

Equal Opportunities Policy

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SECTION 1 - Our equalities policy statement and goals

- 1.1 We recognise and accept that discrimination and disadvantage can exist in an organisation the size of the Council, caused by unintended institutional barriers which disproportionately affect certain sections of the community more than others: for example, ethnic minority groups, women, young people, older people, disabled people, people of faith or non faith, lesbians and gay men.

We are committed to identifying and removing unnecessary bureaucratic barriers which prevent equal access to what the Council has to offer, in the delivery of services and employment practices.

Therefore, throughout its work, Haringey Council is committed to reflecting the full diversity of the community it serves and to promoting equality of opportunity for everyone. The Council may not be free of unintended institutional discrimination, and we are working to identify and eradicate any such practices.

We aim to ensure equal access to our services by all citizens on the basis of need and to provide services in a manner that is sensitive to the individual whatever their background. We will represent the needs of our diverse communities to other agencies and make equal opportunities a key guiding principle in all of our work with our partners and contractors. Our aim is that our workforce reflects the community it serves. We will take positive action to realise our equality of opportunity policy.

We are committed to eliminating discrimination on the grounds of:

- age
- disability
- colour, ethnic origin, nationality, national origin or race
- gender
- HIV status
- marital status
- religious belief
- responsibility for dependants/carers
- sexuality, or
- unrelated criminal conviction.

It is the responsibility of every employee of the council to uphold and implement this policy.

It is the responsibility of each individual manager, at all levels, to plan and provide their services to realise this policy.

It is the responsibility of all people using our services to respect our staff and other service users around equalities considerations. They in turn should be treated with the same respect by our staff.

- 1.2 Our Equalities goal and aims
- 1.2.1 The Overall goal is to create: '*A council which ensures the provision of services appropriate to local need, valued by all and delivered by staff who reflect the diverse communities we serve*'.
- 1.2.2 The aims of the Council in respect of equal opportunities are threefold:
- To promote and demonstrate fairness and equality of opportunity in the provision of services.
 - To promote and demonstrate fairness and equality of opportunity in the employment of staff.
 - Achieve measurable progress against agreed targets in mainstreaming equal opportunities throughout the Council and all its operations.
- 1.2.3 We will realise the goals and aims by implementing our equal opportunities policy using the arrangements and actions set out in our Equality Public Duties Scheme and in its Implementation Strategy.
- 1.2.4 It is the responsibility of every employee of the council to uphold and implement this policy.
- 1.2.5 In regard to services, we will provide or procure services in a way that is fair and meets the needs of all users in their diversity.
- 1.2.6 In regard to employment of staff, equal opportunities means ensuring that there is equal access to all employment opportunities and to all employment related activities such as training and staff development within the Council. Equal opportunities will help ensure that the appropriate people will be appointed to deliver council services.

Section 2 - Meeting our legal obligations

- 2.1 As a public body, the council has a duty under various legislation to promote equal opportunities and civil rights These include:-

(a) *Civil Partnership Act 2004*

The Act creates a new legal relationship of civil partnership, which two people of the same-sex can form by signing a registration document. It also provides same-sex couples who form a civil partnership with parity of treatment in a wide range of legal matters with those opposite-sex couples who enter into a civil marriage.

(b) *Disability Discrimination Act 1995*

Disabled peoples rights in the areas of employment, education, access to goods, facilities and services and buying or renting land or property as well as minimum standards for public transport

(c) *Disability Discrimination Act 2005*

The Disability Discrimination Act 2005 updates the 1995 Act in the following ways:

It makes changes to the definition of disability from December 2005:

- cancer, HIV and MS are now covered from the point of diagnosis
- the requirement that mental health impairments are "clinically well recognised" is removed

It introduces a disability equality duty on all public authorities. The duty is divided into two parts, the general duty and the specific duty. This duty will have a significant impact on the way in which all public services are provided and on improving the lives of disabled people.

- Illegal for operators of transport vehicles to discriminate
- Allow adaptations to rented property
- Private clubs
- HIV, cancer and multiple sclerosis from time of diagnosis
- All of public sector Disability Equality Scheme

(d) *Equal Pay Act 1970*

Individual rights to the same contractual pay and benefits as a person of the opposite sex in the same employment where the man or woman are doing like work, or work rated as equivalent or work that is proved to be of equal value

(e) *Human Rights Act 1998*

Covers:

- Right to life
- Prohibition of torture
- Prohibition of slavery and forced labour
- Right to liberty and security
- Right to a fair trial
- No punishment without law
- Right to respect for private and family life
- Freedom of thought, conscience and religion
- Freedom of assembly and association
- Right to marry
- Freedom of expression
- Prohibition of discrimination
- Protection of property
- Right to education
- Right to free elections
- Abolition of the death penalty

(f) *Employment Act 2002*

Covers:

- Work and parents
- Dispute resolution in the workplace
- Employment Tribunal procedures
- Equal Pay questionnaire
- Fixed term work directive
- Right to time off work for union learning representatives
- Work focussed interviews / working – age benefits
- Data sharing provision

(g) *Employment Equality (Sexual Orientation) Regulations 2003*

Outlaws discrimination in employment and vocational training on the grounds of Sexual Orientation

(h) *Employment Equality (Religion or Belief) Regulations 2003*

Outlaws discrimination in employment and vocational training on the grounds of Religion or Belief

(i) *Employment Equality (Age) Regulations 2006*

Prohibits unjustified age discrimination in employment and vocational training covering:

- Default retirement at 65 - "duty to consider" procedure
- Service related benefits
- No age criterion in pay and benefits
- Exempt most age related rules in occupational pensions

(j) *The Equality Act 2006*

- Established the Commission for Equality and Human Rights (CEHR) and define its purpose and functions.
- Makes unlawful (subject to exemptions set out in the Bill) discrimination on the grounds of religion or belief in the provision of goods, facilities and services, the disposal and management of premises, education, and the exercise of public functions.
- Creates a duty on public authorities to promote equality of opportunity between women and men, and to prohibit sex discrimination in the exercise of public functions.

(k) *Gender Equality Duty 2007*

The Equality Act 2006 also introduces the new gender equality duty which requires the public sector to promote gender equality. All public authorities as

employers and service providers are required to have due regard to;

- The need to eliminate unlawful discrimination and harassment
- And to promote equality of opportunity between men and women

Under the specific duties there will be three key duties which will have a focus on outcomes and actions:

- Publish a gender equality scheme and reviewing on a 3 year cycle
- Publish an equal pay policy
- Conduct gender impact assessment

(l) *Race Relations Act 1976*

It is unlawful to discriminate against anyone on grounds of race, colour, nationality (including citizenship), or ethnic or national origin. All racial groups are protected from discrimination for employment, training and services

(m) *Race Relations (Amendment) Act 2000*

The Race Relations Amendment Act 2000 requires named public authorities to review their policies and procedures; to remove discrimination and the possibility of discrimination; and to actively promote race equality. It amends the Race Relations Act 1976, which makes it unlawful to discriminate against anyone on grounds of race, colour, nationality (including citizenship), or ethnic or national origin. This includes a positive duty to promote racial equality.

Applies to the fields of employment, planning, housing, the exercise of public functions (including private provision), the provision of goods, facilities and services and education and says we must have a Race Equality Scheme.

(n) *Sex Discrimination Act 1975*

Prohibits sex discrimination against individuals in the areas of employment, education, and the provision of goods, facilities and services and in the disposal or management of premises

Section 3 - The people we serve

- 3.1 Haringey is a richly diverse Borough which is home to some 223,500 people; women and men, disabled, ethnic minorities, old and young, heterosexual, lesbian and gay, bi-sexual and transgender, faith and non-faith communities. These communities have different experiences but our aim is to create equality of opportunity for all. We want all people to have a greater opportunity to improve their lives and contribute to the success of the Borough.

However, what makes Haringey so different is both the size and the range of its diversity:

- Approximately 45% of the population are white British
- Nearly 55% of Haringey's population are from the ethnic minority communities including Black African, Black African-Caribbean, Chinese, Greek-Cypriot, Turkish-Cypriot, Turkish, Indian, Pakistani, Bangladeshi, Irish, Jewish, Polish, Romanian and other eastern European Countries and Kurdish communities. Haringey population is changing and some communities are increasing
- 20% of Haringey's population are Other European our largest minority ethnic Group, this includes people from Turkey, Eastern Europe, Cyprus etc.
- Approximately 10 % of local people are refugees and asylum seekers.
- More than 53% of the local population are women.
- More than 10% of the local population are estimated to have a disability.
- A total of 13% of the local population are aged 60 plus.
- 25% of the local population are under 20
- 28% of the local population are between 30 and 44 years old
- National Research suggests between 5-10% of the population are lesbian or gay.

