in September 2012. This work continued through to the final development of outcomes in February 2013. The evidence review assisted the council to identify key themes and priorities around which equality outcomes were considered relevant. The evidence sources utilised for the development of outcomes are outlined below.

Local Data and Evidence

Sources of internal and local data and evidence in developing the Corporate Equality Outcomes:

- Information about our customers and the use of our services based on age, disability, and ethnicity where available and appropriate. This information was collected via a review of internal data and information by representatives of the council's Corporate Working Group on Equality;
- Employment information from our human resources management system, which includes data about the age, caring responsibilities, disability, ethnicity, gender, religion or belief and sexual orientation;
- Reports from the council's interpretation and translation management information system, on interpreting use by members of the public when accessing council services; this includes British Sign Language interpreting;
- Statistics on the number of domestic abuse cases in West Lothian by protected characteristic where available;
- Locally commissioned report on the needs of black and minority ethnic carers in West Lothian in order to understand the specific needs and support required;
- Information about the numbers and characteristics of staff who are subject to disciplinary, capability, ill-health, redeployment and other employment procedures;
- Training monitoring reports;
- Monitoring processes used for equality impact assessments, identifying issues and mitigating actions arising from assessment conducted across a number of council service areas;
- Draft West Lothian Carers Strategy;
- West Lothian Violence Against Women Strategy;
- Internal evidence and analysis on occupational segregation by gender;
- Population data from the UK Census;
- Anecdotal evidence from services;
- Anecdotal evidence from members of the Corporate Working Group on Equality; and
- Input from the Corporate and Executive Management Teams.

External/ National Data and Evidence

Various items of national data, information and research were utilised to inform the development of our Corporate Equality Outcomes. The Scottish Government's Equality Evidence Finder was a key resource in accessing data and statistics on equality relevant to a broad range of key policy for local government.

Research conducted by the Scottish Government, the Equality and Human Rights Commission and a number of voluntary organisations provided the vast majority of the sources of additional information.

Consultation and Involvement Strategy

Protected Characteristic	Involvement
Age	<p>Young People – Engagement with Youth Services Team. Electronic communication with Youth Congress. Direct discussion at Youth Congress meeting.</p> <p>Older People – Discussion with Social Policy professionals and consideration of engagement with Senior People’s Forum. Direct discussion with care and support workers from Answer House, Whitburn. Various care professionals involved in identifying specific issues within outcome evidence review for older people.</p>
Disability	<p>Overview and Physical Disability – Regular input and discussion with Disability Community Forum and Access Committee. Additional meetings facilitated to confirm text for outcome 5 on independent living.</p> <p>Learning Disability – Specific discussions with learning disability professionals within voluntary sector and provision of information and presentation materials to local groups working with people with learning disabilities.</p> <p>Mental Health – Specific discussions with mental health professionals within voluntary sector and provision of information and presentation materials to local groups working with service users. One-off session with mental health service users facilitated January 2013.</p>
Gender	<p>Employment – Meeting with Close the Gap (national voluntary organisation) who have provided a detailed analysis of our progress on outcomes from a gender equality perspective.</p> <p>Service Provision – Meeting with MILAN Women’s Group and provision of outcomes presentations and information for input and comment. Specific engagement with Violence Against Women professionals actioned with support of colleagues in Social Policy.</p>
Gender Reassignment	<p>Scottish Transgender Alliance – Telephone and electronic communication. Opportunity to comment on draft proposals and evidence review provided.</p>
Ethnicity	<p>Community Race Forum – Input and discussion with Race Community Forum. Electronic communications to enable comment and feedback as appropriate.</p> <p>MILAN – Meeting with MILAN Women’s Group and provision of outcomes presentations and information for input and comment.</p>

Protected Characteristic	Involvement
Pregnancy and Maternity	Employee Survey issued w/c 21 January to 519 council employees that have returned to work over past 5 years. Survey identified employment related experiences to inform outcome development.
Religion or Belief	Multi-Faith Group – Engagement with the West Lothian Multi-Faith Group took place in November 2012. Members were provided with a presentation and overview of the Duty and work to develop equality outcomes. Electronic communication has taken place following the session to enable comment and input from members.
Sexual Orientation	<p>Stonewall – Meeting to discuss specific implications for adult LGB population with national Policy Manager. Key issues of school bullying, hate crime and employment equality covered within draft outcomes.</p> <p>LGBT Young People’s Forum – Informal discussion and involvement where possible to take account of young LGB views, attitudes and priorities.</p>
Workforce	Joint Employee Network Meeting – A joint meeting of the Employee Equality Networks for Disability, Race, Sexual Orientation and Flexible Working and Carers took place in December 2012.

Customers with special requirements

Information is available in Braille, tape, large print and community languages. Please contact the interpretation and translation service on **01506 775000**

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.
الرجاء الإتصال بخدمة الترجمة على الهاتف **01506 775000**

এই তথ্য আপনি ব্রেল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেটেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ **01506 775000**

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話： **01506 775000**

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੇਤਰੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਪੀ, ਟੈਪ, ਵੱਡੇ ਪ੍ਰਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਕ੍ਰਿਪਾ ਕਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ : **01506 775000**

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔
براؤمر بانی انٹر پرائیٹنگ اینڈ ٹرانسلیٹنگ سروس سے ٹیلیفون نمبر **01506 775000** پر رابطہ قائم کریں۔

Informacje te mogą być przelozone na jezyk Braille'a, dostepne na tasmie magnetofonowej lub wydane duzym drukiem oraz przetlumaczone na jezyki mniejszosci narodowych.
Prosimy o kontakt z Uslugami Tlumaczeniowymi pod numerem **01506 775000**

Text phones offer the opportunity for people with a hearing impairment to access the council. The text phone number is **18001 01506 464427**. A loop system is also available in all offices.

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