



**Easy Read
Single Equality Scheme**

For alternative formats, languages or further information, please ask an English speaking friend or relative to:

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如要索取其他的版式、各種語文的翻譯本，或需要更詳細的資訊，請叫一位會說英語的朋友或親屬與我們聯繫：

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Jeżeli chcieliby Państwo otrzymać informacje w innym formacie, języku lub dodatkowe informacje, mówiący po angielsku znajomy lub członek rodziny może do nas:

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Para outros formatos, idiomas ou para obter mais informações, peça para um amigo ou parente que fale a língua inglesa entrar em contato conosco:

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Important

In this easy read booklet we will explain what some words mean.

When we first mention any of these words, they will be in **bold green** writing. A box then shows what some of the words mean. These words and what they mean are also in a words list at the back of the booklet.

If any of these words are used later in the booklet, they will appear in **normal green** writing. If you see words in **normal green** writing, you can look up what they mean in the words list.

There is some information in this booklet which has a lot of numbers in it. It is not necessary for people to read this, but it has been added for those who want to know more. This has been added to the extra information at the back of this booklet.

If you think that there are still words that we need to explain, or that we need to explain better, you can contact the equal opportunities officer on 01343 563321.

If you prefer, you can email equalopportunities@moray.gov.uk. You can also ask someone to do this for you.

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Introduction

Equality is important to the Moray Council.

Equality

This means treating everyone fairly and with respect.

The Moray Council wants to give everyone the same chance to work for us or use our services. To make sure we do this, we have written a Single Equality Scheme. This is a plan that says what we will do in the next 3 years to make sure that we treat everyone fairly.

We have written this Single Equality Scheme because there is a new law called The Equality Act, 2010. This law says that councils must do more to make sure that no person, or group of people, are treated unfairly due to their:

- Disability
- Race
- Religion
- Sex (whether they are male or female)
- Pregnancy
- Sexual orientation (lesbian, gay or bisexual)
- Gender reassignment (people who are changing their gender)

The new law also says that councils can choose to give people from these groups extra help to have the same chances as everyone else.

1. What we will do

We will carry out an **Equality Impact Assessment** when we plan to make changes. This is where we check to make sure that the changes will not be unfair to a group of people, for example women or disabled people.

We will speak to community groups to find out what is important to them.

We will organise training for our staff to make sure that they treat people fairly.

We will make this information available to people who live in the area.

2. Who does what?

The **Single Equality Scheme** is agreed to by the **councillors**.

Once the **councillors** have said that it can go ahead, the **Chief Executive** and **Corporate Management Team** have to make sure that the action plan from the **Single Equality Scheme** is carried out.

Councillors and all staff at the Moray Council have responsibilities for promoting **equal opportunities**. The **Communities Committee** has responsibility for equal opportunities.

Chief Executive

Chief Executives are in charge of all their council's staff and have overall responsibility for how councils are run. They are also the main contact between **councillors** and council officers.

Corporate Management Team

The Corporate Management Team is made up of the top managers in the council. These are the **Chief Executive**, Director of Education, Director of Community Services, Director of Environmental Services, the Chief Financial Officer and the Chief Legal Officer. The Corporate Management Team decides on the overall direction and management of the council.

The council has put in place new organisations and systems to promote **equality**.

It has created an **Equality and Diversity Corporate Advisory Forum**.

Committees

The councillors make decisions about everything the council does. They do this in different meetings, called **committees**.

Each **committee** makes decisions about a specific remits type of activity, e.g. health and social care.

Communities Committee

The Communities Committee decides on issues such as Housing, Social Inclusion, Equalities, Community Safety, Anti-Social Behaviour and Community Liaison.

Policy and Resources Committee

The **Policy and Resources Committee** decides on how the council spends its money, how it buys goods and services, and how people are employed in the council, except in schools.