- 3.2 Haringey is one of the most diverse parts of one of the busiest capital cities in the world. This is potentially Haringey's biggest advantage and is a tribute to, good community relations, the contribution of local communities and this council's work to promote inclusion and equality.

The diverse communities contribute so much to local economic, cultural and social life, making Haringey one of the most exciting and vibrant places in London to live, work and play.

- 3.3 However, diversity coexists alongside deprivation and disadvantage. Haringey is characterised by:

- high levels of unemployment, amongst young people,
- high numbers of lone parents living in poverty,
- high levels of long term unemployment,
- high level of teenage pregnancy
- high levels of homelessness,
- high mortality rates particularly in the east of the borough.

The low income and poverty have severe impact on individuals and families,

especially children and older people.

3.4 For example in Haringey we have noticeable health inequalities. Life expectancy is a good indicator of the health of a population. There are substantial differences in physical and mental health between within the borough particularly between the east and west of the borough where people live longer. The causes of these inequalities in health are multiple and complex. A proportion of differences in health result from genetic and biological differences. The other influences on health are avoidable, and are the result of differences in:

- Life circumstances (the opportunities we have in life, including our general socio-economic, cultural and environmental conditions)
- Health related behaviours (the choices we are able to make about how we live and their impact on health);
- Access to services (our ability to have the same access to services whatever our background, age, ethnicity, gender, disability or wherever we live).

3.5 Deprivation affects all local communities, However, it is more pronounced in the east of the borough which has a large concentration of ethnic minority groups. .

Unemployment and low expectations have left some communities feeling disempowered and socially excluded.

This equal opportunities policy will support the work of various neighbourhood and regeneration initiatives which the Council has developed to address disadvantages and promote equalities throughout the borough and respond to local needs across all services.

3.6 To this end, the council is committed to responding to the challenge of institutional discrimination by embedding an anti-discrimination ethos across the organisation. This will be achieved through a renewed focus on mainstreaming equalities in all core activities of the Council using our newly developed Equality Public Duties Scheme and Implementation Strategy to ensure that we promote our equal opportunities policy aims in the day-to-day operations of the Council at and all levels of the organisation.

SECTION 4 - Our equalities approach

- 4.1 Mainstreaming is our strategic approach to equal opportunities in Haringey, and will be used to deliver the aims and objectives set out in this policy document.

The practicalities of this approach consist of the arrangements set out in our Equality Public Duties Scheme and in its Implementation Strategy adopted by the Council in December 2006. Essentially, it is the use of the councils strategic and business planning and performance management frameworks and reviews to ensure that our equality public duties are embedded into service planning and day-to-day operations at every level of the Council. In summary, the Scheme commits the Council to:

- Carrying out equalities impact assessment of key proposals
- Consulting and involving the community in what it does;
- Monitoring the impact of what the Council does and correct any disproportionate adverse impacts on any groups;
- Providing equal access to information on what the Council is doing;
- Publishing and disseminating equalities outcomes;
- Building the competence of staff to achieve equality resulting harassment and hate crime
- Tackling discrimination and prejudice including ableism, ageism, homophobia, racism, religious intolerance, sexism and transphobia
- Promoting good relations and social cohesion;
- Using its procurement function to advance equality;
- Promoting an inclusive and safe physical environment;
- Promoting equality in its employment of staff;
- Using its asset management function to promote equality;
- On the basis that Gypsies and Travellers are distinct ethnic communities who have been subject to appalling discriminatory treatment, therefore we need to promote equality for Gypsies and Travellers

(See Haringey's Equality Public Duties Scheme 2007 – 2010 and Equality Public Duty Scheme: Implementation Strategy)

SECTION 5 - Leadership and influence

5.1 The Council has a position of leadership and influence in the borough.

This places a huge responsibility on it to ensure equal opportunity for all and to achieve a sustained and lasting progress on equalities through mainstream actions by itself and by its local agencies.

In the current Council Member and officer structures, leadership responsibility for equalities rests as follows:

5.2 The Council's Executive

The Executive:

- Establishes a designated Cabinet portfolio on Equalities
- Appoints a Member to that portfolio to champion equalities and take political responsibility for delivering the equalities policy aims
- Receive update reports on developments and progress on equalities issues and their implementation
- Oversee the reporting of annual performance on equalities to local people, community representatives and employees through the Council Plan
- Individually promote equalities in the respective portfolios as it pertains to their service areas

5.3 The Management Board

Led by the Chief Executive, the Management Board will provide management leadership for the Council's equal opportunities policy.

The Management Board will:

- Act as an examples of good equal opportunities practice collectively and individually
- Ensure that the corporate organisation is resourced to meet its equal opportunities objectives
- Be accountable for their achievements against the Council's Equality Public Duties Scheme and the corporate annually agreed Action Plan
- Be accountable for their management actions in the context of their impact on the council's equal opportunities objectives

Progress will be achieved if equalities issues are explicit in the leadership, planning and management of every service and activity.

5.4 Service Managers

Service Managers will:

- Implement the policy as part of mainstream service management,
- Explicitly address equalities in their Business Plan, review and report achievements
- Set equalities indicators for their service and report performance as part of the performance management system
- Be responsible for ensuring their staff uphold and further the equal opportunities policy,
- Appraise staff performance on equalities as part of performance appraisal.

Promoting equal opportunities through influence;

- Act as an examples of good equal practice
- Haringey Council recognises that it has a role to play in promoting equal opportunities through its ability to influence the wider community, external organisations and institutions.
- Haringey Council recognises that it can use its powers of influence to promote equal opportunities as follows:-
 - Through its community leadership role
 - Through its ability to help form and guide public opinion;
 - Through its partnership arrangements;
 - Through the organisations on which it is represented
 - Through the grants it gives to voluntary sector organisations.

5.5 **Community Leadership**

Haringey Council is committed to both modernising its equal opportunities policy and internal practices as set out in the document. The Council in its Community Leadership role will expect all partner organisations including the Haringey Strategic Partnership to include all equalities considerations in their mainstream activities.

5.6 **Opinion Forming**

Haringey Council is committed to acting as a model of good equal opportunities practice, and thereby using its position to help create a climate in which equality of opportunity objectives become more widely accepted throughout the local community. The Council is committed to presenting a positive image of its equal opportunities work through effective communication of its policies and practices and through the public statements of its members and officers.

5.7 **Partnership Arrangements**

The Council recognises that its various partnerships provide opportunities for both making the case for and further promoting equal opportunities, both with the private sector and with other public bodies. The Council is committed to promoting equal opportunities within such arrangements as a fundamental part of good management practice.

5.8 Grant Aid

Haringey Council allocates a proportion of its budget in grant aid to a number of organisations. It is Council policy, and will remain a condition of grant aid, that a voluntary organisation funded by the Council adopts and implements an equal opportunities policy. The Council is committed to regularly monitoring whether or not organisations are complying with equal opportunities grant aid conditions. The Council is also committed to further developing good equal opportunities practice in the voluntary sector, and will in part, do this through publicly commending organisations who have achieved a high standard of equal opportunities practice. The Council is also committed to furthering equality of opportunity by targeting grant aid to those in need, thus benefiting those that are most disadvantaged.

5.9 Procurement

The Councils' Procurement Strategy and Policies are compliant with current EC Procurement Directives and related equalities legislation.

Haringey Council is a major procurer of goods, services and works to support the delivery of services to the local community and to enhance the built environment. The Council uses procurement to leverage its significant buying power to achieve best value and to effect continuous improvement. In doing so, the Council fully supports:

- Consultation with service users and stakeholders.
- Transparency and equality of opportunity - which is particularly important for small to medium sized enterprises (SME's).
- Supply Chain diversity including social / environmental / economic sustainability
- Supplier development to ensure their ability to compete on equal terms
- Engagement with social enterprises, voluntary organisations and registered charities.

The Council is committed to developing and supporting a mixed economy.

