



**Easy Read
Single Equality Scheme**

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

Phone: 01343 563319

Email: equalopportunities@moray.gov.uk

Write to: Project Officer
Chief Executive's Office
High Street
Elgin
IV30 1BX

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：

電話： 01343 563319

電郵： equalopportunities@moray.gov.uk

信件郵寄地址： 計劃主任(平等機會)

Project Officer
Chief Executive's Office
High Street
Elgin
IV30 1BX

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

Zadzwoń na numer: 01343 563319

Wysłać mail: equalopportunities@moray.gov.uk

Adres korespondencyjny:

Project Officer
(Urzędnik ds. Jednakowego
Traktowania Mniejszości Narodowych)
Chief Executive's Office
High Street
Elgin
IV30 1BX

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

Telefone: 01343 563319

Email: equalopportunities@moray.gov.uk

Endereço:

Project Officer
Chief Executive's Office
High Street
Elgin
IV30 1BX

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 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.

Contents

Introduction	3
1. What we will do	3
2. Who does what?	4
3. Buying Goods and Services	7
4. Action Plan	8
5. Words list	11
Extra Information	14
A. Community Profile	14
B. Who will be helped by the Equality Act	18

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 council's **elected members**.

Once the **elected members** 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.

Elected members and all staff at the Moray Council have responsibilities for promoting **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 **elected members** 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**.

Policy and Resources Committee

The council's **elected members** 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.

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. It also makes decisions about **equal opportunities**.

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 **elected members** 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**.

4. Action Plan

To be created in consultation with the Moray Equalities Forum

ACTION	OUTCOME	RESPONSIBLE OFFICER	COMPLETION DATE
Continue to carry out equality impact assessments on policies and activities which are relevant to equality groups	All discrimination is eliminated within policies and activities and the promotion of equality and good relations identified		
Carry out consultation / involvement with equality groups	Service users are involved in the creation of policies and working practice		
Monitoring of service users to identify who is or is not accessing our services	All services are fully accessible by all members of the community		
Monitoring of complaints	Identify complaints of a discriminatory nature		
Training of staff to meet legislative requirements	All staff have an awareness of equalities and the legal requirements associated with the equalities agenda		
Ensure new build houses are fully accessible both internally and externally and adaptable to suit other disability needs	New build houses are suitable for disabled persons and adaptable for disability needs if required		
Offer disabled people a choice	Disabled people are housed in		

of housing in integrated communities	integrated communities		
Equality impact assess the accessibility and opportunities with regard to sport and leisure	Disabled people have better accessibility and opportunities to participate in sport and leisure activities		
Review and equality impact assess sport and leisure information	Information regarding sport and leisure is up-to-date, relevant and easily accessible		
Improve transport services through discussion with the Moray Disability Forum	Transport services are improved		
Target non-English speakers to attend English for Speakers of other Languages courses	Improved communication for non-English speakers reducing the communication barriers		
Provide essential information in foreign languages required	Non-English speakers have access to essential information		
Continue to monitor discriminatory incidents	An awareness of discriminatory incidents is raised and analysed for positive action		
Provide alternative short-stay or halting sites in response to requests from gypsy/travellers for smaller scale sites in Moray	Authorised sites are identified for gypsy/travellers		
Investigate demand and establish an LGBT venue in Moray	LGBT people have a local venue for advice and assistance		
Use positive action to	The percentage of women in		

encourage women to apply for senior positions	senior positions are reflective of our workforce		
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	Equality issues are considered in all policies/procedures and decisions		
Explore mechanism for consulting with gypsy/travellers	Engagement with gypsy/travellers		

5. Words list

Audit and Performance Committee	10
This is a group of elected members who make sure that the council's policies and activities have the effects that they are meant to have.	
Chief Executive	8
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 elected members and council officers.	
Community profile	6
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	8
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.	
Elected Members	7
These are the councillors. The Moray Council has 26 elected members . People in Moray vote every four years to say who will be the elected members for Moray.	
Employment tribunals	5
These sort out arguments between employers and workers.	
Equal opportunity employer	3
This means that everyone who wants to work for the Moray Council is treated fairly when applying for a job or when they are working for the Moray Council. It means, for example, that men and women get the same pay for the same job. It also means that if someone has special needs that the Moray Council will look at what it can do to make sure that person gets the right support to do their job.	
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	9
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 Commission10

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 duty4

This is a law for public bodies telling them they must think about how they can make sure their work supports equality, e.g, in their services, through their jobs, and through the money they spend.

Equality Impact Assessments7

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**.

Moray Equalities Forum7

The **Moray Equalities Forum** works with the council to give information about how what it does can affect people. It also gives examples of what the council can do more to make things fairer for people in Moray.

Policy and Resources Committee10

The council's **elected members** make decisions about everything the council does. They do this in different groups, called committees. Each committee make decisions about a specific type of activity, e.g. health and social care. 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. It also makes decisions about equal opportunities.

Positive action.....5

This lets employers, **public bodies** and service providers think about **equality** when looking at who they give their services to or employ. It might mean providing special services or giving people information or training. For employers it might mean choosing between two people who can do the job as well as each other.

Public bodies.....5

Public bodies include government departments, schools, hospitals and councils.

Single Equality Scheme3

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

It is estimated that 5-10% of the UK population are lesbian, gay, bisexual or transgender. 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