Equality and Diversity Corporate Advisory Forum

This group gives advice to the **Corporate Management Team** and the **Policy & Resources Committee** about existing and future laws from the UK and Scottish Government and the European Union.

It gives advice about ways in which services and employment can be made fairer.

It shares information within the council about how to make staff more aware of promoting equality. It makes sure that **Equality Impact Assessments** are done for all the council's activities.

The council's training section, employee development, will continue to give training on **equalities** over and above specific training given within each department.

The **Equality Impact Assessments** are done by service managers. They have to make sure they have enough information to let the council know how its policies and activities affect the different **equality** groups.

Service managers have to make sure that the **Equality Impact Assessments** are done properly and follow the guidelines set by the **Equality and Human Rights Commission**. If it looks like some strands are affected unfairly by policies or activities, service managers will have to make sure that more is done to make the policies or activities fairer.

Finally, service managers will need to say which staff need training and also give staff the time to take part in training.

Equality and Human Rights Commission

The **Equality and Human Rights Commission** makes sure that the laws about **equality** and human rights are followed properly and that people know about their rights and how to use them. It is not part of the government. It works with people who make the law, with the government and with **public bodies**.

The head of personnel services for the Moray Council is responsible for getting information about the people employed by the Moray Council. This information tells us how many people from the **equality** groups apply for jobs, how many get a job interview and how many are employed. The law says that the council must collect this information. All the council's services have to collect information about who uses their services.

The **equal opportunities** officer writes a report every year about how well the Moray Council is doing in meeting its **equality duty**. This report is given to the **Equality and Diversity Corporate Advisory Forum** who will make sure that it is happy with the report. The report then goes to the **Audit and Performance Committee**. Once it is happy with the report it will be published on the Moray Council's website, www.moray.gov.uk.

Audit and Performance Committee

This is a group of **councillors** who make sure that the council's policies and activities have the effects that they are meant to have.

3. *Buying Goods and Services*

Sometimes the Moray Council has to let other organisations or companies provide goods or services to the people of Moray. When the council buys goods or services that cost a lot of money, the law says that the council must let organisations or companies compete against each other. The council must then decide which organisation or company gives the best value for money.

The **Equality Act** says that when a council buys goods or services, it must make sure that the organisation or company it buys from supports **equality**.

5. Words list

- Audit and Performance Committee** 6
This is a group of **councillors** who make sure that the council’s policies and activities have the effects that they are meant to have.
- Chief Executive** 4
Chief Executives are in charge of all their council’s staff and have overall responsibility for how councils are run. They are also the main contact between **councillors** and council officers.
- Committees** 5
The **councillors** make decisions about everything the council does. They do this in different meetings, called **committees**. Each **committee** makes decisions about a specific remits type of activity, e.g. health and social care.
- Communities Committee**..... 5
The **Communities Committee** decides on issues such as Housing, Social Inclusion, Equalities, Community Safety, Anti-Social Behaviour and Community Liaison.
- Community profile** 13
This provides information about how many people live in Moray and how many belong to the different **equality** groups. It also tells us about what is important to the different groups in Moray.
- Corporate Management Team**..... 4
This is the **Chief Executive**, Director of Education, Director of Community Services, Director of Environmental Services, the Chief Financial Officer and the Chief Legal Officer.
- Councillors** 4
The Moray Council has 26 **councillors**. People in Moray vote every four years to say who will be the **councillors** for Moray.
- Equality** 3
This means that everyone has the same chances to do what they can. Some people may need extra help to get the same chances.
- Equality and Diversity Corporate Advisory Forum** 5
This gives advice to the **Corporate Management Team** and the **Policy and Resources Committee** about existing and future laws from the UK and Scottish Government and the European Union. It gives advice about ways in which services and employment can be made fairer. It gives information within the council about how to make staff more aware of promoting equality. It makes sure that Equality Impact Assessments are done for all the council’s activities.