SECTION 6 - Employment of staff

- 6.1 Effective staff are essential for any organisation to perform well. This is particularly so in a local authority where staff have a decisive influence on the way the whole organisation is perceived and experienced by local people.
- 6.2 The Council recognises the link between the services it provides or procures and the people who deliver these services. Achieving equality in service delivery will be furthered by a competent workforce who reflect the diversity of local service users. This Council values a diverse workforce and will use its diverse workforce to ensure appropriate services are delivered to local people.
- 6.3 The Council's objective for equal opportunities in employment is to ensure equality of opportunity in all aspects of the employment cycle, including, recruitment, appraisal, training, promotion, redeployment, redundancy and retirement processes. The Council will ensure that this overall objective applies across all services and that no job applicants or no employee shall receive less favourable treatment than another and that no one shall be disadvantaged by conditions or requirements other than on a genuine occupational requirement basis.
- 6.4 The Council produces an annual employment profile report that shows the levels of representation for different groups across the organisation and has made substantial progress in representation in its workforce. For example, figures for 2006 show that 44.8% of the workforce are of ethnic minority origins. The figures also show that women are now the majority at senior management grades, constituting 58% of our top 5% of earners in 2006.
- 6.5 Black and minority ethnic staff represent 44% of the total work force and 21% are represented amongst senior managers. There remains under-representation from a number of black and minority ethnic communities in the workforce as a whole, as well as under representation of black & ethnic minorities at senior management grades.
- 6.6 There is significant under-representation of employees with disabilities in all levels of the Council's employment only 3.7% of all council employees for the financial year 2005-2006.
- 6.7 This Council will promote equality of opportunity and address under representation in employment whilst recognising that employment opportunities in the authority are changing. Turnover, new skill requirements and the changing nature of work will however create new opportunities. With the increasing application of Value for money, more areas of service will no longer be directly provided by the Council - some will be provided in partnership - some will be provided externally. This council will invest in all its employees to support their employability in a mixed economy of service provision. At all times and in all contexts, and at all levels of this Council will seek to promote equality of opportunity in employment.

6.8 The Council will:

- ensure that everyone receives equality of treatment in recruitment and employment by the Council.
- take positive action measures to reduce the effects of discrimination and disadvantage.
- ensure that all Managers and employees are aware of the Council's Equal Opportunities Policy and that they are aware of their rights and responsibilities in relation its implementation and the consequences of unacceptable behaviour. Managers and employees will be made aware of their responsibilities to further the mainstreaming of equalities in the context of their actual job. All staff will be provided with an Equal Opportunities - Rights and Responsibilities handbook. This will provide advice on whom to contact if employees need advice in furthering equalities within their job. It will also identify who to contact if employees believe they have been unfairly treated and wish to register a complaint.
- continue to operate appropriate Member and senior officer structures to provide leadership and direct work on equalities at both corporate and service levels.
- ensure the development and consistent implementation of discrimination - harassment policies and procedures which cover all equalities areas. The Council recognises that harassment of employees and service users is unacceptable and it is the responsibility of management to deal with cases of harassment individuals experiencing harassment will be encouraged to take action all complaints will be treated seriously. This Council will investigate thoroughly and promptly complaints of discrimination, victimisation or harassment by employees of the Council in accordance with its approved procedures. Acts of discrimination, victimisation or harassment by employees will be treated as serious disciplinary offences. The Council has developed its harassment procedures to integrate with the wider borough wide Harassment and Hate Crime Strategy shared with partner agencies and community groups.
- keep under review the Councils recruitment code of practice ensuring that it retains an equal opportunities basis whilst reflecting the changing situation in the local authority. This Council will ensure that its recruitment and selection procedures accord with the codes of practice produced by the Government and the national Equality Commissions.
- continue to undertake and further develop regular age, disabilities, ethnic and gender and other equalities monitoring of the Council's workforce profile
- produce a regular age headcount profile of the Council's workforce alongside ethnic, gender and disabilities headcounts, analysing and evaluating these headcounts and taking appropriate corrective action. These are published on the council's website at www.haringey.gov.uk
- develop equal opportunities monitoring across the employment cycle on a phased and systematic basis - covering in time application, appointment, appraisal, training, progression, redeployment, redundancy, secondment, disciplinaries and employee discrimination and harassment complaints and exit interviews. This Council will regularly review policies, procedures and their implementation in all of these aspects of employment to ensure that

they support the Council's equal opportunities objectives.

- ensure accessible workplaces for disabled employees, making reasonable adjustments to facilitate disabled people to be able to work, and retain in employment, wherever possible, employees who become disabled.
- retain flexible working practices to ensure that staff are supported in balancing work and other life commitments.

Section 7 - Supporting and developing staff

7.1 The council believes that appropriate development and training for its Managers, employees and others directly involved in the provision of its services represents a vital part of the implementation of its Equal Opportunities Policy This should include development specifically directed at enabling the advancement in employment by the Council of groups who are underrepresented. To these ends, the Council will:

- Continue to develop and put in place a Corporate Training Strategy and an annual Training Delivery Plan.
- Use training and induction as strategic vehicles to address relevant equalities issues both in terms of training content and training opportunities. Ongoing recruitment and selection training will be provided across all equalities issues.
- Put in place management development and training programmes that include addressing equalities objectives.

7.2 The Council will seek to ensure that:

- Induction training provided by Haringey Council has an integral equalities dimension embracing all equalities issues.
- All relevant employees and particularly those from under-represented groups will have access to appropriate management training and development.
- Development and training delivered by or on behalf of the Council supports and adds value to the aims of the Equal Opportunities Policy, and is equalities based in terms of its content.
- Employees' views on their development and training needs will be sought in developing training priorities and programmes. Council employees having direct contact with the public have customer care training that is equal opportunities based.
- The Council's post entry training scheme will continue to be targeted at under represented groups.
- Future management development training will include training on the mainstream management of equal opportunities.
- All Corporate and Directorate Training Plans, will include plans for positive action development and training.

SECTION 8 - Community cohesion and renewal

- 8.1 The Council recognises that it has a key role to play in leading local efforts to promote community cohesion, tackle social exclusion and foster neighbourhood renewal
- 8.2 The Council also accepts that there are strong links between equality, diversity community safety and community cohesion given that community cohesion can only grow when everyone has equality of treatment in term of respect and appreciation, access to services, employment and life's chances in general
- 8.3 In this regards, the Council accepts its responsibility to lead in facilitating and supporting the development of a common vision and a sense of belonging which all communities and individuals in Haringey are able to share. The aim is to lead in building a Haringey Community in which everyone, whatever the race, ethnic origin, gender, age, religion, disability, sexuality can feel part of. In pursuing this aim, the Council will work and support initiatives to promote positive images and attitudes towards all sections of Haringey's population through tackling prejudices and ignorance, breakdown barriers between people and encourage greater inter-group social interaction.
- 8.4 Given the diverse nature of Haringey's population, promoting community cohesion and tackling issues of social exclusion and neighbourhood renewal are of particular importance to the Council
- 8.5 The mechanisms for delivering on the Council's community cohesion commitments are detailed in the Council Equality Public Duties Scheme which should be read in conjunction with this document.

SECTION 9 – Accountabilities

- 9.1 The Members of Haringey Council accept that they are accountable to the Borough's population for delivering equality of opportunity in all its activities. The Members Code of Conduct also sets out members responsibilities towards equalities in the general principles set out at the beginning and in paragraph 2 it states “A member must promote equality by not discriminating unlawfully against any person”.
- 9.2 It will be the Cabinet's responsibility to provide overall direction and control of this policy. They will receive regular reports from the Chief Executive and Directors in this regard. The Cabinet led Equal Opportunities Policy and Action Plan will be subject to Scrutiny by Members colleagues. Every Cabinet Member has political responsibilities for the delivery of the services within their portfolios and , in keeping with this policy. also has responsibility for delivering on equalities as it pertains to their portfolio.
- 9.3 Similarly Members will be ultimately accountable for delivering the policy and practice in relation to all aspects of employment practice within the Council's control.
- 9.4 The Chief Executive, Assistant Chief Executives and Directors have overall responsibility for implementation of the policy and for the plans and performance management practices adopted by their services.
- 9.5 Strategic Plans, Business Plans, and performance management within each Directorate will contain details of how equalities objectives and indicators and responsibilities will be discharged on an annual basis. All key reports and policies will have an Equalities Impact Assessment carried out and annually reviewed.and Directors have overall responsibility for implementation of the policy and for the plans and performance management practices adopted by their services
- 9.6 Managers will be directly responsible for implementing the policy as part of mainstream management. They will be responsible for addressing equalities issues in the Business Planning and performance management arrangements for their area of activity. They will further be responsible for ensuring their staff act in accordance with these policies, providing all necessary support and direction.
- 9.7 Each Council employee will be responsible for his or her own behaviour being acceptable within the terms of the policy, and will be expected as part of their day to day work to actively address the equalities issues involved in their work.

SECTION 10 - Policy implementation

- 10.1 The Council will achieve the aims of this equal opportunities policy through its Equality Public Duties Scheme which sets out how the Council will work to meet its equalities public duties obligations. There is an Implementation Strategy to support the Scheme and provide guidance to managers.

The business plans will be the main mechanisms through which the Equality Scheme and hence this policy will be implemented.

It is expected that business plans at strategic business units will include plans for carrying out the duties set out in the Equality Public Duties Scheme. These have been summarised in Section 4 of this document.

THE COUNCIL'S FRAMEWORK FOR EQUALITIES MONITORING IS SET OUT IN APPENDIX 2

SECTION 11 - Policy Monitoring and Review

11.1 The Council recognises the importance of monitoring and reviewing its policies and practices to ensure that they continue to reflect the Council's objectives, and that they can be measured to determine how successfully they are achieving those objectives.

- The Council will ensure that its achievements in terms of its equalities objectives are monitored and reviewed on an ongoing basis at a number of levels:
- At a Council wide level, the Council will monitor and review Council wide achievements through regular review of the Equalities Scheme and Action Plan, the equalities targets in the Community Plan, the annual Performance Plan and the performance management system.
- At a Directorate and business unit level, the Council will monitor and review achievements through review of Business Plan and equalities performance indicators set in the performance management system.
- At the individual officer level, the Council will monitor and review equalities achievements as an integral part of work reviews and performance appraisal.

Breaches of the Policy

- This Policy is the Council's statement of its own objectives and expectations on Equal Opportunities.
 - The Equality Scheme, the Equal Opportunities Action Plan, the Performance Plan and individual Business Plans will outline in measurable form the ways in which the policy will be turned into action
 - The Policy will be most effectively implemented by gaining the understanding and commitment of all the people involved in carrying it out; it will therefore be promoted and supported by every available means as outlined earlier, in particular through training, consultation, and adoption of mainstream procedures which are effective and efficient and equal opportunities based.
 - There will undoubtedly be occasions when the Council will have to take action to correct behaviour and reinforce its expectations of its employees, service user, suppliers and strategic partners in supporting the Policy. The Council will take disciplinary action within agreed procedures where the Policy is being abused, ignored or breached. It will be a condition of service that employees adhere to the Equal Opportunity Policy and failure to do so will be cause for disciplinary measures to be taken.
- * The Council will continue to have procedures which enable residents, `service users, candidates for jobs and employees to make complaints if they believe they have been unfairly treated. Employees will also be entitled to expect that unacceptable behaviour including harassment by others will be dealt with promptly.

Appendix 1

Statement of principles

Haringey Council is concerned about the divisive and harmful effects of unlawful discrimination whether based on age, disability, ethnicity, gender, religion, sexuality or unrelated criminal conviction, which subject the victims to negative attitudes and treatments resulting in disadvantage, hatred, harassment and sometimes violence. Discrimination denies equal opportunity to life's chances to these groups.

- The Council will continue to work to ensure that its structures, procedures and practices do not discriminate either directly or indirectly on any of the grounds outlined above.
- The Council is committed to the provision of equal access to its services and equal treatment of its employees and of people who use its services regardless of their age, disability, ethnicity, gender, religion, sexuality or unrelated criminal conviction.
- The Council is committed to meeting the specific needs of minority groups arising from historical or current discrimination which they face, using appropriate positive action measures where necessary.
- The Council is committed to working to eliminate unintended institutional discrimination against any group in its policies, procedures and practices both in terms of service provision and employment and ensuring that all future policies, procedures and practices are informed by sound equal opportunities principles
- The Council recognises that discrimination and disadvantage impacts on different communities in different ways which results in different equalities issues to the different communities. The Council further accepts its responsibility to identify the needs of disadvantaged communities and groups so as to ensure that services and employment practices serve rather than inadvertently discriminate against them.
- The Council is committed to involving all local people in its consultation mechanisms at neighbourhood, Council and Borough levels. In doing so, the Council will ensure that all sections of Haringey community including disadvantaged and any marginalised groups are included. The Council is also committed to modernising its consultative structures so as to place the concerns of all sections of the community at the heart of the Council's decision-making.
- The Council is committed to publicly scrutinising the impact of its policies and practices on local people, especially groups such as ethnic minorities, disabled people, women, young people, older people, lesbian and gay men, bisexuals and transgender people and any other groups who on the strength of evidence are shown to be disadvantaged by

Council activities, and feeding the outcomes of such scrutiny into future decision making and services planning.

Working towards a cohesive Haringey

Haringey council accepts and upholds the principle that expressing ones' self and identity whether in terms of culture lawful life style, religious belief or non-belief is a basic human right which must be treated with tolerance and respect.

Haringey Council believes that the diversity of Haringey in terms of faiths, ethnicity, cultures and age groups is a key strength of our borough and a major source of civic and community wealth.

The Council also believes that mutual respect between different, groups and cultures is a fundamental tenet of civic and social behavior and the basis for good cross community interactions and community cohesion.

The Council acknowledges that community cohesion is best achieved through continuous dialogue, mutual understanding and frequent social interaction between different groups and cultures, encouraged and facilitated by strong community leadership. For this reason, the Council will continue work closely with all relevant groups to foster the development of positive interactions between and across all communities in Haringey. The Council will do this in a bid to increase understanding, respect, appreciation and acceptance of the diverse cultures in Haringey and the sensitivity of their needs, so that everyone is able live their lives, practice their culture or religion in safety and without fear of harassment or discrimination and develop a wider understanding of other people's diverse sensitivities and needs.

The Council believes that disadvantage in all its forms represents the principal barrier to community cohesion, especially where it is experienced more by one group than another. For this reason, guided by the principles and commitments set out in this Equal Opportunities Policy document, the Council will work to address existing disadvantage, discrimination and inequality and seek to prevent other forms from developing.

Appendix 2

Equalities Monitoring Framework

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Why equalities monitoring must be carried out	Section 1
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Section 1

Why equalities monitoring must be carried out

1.1 The Council undertakes equalities monitoring across six broad target groups

- Age
- Disability
- Ethnicity
- Gender
- Religion / Belief
- Sexual Orientation

The Council believes equalities monitoring is important because:

It wants to ensure it provides services as fairly as possible and complies with the requirements placed on all employers to appoint and treat staff in an equal and non-discriminatory manner.

- Haringey has a clear agenda to become a better performing Council with good equalities performance management systems.
- The implementation of equalities monitoring is one of the main procedures consistently recommended by the National Equality bodies.
- The Council recognises that both it and its partner organisations rely on the use of monitoring to properly cover legislative responsibilities.

1.2 There are a number of legal reasons why equalities monitoring should be conducted

Equalities monitoring is a specific duty under various equal opportunities legislation. These are set out in the Equal Opportunities Policy as well as in the Equalities Public Duties Scheme. This means that we have a duty to monitor, not only to comply with the law but also to meet our policy commitment as set out above.

Our key priorities are to:

- Establish Equality Performance Indicators both corporately and at the Business Unit level.
- Mainstream Equality Performance Indicators within Business Planning and Performance Management Systems.
- Use equalities Monitoring data to inform Equalities Impact Assessments.
- To improve services and employment practices.

1.3 How can equalities monitoring improve services?

As a Council, we are committed to equal opportunities to all its staff and service users. To enable us to meet this commitment, it is crucial that we monitor so that we know who we are employing and who are receiving the services we provide in order to satisfy ourselves that we are providing equal access to employment and services to all in Haringey.

We are also committed to using the data from monitoring to identify where there may be inequalities in either employment or service take-up. This information should then be used to make corrections that address the problem.

Good equality monitoring systems provide objective, understandable and useable information, which can be used to improve service delivery and employment practices and prevent discrimination.

In particular they can:-

- Help transform policy commitments into tangible results
- Show where equal access to services and jobs does and does not exist
- Show the degree of differences on the take up of services and job opportunities by communities
- Test the sensitivity of services to meet the needs of the local users
- Measure how responsive services are to changes in local needs
- Help forward plan future service provision and service improvements
- Gauge how effective are changes in service provision and employment practice
- Provide evidence to help secure resources and funds for the borough

As a standardised equalities monitoring system has increasingly become a national requirement, this Guidance has been produced to be used as a Council wide approach. This corporate system will need to be followed whenever monitoring takes place.