Equality and Human Rights Commission	6
The Equality and Human Rights Commission makes sure that the laws about equality and human rights are followed properly, that people know about their rights and how to use them. It is not part of the government. It works with people who make the law, with the government and with public bodies .	
Equality Impact Assessments	3
In everything the council does, it has to make sure that everyone is treated fairly. The Equality Impact Assessments help the council to think about different people will be affected. If it looks like one group will be discriminated against by a decision that the council makes, the council will have to do more. The Equality Impact Assessments also help the council to look at ways to promote equality .	
Policy and Resources Committee	5
The Policy and Resources Committee decides on how the council spends its money, how it buys goods and services, and how it employs people in the Council, except in schools.	
Single Equality Scheme.....	3
This is the Moray Council's plan for the next three years describing how it will ensure that all people in Moray are treated fairly.	
The Equality Act.....	4
This is the government's new law to make sure that all people are treated fairly. It became law in April 2010 and will start working in October 2010.	

Extra Information

A. Community Profile

Men and women

The total population in Moray is around 87,770 people. There are 44,404 women and 43,366 men.

Fewer women have full time work than men.

- Only 26% of women work full time.
- 57% of men work part time.

On average, women earn less than men.

- They earn only 60% of what men earn.
- Only 12% of women receive the full basic state pension.
- 91% of men receive the full basic state pension.

3.5% of households in Moray are lone-parent households with dependent children.

- National figures show that 66% of lone parents have no savings.
- National figures show that 95% of lone parents on benefits are women.

Only 0.64% of men were identified in 2001 as looking after home/family. Nearly 12% of women were identified in 2001 as looking after home/family.

Domestic abuse affects one in four women. The majority of domestic abuse is perpetrated by men but we recognise that abuse can be perpetrated by women.

Statistics from Moray Women's Aid highlighted that between 1 April and 30 September 2009, 343 women and 51 children were supported who suffered the effects of domestic abuse.

In Grampian, half of the murders committed in 2007 were the result of domestic abuse.

Disability

The 2001 census shows that 5.17% of men and 3.94% of women aged 16 – 74 in Moray are permanently sick or disabled and economically inactive. However Moray is 18% below the national average for residents with a long term illness.

The census collation of school roll by disability declaration highlights that there are 100 primary school pupils assessed as disabled. Within the secondary schools 136 pupils have been assessed as disabled. Required access to adaptations include:-

Primary

Secondary

Physical	39	45
Curriculum	77	104
Communication	56	57

Rates of limiting longstanding illness and disability increase dramatically with age, and are particularly high in women aged 85 years or over. Scotland wide, around 60% of people aged 85 years or over living in private households report having a limiting longstanding illness, and approximately 80% of this population report having a disability.

In Moray, 150 clients aged 18-64 and 1,120 clients aged 65 years and over were receiving home care as of 31st March 2008.

The Moray Disability Forum was re-convened in 2009 with the intention raising issues that deal with disabilities and giving people who have a disability - be that physical, mental or sensory - a voice to overcome discrimination. The forum has indicated what would aid them in being more included within Moray. The action plan will be created in consultation with Moray Equalities Forum.

Age

The age structure of Moray as per the 2001 census is as follows:-

Age	Percentage
0 - 4	5.66%
5 -15	14.46%
16 - 24	9.51%
25 - 44	29.65%
45 - 64	24.44%
65 - 74	9.09%
75+	7.19%

Moray has a slightly higher percentage of young people with 20.1% aged under 16 compared to the national average of 19.2%. 16.3% of the population in Moray is aged over 65. This is in line with the national average.

In October 2009 there were 1047 school leavers. 30% of these went into higher education, 26% into further education, 30% into employment, 0.8% into training, 0.2% into voluntary positions, 12% were not in employment, education or training and 11% had moved out of the area.