Section 2

How equalities monitoring should be implemented and targets set

- 2.1 In Haringey we monitor performance on a basket of over 100 key indicators each month with a quarterly update on specific equalities indicators. The reporting is in the form of a balanced scorecard and looks at performance across four dimensions: service excellence, financial health, customer focus and organisational development. Equalities is a central thread across all these dimensions. The indicators contained within the balanced scorecard include key Best Value performance measures, indicators used in the Council's Comprehensive Performance Assessment (CPA) and some key local measures all of which reflect the Council's priorities.
- 2.2 The scorecard consists of corporate and service performance measures and includes a number of staff profile equality indicators. The indicators provide a snapshot of how well the authority is performing overall reflecting the underlying capacity of the authority to deliver services for all the community by managing it's performance, finance and staff effectively.
- 2.3 Performance is tracked on a monthly and year to date position against the target using a traffic light annotation with trend arrows to depict progress since the last financial year, so whilst an indicator may receive a red traffic light for not achieving target, it will show an upward trend arrow if performance had improved on the previous year's outturn. The accompanying report highlights key performance information on an exception basis including a section on equalities indicators. This includes comments on both the positive results around equalities issues but also some areas where performance needs improvement.
- 2.4 The scorecard also includes top quartile data (All England) so that progress can be assessed not only against the targets we set but in terms of how we compare with others and how close we are to attaining what we ultimately are aiming to achieve.
- 2.5 The scorecard and report on the Council's performance are received by the Council's Management Board and The Executive each month ensuring that performance is reported at the highest level and that Members are kept informed of progress against these key indicators. The monthly reports and scorecard are then published on our website.
- 2.6 An extract of the scorecard showing some equalities information is shown below.

Quarterly Equalities Performance Review - 2006/07

Key:	Same as last year	Better than last year	Worse than last year
	Performance missing target	Performance close to target	Performance on target

Perspective	Ref.	05/06	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Monthly Progress	YTD Progress	Target 06/07
Social Services Equalities indicators																	
Excellent services	Paf E47	Ethnicity of older people receiving an assessment <i>the percentage of older service users receiving an assessment that are from minority ethnic groups with the percentage of older people in the local population that are from minority ethnic groups. Good performance is generally one or greater. This indicator determines the need for Social Services of people from minority ethnic groups to see if it is at least as great as for the general population.</i>															Paf Top Banding 1<2
		1.22															1
		1.14	1.13	1.13	1.15	1.14	1.15	1.16	1.16	1.19	1.22	Green	Green				
Excellent services	Paf E48	Ethnicity of older people with services following an assessment <i>The percentage of older service users receiving services following an assessment that are from a minority ethnic group, divided by the percentage of older service users assessed that are not from a minority ethnic group. Good performance is around 1, assuming no difference between the proportions of those assessed that require services for minority ethnic communities and the general population. 0.7 to 1.3 is regarded as 'acceptable' and 0.9 to 1.1 as 'good'.</i>															Paf Top Banding 0.9<1.1
		1.09															1
		1.02	1.03	1.01	1.03	1.07	1.07	1.08	1.05	1.08	1.09	Green	Green				
Excellent services	Paf C51	The clients receiving direct payments by physical disabilities age standardised per 100,000 population <i>We are still working towards the target but uncertain about achieving it. We will in our endeavours however continue to improve on our current position.</i>															
		92															107
		106	107	107	88	86	85	88	88	90	92	Amber	Amber				
Excellent services	Paf C51	The proportion of clients receiving direct payments by mental disabilities per 100,000 population <i>We are still working towards the target but uncertain about achieving it. We will in our endeavours however continue to improve on our current position.</i>															
		3															4
		3	3	3	3	3	3	3	3	3	3	Amber	Amber				
Finance Equalities indicators																	
Financial Health	BVPI 158	% of buildings open to the public in which all public areas are suitable for and accessible to disabled people <i>Much of the adaptation work in relation to the Disability Discrimination Act has completed. Some of the adaptation work will improve our performance to BV158 (known as Document M compliance). Independent surveys, for audit purposes, of these buildings are</i>															2005/06 Est Top Quartile 75%
		30.0%															28.0%
		27.45%		27.0%			27.00%				30.0%	Green	Green				
Chief Executive's Equalities indicators																	
Customer Focus	BVPI 11a	The percentage of the top paid 5% of local authority staff who are women <i>Of the 204.17 FTEs in the top 5% of earners, 115.81 are female.</i>															
		55.70%															50.00%
		55.80%		58.40%			57.30%				56.72%	Green	Green				
Customer Focus	BVPI 11b	The percentage of the top 5% of earners who are from ethnic minority communities <i>Of the 193.57 FTEs both whose ethnicity we know and who are in the top 5% of earners, 35.43 are from an ethnic minority.</i>															
		18.30%															26%
		21.10%		18.20%			18.60%				18.30%	Red	Red				
OD	BV 11c	The percentage of top 5% of earners declaring they meet the Disability Discrimination Act disability definition <i>This represents 2 members of staff short of target. Of the 132.7 FTEs both whose disability status we know and are in the top 5% of earners, 2 have declared a disability under this definition.</i>															
		4.08%															4.90%
		4.08%		2.5%			2.5%				1.5%	Red	Red				
Customer Focus	BVPI 17a	The % of staff that are from ethnic minorities															
		45%															39.30%
		45%		45%			44.80%				45%	Green	Green				
Customer Focus	BVPI 16A	The percentage of top 5% of earners declaring they meet the Disability Discrimination Act disability definition															
		1.5%															5%
		4%		2.5%			2.5%				1.50%	Red	Red				

2.7 Targets

Performance targets are an indication of how Haringey intends to improve its performance in the future. Each year, as part of the business planning process, targets are set for the next three years. Targets are reviewed annually and take account of both our own historical performance and how our performance compares with others. Targets are set by Heads of Service with continuous improvement in mind and a path to achieving top quartile performance. Our 3 year targets are agreed by Members and then published in our Council Plan.

2.8 Equality Performance Indicators

The basic building blocks of equalities monitoring are the **Equality Performance Indicators, (E.P.I.s)**, which enable us to measure our performance on equalities issues. For instance the percentage of people receiving direct payments or accessing sports facilities payments by age, disability, ethnicity and gender; number of senior management posts filled by women, people from black and minority ethnic groups and disabled people .

EPI's are written into the Business plans produced each year by Business Units.

EP'Is are used for employment, service delivery and other purposes, including community involvement and consultation.

EPI's produce the data, which must then be analysed, to draw out what the results are showing in terms of equality for different groups. Those results must then either be acted upon, normally by changes in policy and/or practices to address inequalities or if inequalities do not exist, used to show that service or employment opportunities are being provided appropriately and that monitoring will continue to ensure they remain that way. This is an essential requirement when carrying out an Equalities Impact Assessment (EIA).

The monitoring reports should be produced and made available for public view if requested, so that transparency is built in and stakeholders are kept informed.

Equalities monitoring is an important stage in the implementation of the **Equalities Policy** of any organisation.

Section 3

Classifications and codings

3.1 Haringey Council has adopted an agreed set of equalities questions, classifications and codes to cover all areas of service delivery and employment practices. It also encourages all organisations which enter into a partnership arrangement with us to use them as well, so that information can be shared.

3.2 Age

Some services will expect to have a higher proportion of older or younger service users, for example youth services or adult social care. Services will need to measure the age of service users to ensure equal access to services.

It is also important for the Council to keep a record of employee age for those applying for; jobs, training, promotion, and leaving the organisation.

The following age cohorts are used although you may wish to cluster or disaggregate for your own business unit needs:

0-4	<input type="checkbox"/>	15	<input type="checkbox"/>	25 – 29	<input type="checkbox"/>	65 – 74	<input type="checkbox"/>
5-7	<input type="checkbox"/>	16 – 17	<input type="checkbox"/>	30 – 44	<input type="checkbox"/>	75 – 84	<input type="checkbox"/>
8-9	<input type="checkbox"/>	18 – 19	<input type="checkbox"/>	45 – 59	<input type="checkbox"/>	85 – 89	<input type="checkbox"/>
10- 14	<input type="checkbox"/>	20 – 24	<input type="checkbox"/>	60 – 64	<input type="checkbox"/>	90 and over	<input type="checkbox"/>

3.3 Disability

The disability question that is used in Haringey is as follows:

Do you consider yourself to be a disabled person?

Under the Disability Discrimination Act a person is considered to have a disability if she/he has a physical or mental impairment which has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities. Since 2005, people with HIV, cancer and multiple sclerosis (MS) are covered by DDA.

Yes

No

3.4 Ethnicity

What is your ethnic group? (please tick one box from the appropriate section)

White

- | | | | |
|-----------------|--------------------------|-----------------|--------------------------|
| British | <input type="checkbox"/> | Kurdish | <input type="checkbox"/> |
| Greek/Cypriot | <input type="checkbox"/> | Irish | <input type="checkbox"/> |
| Turkish/Cypriot | <input type="checkbox"/> | Irish Traveller | <input type="checkbox"/> |
| Turkish | <input type="checkbox"/> | Gypsy | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | |

Please write in: _____

Asian or Asian British

- | | | | |
|-------------|--------------------------|--------------------|--------------------------|
| Indian | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> |
| Bangladeshi | <input type="checkbox"/> | East Asian African | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | |

Please write in: _____

Black or Black British

- | | | | |
|-----------|--------------------------|---------|--------------------------|
| Caribbean | <input type="checkbox"/> | African | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | |

Please write in: _____

Mixed

- | | | | |
|---------------------------|--------------------------|-------------------------|--------------------------|
| White and Black Caribbean | <input type="checkbox"/> | White and Black African | <input type="checkbox"/> |
| White and Asian | <input type="checkbox"/> | | |
| Other | <input type="checkbox"/> | | |

Please write in: _____

Chinese or other ethnic group

- | | |
|---------|--------------------------|
| Chinese | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

Please write in: _____

If services need to monitor in respect of ethnicity classifications not listed here, then any additions need to be discussed with the Equality and Diversity unit, to ensure they can be aggregated back into the **Standard List** in order that we can meet both external reporting requirements and Council policy.

An example of this is in Social services where the additional classifications of Ghanaian, Zairean, Eritrean and Ethiopian can be aggregated back into Black African

In addition the Office for National Statistics has set up a longer classification list as well.

This incorporates the most common written answers that people are expected to provide on the Census form, if they are not able to tick against one of the presented classifications. Haringey Council has adopted this longer list (calling it the **Long list**), for the few occasions when it is necessary to provide more detailed breakdowns by ethnicity, and to ensure compatibility.

If you have any queries on the classifications/codes please contact the Equality and Diversity team on website: www.equalities@haringey.gov.uk or ring 020 8489 2576.

3.5 Gender

Guidance relating to the 2001 National Census states that people should tick the gender they feel describes them, irrespective of the sex on their birth certificate. Gender is defined as either male or female for monitoring of service delivery. There is a legal requirement to monitor gender for employment. Haringey Council has made a decision to monitor transgender in service delivery where appropriate.

Please tick the appropriate box:

Male Female Transgender

3.6 Religion

Do you have a religion or believe that you would like to mention?

If so please tick the appropriate box.

No Religion	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Christian	<input type="checkbox"/>	Muslim	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Rastafarian	<input type="checkbox"/>
Other	<input type="checkbox"/>		

Please write in: _____

3.7 Sexual Orientation

In some cases people will be reluctant to share their sexual orientation with you, particularly if they do not understand why you are asking for this information. You should explain that the information will be used to ensure local services are not having an unequal impact on different groups in the Borough, that the information will be confidential and that it will be stored separately to any other paperwork that they are asked to complete.

How would you define your sexual orientation?

Bisexual Heterosexual Gay Lesbian

3.8 Other areas you may wish to monitor

If services or employers want to monitor other areas then the purpose must be made clear to those who are to be monitored. An example is questions on Refugees and Asylum Seekers.

3.9 Refugees and Asylum Seekers

The Council would like to know which service users are refugees or asylum-seekers as this information may help in further developing services to meet these needs. This information will be treated confidentially.

Are you or anyone in your household a refugee or asylum-seeker?

Refugee YES NO

Asylum-seeker YES NO

What country or region are you a refugee/asylum seeker from?

Please specify the name of the country/region

.....

3.10 Language

Sometimes service areas may need to know the language people speak, for example when placing a child who speaks a community language. Therefore you may need to put a question about language. Because the most frequently requested languages vary over time it is best to check with the Translation and Interpretation Service (020 8489 ext. 2904) on the current ones for your service area. For example:-

Please tick the box which best describes your language.

Albanian Arabic Turkish

French Lingala Somali

Other, please specify

*Whilst there is the obvious drawback that people may not be able to read this question, in many circumstances it is the only way to address the issue. Other methods of finding out about **Language** need include cards held at reception areas.*

Section 4

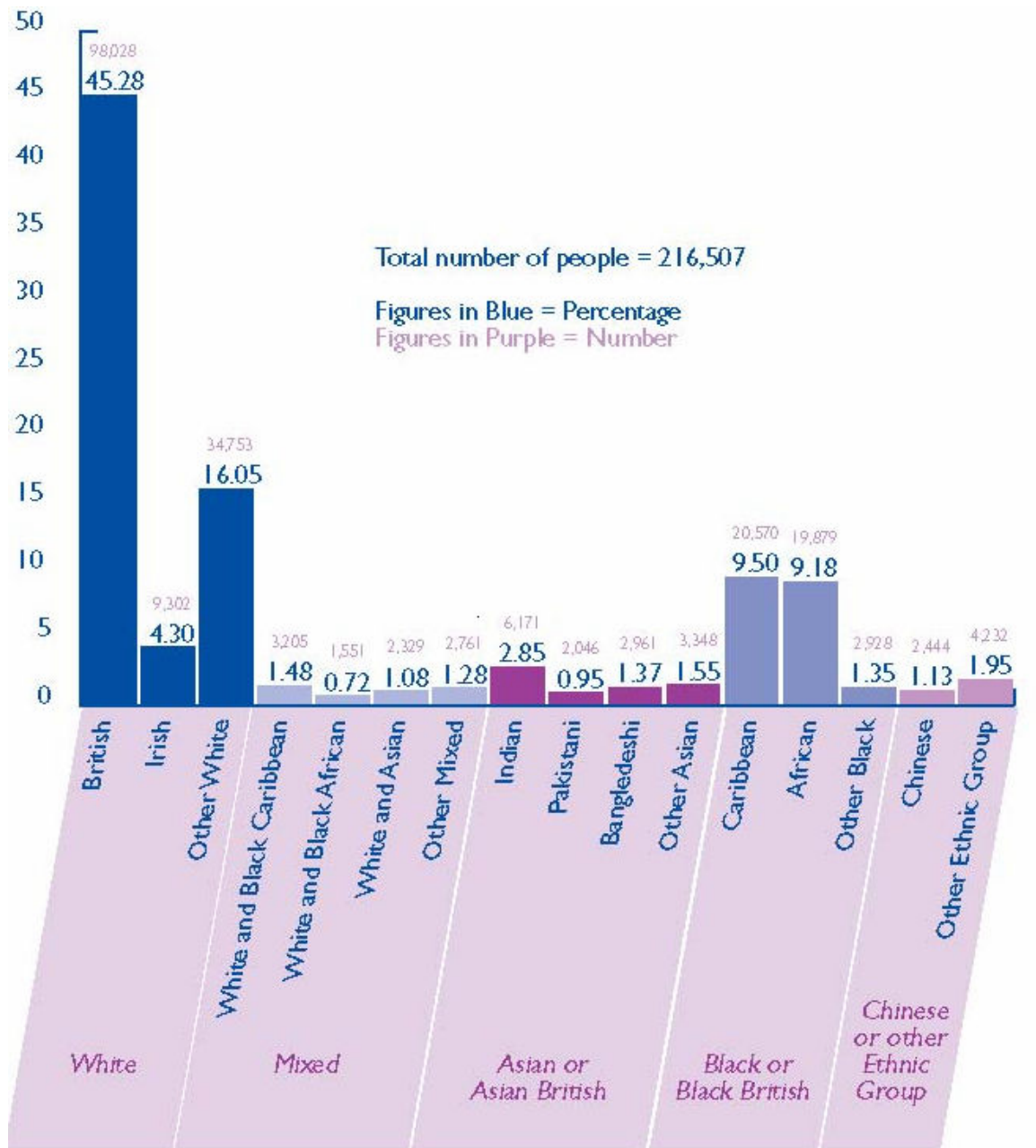
4.1 Baseline data - 2001 Census Key Statistics

The Census is the only 100% survey carried out in Britain. It is the most comprehensive source for baseline data even though its shortcomings have been listed many times. Usually the baseline data adopted for equalities monitoring is based on the profile of the local population. For instance, if women make up 55% of a local population, then the baseline data adopted for them would be 55%.