Race

As per the 2001 census less than 1% of the population belonged to an ethnic minority group. However there has been a significant increase since the collation of the census. The General Register Office for Scotland highlighted that a net figure of 2,900 migrants (from the UK and abroad) entered Moray between July 2001 and June 2006. Between mid-2007 and mid-2008 a net figure of 350 migrants (from UK and abroad) entered Moray. It is estimated that in 2009 there are approximately 1,500 Polish nationals in Moray. The

most established ethnic minority community in Moray, however, is the Chinese community.

Between 2002/03 and 2005/06 the Grampian region increased its share of migrant workers in Scotland, from 12.7% to 14.5%. National Insurance Number (NINo) registrations increased dramatically from 20 in 2002/03 to 3,010 in 2005/06 and made up 50% of Grampian NINo registrations. This accounted for 55% of registrations within the Moray area. 5.7% of the total number of people employed in Moray in 2007 were migrant workers.

English as an Additional Language Service highlighted that in November 2009 there were 387 pupils who do not have English as their first language. Within this group there are 41 different languages spoken, the top 5 languages being Polish, German, Portuguese, Punjabi and Cantonese.

Gypsy / Travellers

There is a significant gypsy/traveller population within Scotland, although no official figures exist. Gypsy/travellers can experience a number of problems, which include negative stereotyping, housing, health and education difficulties. The media can portray a negative slant on gypsy/traveller culture.

The council has a dedicated member of staff to liaise with gypsy/travellers, resolve minor disputes with the settled community and deliver services. These services include the provision of portaloos, bins and waste bags. An advice and sign-posting service is also made available to gypsy/travellers on unauthorised encampments.

At present, there are no authorised gypsy/traveller sites within Moray following the closure of the Chanonry official site in Elgin to progress the Moray Council flood elevation scheme. However Moray Council is examining the feasibility of providing alternative short-stay or halting sites in response to requests from gypsy/travellers for smaller scale sites in the Moray area.

Lesbian, Gay, Bisexual and Transgender

Research carried out by Grampian Racial Equality Council on behalf of the Moray Council in 2010 and 2011 identified the existence of informal networks of LGBT groups in Moray and informal telephone and internet support in relation to LGBT issues. Using focus group meetings, the study highlighted the need for a more formal support network and more formal methods of engaging with the Moray Council.

There are no recognised LGBT venues in Moray with the closest venues being in Aberdeen.

Religion

The 2001 census highlighted religious affiliation:-

Church of Scotland	44.32%
Roman Catholic	6.09%
Other Christian	13.28%
Buddhist	0.13%

Hindu	0.02%
Jewish	0.04%
Muslim	0.2%
Sikh	0.01%
Another Religion	0.57%
None	30.63%
Not answered	4.72%

MORAY COUNCIL EMPLOYEES

Age

Age structure of employees within the Moray Council:-

16-24	4%
25-34	13%
35-44	26.5%
45-54	32.5%
55-60	16.8%
over 60	7.2%

Gender

While 73.5% of the Moray Council workforce is women only 32.6% hold the top 2% of senior positions and 38.8% hold the top 5% of senior positions.

Race

In the June 2010 workforce profile information only 0.31% of our workforce appears to come from an ethnic minority. The council figures may increase once a more detailed breakdown of classifications is in place, particularly for the category currently named 'white European'.

Disability

Only 0.45% of our employees have a recorded disability on the HR/payroll system. This figure is dependent upon individuals providing information on their disability; as such the figure may be much higher.

B. Who will be helped by the Equality Act

The Equality Act 2010 gives protection on the basis of the following characteristics

- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Gender
- Sexual orientation