Baseline data can now be obtained by going on www.statistics.gov.uk

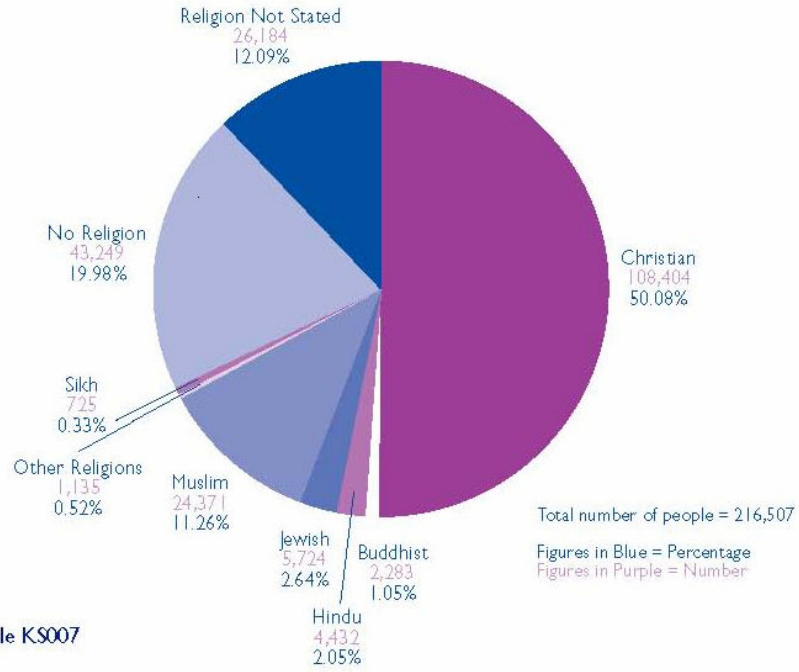
There are other situations when good baseline data is not available, such as for refugees and asylum seekers. Best practice could be to set a target for these communities based on as many data sets as possible (e.g. schools data, recent arrivals, housing allocations, etc.), to get both baseline and target figures established (see next section), which are as objective as possible in the circumstances.

4.2 Ethnic Groups



4.3 Religion

Table population: All people stating religion as:



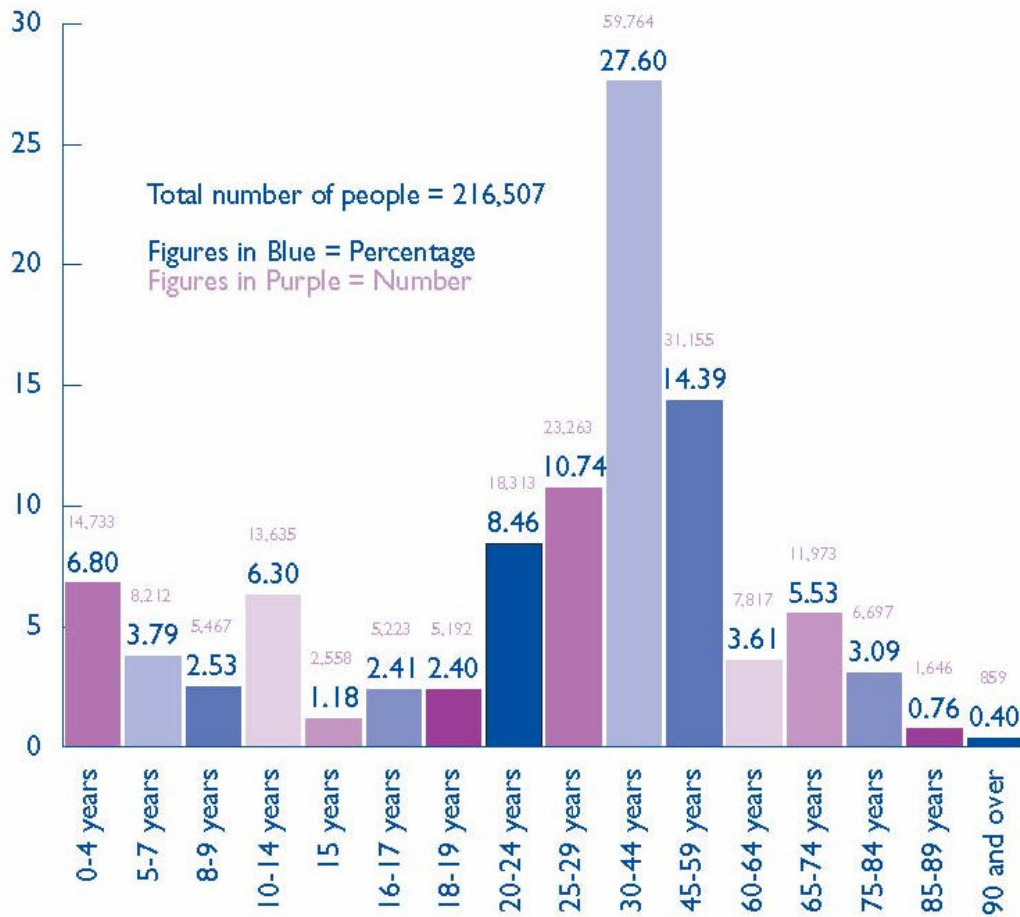
2001 Census Key Statistics table KS007
Crown copyright reserved

2001 Census Key Statistics table S001
Crown copyright reserved

4.4 Age Structure

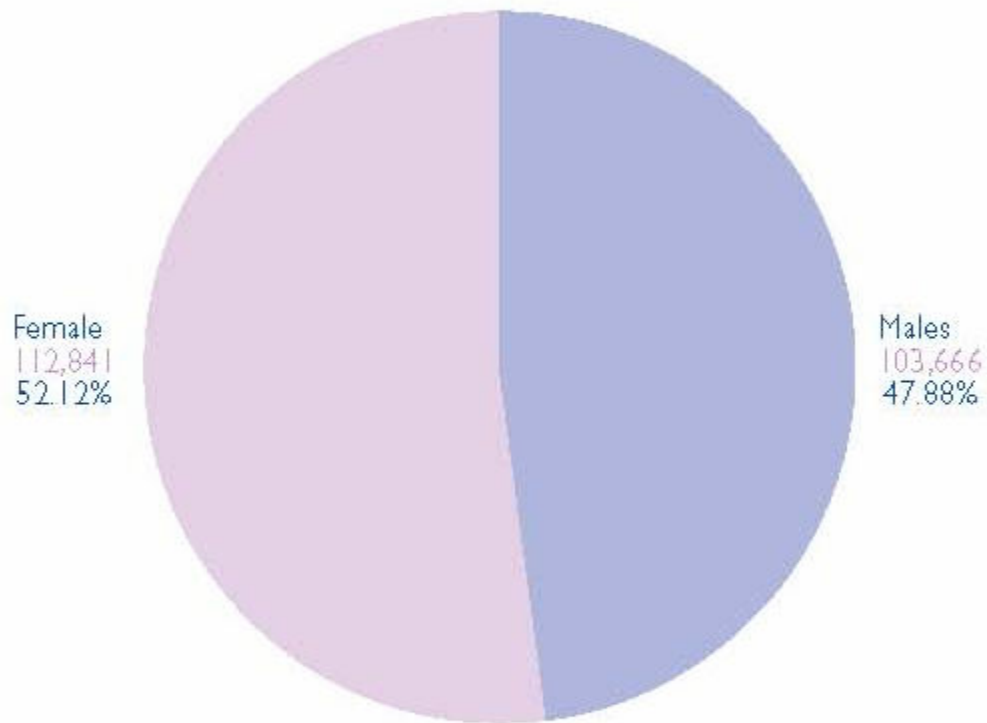
Table population: All people 'Age' is at last birthday

2001 Census Key Statistics table KS002 Crown copyright reserved



4.5 Population by Gender

Table population: All people



2001 Census Key Statistics table KS001
Crown copyright reserved

Section 5

Data protection Act 1998

5.1 How will monitoring information be kept and who will have access to it?

Any information contained on the monitoring form must be processed, accessed and retained in accordance with the Data protection Act Codes of Practice. This means that when people complete the monitoring form they should be aware of the following:

- Whether they will be identified from the form
- Where the information will be kept
- How the information will be used
- Who will have access to the information

Access to the information on the monitoring form should be restricted to those persons who require it for monitoring purposes and all such information must be subject to strict security procedures.

Appendix 3

Glossary of terms

Many of the terms used in the policy refer to Council procedures and/or have a particular meaning in relation to Equal Opportunities. They are defined below in the way they have been used throughout the Policy.

The Definition of Disability

The Disability Discrimination Act (1995) provides the following definition of disability. A person must have a physical or mental impairment which has a substantial, long-term, adverse – effect on their ability to carry out normal day to day activities.

Each of the terms used in this definition are in turn defined.

Ableism - This is a set of ideas and assumptions reflected in attitudes, behaviour and practices which discriminates against people who are differently abled from the majority able bodied population. This set of ideas provides the rationale for and facilitates ongoing institutional and personal discrimination against people with disabilities.

Ageism - Ageism is discrimination against people based on assumptions and stereotypes about their age. These stereotypes are based on “perceived” notions of an individual's ability and potential e.g. people over 50 may be considered to be economically unproductive, less able or willing to adapt to change, more difficult to train and a less worthwhile investment. Ageism can be directed at individuals of any age, but it is often targeted at younger or older people. People acting on their negative stereotypes of age leads to discrimination and disadvantage.

Asylum Seeker - Asylum Seeker is defined as a person aged eighteen and above and who has made a claim for asylum under the Geneva Convention (1951) but which has not been determined.