SINGLE EQUALITY SCHEME ACTION PLAN

ACTION	OUTCOME	RESPONSIBLE OFFICER	START DATE	COMPLETION DATE	PROGRESS/ COMMENT
Actions arising out of Public Sector Equality Duty					
Continue to carry out equality impact assessments on policies and activities which are relevant to equality groups	Avoid knowingly discriminating against protected groups in decision making process, and develop mitigating actions where needed.	Lead officers in the various departments. Monitored by the equal opportunities officer and scrutinised by the Equality and Diversity Corporate Advisory Forum	In process. For new activities, equality impact assessments need to be completed before a decision is made.	Ongoing	New form and guidance in place to facilitate proactive approach to EIAs, in compliance with EHRC guidance
Carry out consultation / involvement with equality groups on decisions that are likely to affect them	Service users are involved in the creation of policies and working practice.	Lead officers in the various departments. Monitored by the equal opportunities officer and scrutinised by the Equality and Diversity Corporate Advisory Forum	June 2011	Ongoing	New EIA guidance provides guidance to officers about consultations

ACTION	OUTCOME	RESPONSIBLE OFFICER	START DATE	COMPLETION DATE	PROGRESS/ COMMENT
Committee Reports – include a section in reports on equalities impact assessments for all policies/procedures/decisions and ensure that there is a trigger in the guidance notes and report template for including this.	Elected members are aware of the possible impact of their decisions and, where appropriate, of mitigating actions that can be taken	Equal opportunities officer	January 2011	June 2011	Draft guidance has been approved by CMT
Training of staff to meet legislative requirements	Ensure that managers and their staff are aware of their responsibilities under the Equality Act 2010.	Equal opportunities officer	In process	December 2011	Equality training module will be available through e-learning by September 2011
Provide translation and interpretation services when required	Information can be made available in alternative formats/ languages when required.	Project officer/equal opportunities officer	In process	In place	New contracts for interpretation and translation are in place
Actions arising out of GREC report					
Continue to monitor discriminatory incidents	Discriminatory incidents are analysed in order to identify priorities for action.	Equal opportunities officer to forward reports to GREC. GREC to produce annual reports	In process	Ongoing	

ACTION	OUTCOME	RESPONSIBLE OFFICER	START DATE	COMPLETION DATE	PROGRESS/ COMMENT
Investigate demand and establish an LGBT venue in Moray	LGBT people have a local venue for advice and assistance	Equal opportunities officer	June 2011	June 2012	
Liaise with the LGBT community in Moray outwith the Moray Equalities Forum.	Enable the LGBT community to discuss their concerns with the council in a more appropriate setting.	Equal Opportunities Officer	June 2011	Ongoing	GREC recommendations published
Further promotion of the use of incident reporting forms in schools.	Education officers and teachers have a better understanding of the scale and nature of discriminatory incidents in school.	Equal opportunities officer and head of additional support	May 2011	Ongoing	GREC recommendations published
Liaise with the Muslim community in Moray outwith the Moray Equalities Forum	Enable the Muslim community to discuss their concerns in with the council in a more appropriate setting.	Equal opportunities officer	May 2011	Ongoing	GREC recommendations published
Develop a broad network of user or equality groups to feed into Moray Equalities Forum with key representatives with a sub group of members to form a steering group	More equality groups are involved in the Moray Equalities Forum.	Equal opportunities officer and MEF Chair to lead	June 2011	December 2011	GREC recommendations published

ACTION	OUTCOME	RESPONSIBLE OFFICER	START DATE	COMPLETION DATE	PROGRESS/ COMMENT
Develop a model constitution for the Moray Equalities Forum	The Moray Equalities Forum has a governing document.	Equal Opportunities Officer and MEF Chair to lead. Model constitution to be discussed and developed at next MEF meetings.	June 2011	December 2011	Model constitution is included in the GREC recommendations
Give support to individuals and organisations within the Moray Equalities Forum, such as training, support with funding applications and completing key forum tasks	Moray Equalities Forum becomes a more independent and sustainable organisation.	Equal opportunities officer and MEF Chair to lead, with involvement from CSU.	June 2011	Ongoing	
Encourage the Moray Equalities Forum to develop links with North East Scotland Equality Network (NESEN) or Highlands and Islands Equality Forum (HIEF)	Equality groups from the various regions share information.	Equal opportunities officer with MEF steering group.	June 2011	Ongoing	