Bisexual - Bisexual people are sexually and emotionally attracted to their own and the opposite gender

Coming Out - This is the term used by lesbians and gay men when they tell other people about their sexuality.

Domestic Violence - Any physical, sexual or psychological abuse which occurs between partners who are or who have been in an intimate relationship.

Exceptional Leave to Remain - Exceptional Leave to remain is a term used to describe the situation where a person is granted limited leave to remain in the UK, whilst not accorded refugee status.

Gay Man - This term refers to a man who is sexually and emotionally attracted to other men.

Gender – classification of the 2 sexes

Heterosexism - This is a set of ideas and practices based on a set of beliefs about heterosexuality being the 'natural' form of sexuality for both women and men and all other sexualities, in particular, homosexuality being deviant. This provides the rationale for and facilitates ongoing institutional and personal discrimination against lesbians and gay men

Heterosexual - This term refers to a person male or female, who is sexually and emotionally attracted to people of the opposite sex.

Homophobia - This is a lasting irrational fear of great abhorrence of lesbians and gay men.

Homosexual - This term refers to a person male or female, who is sexually and emotionally attracted to people of the same sex. It is both a legalistic and medicalised term and so, its use is often seen to be oppressive.

Institutional Racism - Institutional racism is concerned with racial discrimination which has been incorporated into structures, processes and procedures of organisations, either because of racial prejudice or because of a failure to take into account the particular needs of Black and ethnic minority people. The Stephen Lawrence Inquiry defines institutional racism as: *"the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviour which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people. It persists because of the failure of the organisation openly and adequately to recognise and address its existence and causes by policy, example and leadership. Without recognition and action to eliminate such racism it can prevail as part of the ethos or culture of the organisation"*.

Institutional Sexism - This refers to structures, procedures or practices that have been established on the basis of a belief that women can only undertake certain roles. It is concerned with sexual discrimination which has been incorporated into structures, processes and procedures of organisations, either because of sexual prejudice or because of a failure to take into account the particular needs of women.

Lesbian/Gay - Lesbians and gay men prefer these terms rather than "homosexual". Lesbians also prefer the term lesbian rather than "gay woman" because it reflects their separate identities and experiences. The order of reference is also important; the term "lesbians and gay men" is preferred as it seeks to challenge the false assumption that male behaviour is defining and female behaviour is diminutive.

Lesbian - This term refers to a woman who is sexually and emotionally attracted to other women.

Long Term - For the disability to be considered long term it must have lasted, or be expected to last, 12 months or more or be likely to last for the rest of the life of that person.

A disability will also be considered long term if it has had a substantial adverse effect on normal day to day activities which has ceased but is likely to recur e.g. the effects of epilepsy or asthma.

Mental Impairment - A mental impairment constitutes a learning disability or a 'clinically well recognised' mental health condition i.e. one which is recognised by a respected body of medical opinion. A condition that appears in the World Health Organisation's International Classification of Diseases is likely to be well recognised by medical staff.

Nationality - Relates to the country of which the person is a citizen by birth, by naturalisation or by other legal right.

National origin - Relates to the country where someone was born, regardless of where they are now living and their current citizenship.

Normal day to day activities - The Act states that an impairment will be treated as affecting a person's ability to carry out normal day to day activities if it affects one or more of the following: Mobility, manual dexterity; physical co-ordination; continence; ability to lift, carry or otherwise move everyday objects; speech, hearing or eyesight; memory or ability to concentrate, learn or understand and perception of the risk of physical danger.

Haringey Council upholds the social model of disability. The social model recognises that disabled peoples exclusion from mainstream society is not caused by their disability, but by the way society is organised

Past disabilities - People who have had a history of disability are also protected by the Act, for example, people who have recovered from mental illness, provided that when their disability was current it had a substantial, long term, adverse effect on their ability to carry out normal day to day activities.

Physical Impairment - Physical impairment includes sensory e.g. visual and hearing impairments, as well as other physical disabilities.

Positive Action

This is a term used here to refer to the ways in which the Council will lawfully seek to overcome the effects of past discrimination against disadvantaged groups, in the provision of services and in the employment of staff

Progressive conditions - People with progressive conditions such as cancer, HIV infection, multiple sclerosis, or muscular dystrophy can claim the protection of the Act provided their condition has, or has had some impact on their ability to

carry out normal day to day activities as long as the effect could eventually be expected to be substantial.

Racial Discrimination - The Race Relation Act makes racial discrimination unlawful in employment, training and related matters, in education, in the provision of goods, facilities and services, and in the disposal and management of premises. The Act gives individuals a right of direct access to the civil courts and industrial tribunals for legal remedies for unlawful discrimination.

The Race Relations Act (1976) and the Amendment Act defines two kinds of racial discrimination: Direct and Indirect.

Direct Racial Discrimination arises where a person is treated less favourably on racial grounds (i.e. on grounds of colour, race nationality (including citizenship) or ethnic or national origins.

Indirect racial Discrimination consists of treatment which may be described as equal in a formal sense as between different racial groups, but which in fact comprises of unintended practices and or procedures which indirectly discriminate against racial groups.

Racial Group - According to the Race Relations Act (1976) a racial group means a group of persons defined by colour, race, nationality or ethnic or national origins.

Racial Harassment - Racial harassment is a harmful and distressing form of discrimination. It is used to mean all those racially motivated actions and practices by a person or group of people which are directed at one or more individuals and which are unwanted, cause humiliation, offence or distress, focus on a person's race colour, nationality, ethnic or national origin. It may range from an extreme event such a physical assault to the more common forms of behaviour and attitudes which create an intimidating and negative working environment for those it is directed against.

Racism - This term is used to describe a whole range of ideas and attitudes that are used to justify placing (a) particular racial group(s) in an inferior position to another. The Race Relations Act states that a "racial group" means a group of persons defined by colour, race, nationality, or ethnic or national origins. These negative attitudes often lead to discriminatory or oppressive behaviour. Black and ethnic minority people can experience racism in all aspects of their lives. On an institutional level, racism takes many forms. Essentially it encourages the design and support of systems and procedures that exclude or limit services, jobs and opportunities to Black and ethnic minority people.

Racist Incident - The Lawrence Inquiry report has defined a racist incident as 'any incident which is perceived to be racist by the victim or any other person. 'The Home Office recommends that this definition should be used by all relevant agencies. Haringey Council has adopted this definition.

Refugee - Refugee is a term used to refer to a person granted asylum in the United Kingdom under the Geneva Convention (1951)

Severe disfigurements - People with a 'severe disfigurement' are deemed to be disabled for the purpose of the Act. This would include severe scarring and birthmarks, it is not necessary to show that the disfigurement has a substantial, long term, adverse effect on their ability to carry out normal day to day activities.

Sex - Also refers to being male or female. In most contexts it is preferable to use the term gender and the term sex has for some people connotations of sexual acts per sex. However, the legislation in this area is entitled the Sex Discrimination Act

Sexuality - This term refers to the general sexual preference of people i.e. both lesbian and gay and heterosexual people. It is a preferable term to use to that of sexual orientation

Sexual Discrimination - The Sexual discrimination Act (1975) defines 2 types of sex discrimination: Direct and Indirect

Direct Sex discrimination applies where a person is treated less favourably on the grounds of their gender, for example, passing a woman over for promotion because she is going on maternity leave

Indirect Sex discrimination consists of treatment which may, on the face of it appear to be equal but which in fact comprises some unnecessary requirements which women are less able to comply with. The Act stipulates under Section Six that the creation of intolerable working conditions for a woman which may be "subjecting her to debasement" is unlawful.

Substantial - For a disability to have a substantial effect, it must involve a limitation that goes beyond the 'normal differences in ability that may exist between people'. It is an effect that is more than minor or trivial.

A person will be considered to be disabled if the cumulative effect of their impairments have a substantial adverse effect of their ability to carry out normal day to day activities.

Transgender - Transgender. 'A term used to include transsexuals, transvestites and crossdressers. A transgenderist can also be a person who, like a transsexual - sometimes with the help of hormone therapy and/or cosmetic surgery - wishes to live in the gender role of choice, but has not undergone, and generally does not intend to undergo, surgery.'

Transsexual - Transsexual: 'A person who feels a consistent and overwhelming desire to transition and fulfil their life as a member of the opposite gender. Most transsexual people actively desire and complete Sex Reassignment surgery.' However, it is important to note that not all transsexual people will go through surgery, sometimes because they cannot, for medical reasons.

Unaccompanied Minor - Unaccompanied Minor is defined a person who is under eighteen years and who has made a claim for asylum under the Geneva Convention (1951) but which has not bee determined.