

# **Race Equality Scheme**

**including**

## **Education Service Race Equality Policy**

**2008 – 2011**

**Draft**

## Translations

This document explains what Aberdeenshire Council is doing to prevent discrimination and to promote race equality in Aberdeenshire.

If you would like help to read this document in another language or in another format please telephone 01224 664414 or email [equality@aberdeenshire.gov.uk](mailto:equality@aberdeenshire.gov.uk)

*(This page will contain translated versions of above statement in the published Scheme – Bengali, Cantonese, Latvian, Lithuanian, Polish, Portuguese and Russian).*

# Contents

Page

Title page

Alternative formats

Table of contents

Foreword

The legal framework for equality

The area of Aberdeenshire

A profile of equalities groups in Aberdeenshire

How the Council is organised to deliver its services

Our Vision statement

Consulting our employees, service users, trade unions and other stakeholders

Assessing the equalities impact of our policies, functions and practices

Achievements over the past three years

The action plan to achieve our race equality objectives

Appendix – action plan schedules

If you have any comments on the scheme or any other enquiries on race equality, please contact:

Policy Officer (Equalities)  
Chief Executive's Service  
Aberdeenshire Council  
Woodhill House  
Westburn Road  
Aberdeen  
AB16 5GB

Phone: 01224 664414

Fax: 01224 665444

E-mail: [equality@aberdeenshire.gov.uk](mailto:equality@aberdeenshire.gov.uk)

# Foreword

Aberdeenshire Council's vision sets out our aim to provide *excellent services for all*. As part of this pursuit of excellence we strive to ensure equality of opportunity for all our citizens and employees.

This Race Equality Scheme describes how the Council will meet its general and specific duties under the Race Relations Act. It also meets the additional need of the Council as an education authority to have an education race equality policy.

The Scheme commits the Council to taking action that will improve and promote equality in Aberdeenshire. It takes account of what people have told us directly, and information gathered from voluntary and other organisations with whom we work in partnership.

We have a strong commitment to equality for all and recognise that equality is a continuing journey. For this reason, this scheme will be updated and reviewed on a regular basis to ensure improved equality of opportunity.

Over time we will also be working towards a single equalities scheme that brings together our commitment to all the equalities groups defined in law – race, disability, gender, age, sexual orientation and religion and faith.

We would be pleased to receive any comments on this scheme or on our progress in implementing it.

.....

Anne Robertson  
Leader of the Council

.....

Alan G Campbell  
Chief Executive

.....

Richard Stroud  
Chair of the Education, Learning and  
Leisure Committee

.....

Bruce Robertson  
Director of Education, Learning and  
Leisure

# The legal framework for equality

## General Duties

The legal framework underpinning all strands of equality includes a 'general duty' which requires all services of Aberdeenshire Council to

- eliminate unlawful discrimination
- eliminate harassment
- promote equality of opportunity.

In addition, there are specific elements of the general duties for particular equalities strands:

- for race equality we are required to promote good race relations between people of different racial groups.
- for disability equality we are required to promote positive attitudes towards disabled people, encourage participation by disabled people in public life, and take account of disability even where that means treating disabled people more favourably than others.

## Specific duties

There are also 'specific duties' for all services of Aberdeenshire Council which set out the ways in which all services will meet the general duties.

These are:

- publish an equality scheme
- assess the impact of current policies on the various equality strands to ensure they do not have a negative impact on the promotion of equality.
- assess the impact and consult on policies which will be introduced
- monitor policies to see how they affect equality for all people
- publish the results of consultations, monitoring and impact assessment of all policies
- ensure the communities of Aberdeenshire have access to information about the services we provide and to the services themselves

In addition, there are specific duties for particular equalities strands:

For race equality, Council services will:

- consult people to inform the race equality scheme and the action plan
- assess the relevance of all functions and policies to race equality
- train staff in connection with the general and specific duties
- monitor the following by ethnic group and publish the results annually - existing staff and new applicants for jobs; promotion
- monitor the following by ethnic group and publish the results annually - staff grievances; disciplinary action; performance appraisal (where this results in benefits or sanctions); the number of staff receiving training; the number of staff leaving.

For disability equality, Council services will:

- involve disabled people in producing the disability equality scheme
- train staff in connection with the general and specific duties

For gender equality, Council services will:

- consult people to inform the gender equality scheme and the action plan
- gather information on how our work affects men and women
- produce an equal pay statement in September 2007 and report on progress every three years
- identify and set gender equality objectives.

These general and specific duties are contained in the following legislation:

**Race Relations Act 1976 and Race Relations (Amendment) Act 2000** - makes it unlawful to discriminate against anyone on racial grounds. Racial grounds include race, colour, nationality (including citizenship) or ethnic or national origin. This legislation covers employment and service provision.

**Disability Discrimination Act 1995 and 2005** – aim to protect individuals from discrimination in employment and service provision on the grounds of disability. The 2005 Act broadens the scope of disability to include cancer sufferers, people with multiple sclerosis and people with HIV/AIDS.

**Sex Discrimination Act 1975 and Equality Act 2006** - protect individuals from discrimination and harassment in employment and service provision on the grounds of sex/gender and marital status. These include discrimination under **Equal Pay Act 1970**.

**Human Rights Act 1998** - incorporates into UK law the European Convention on Human rights. The Human rights Act is a wide-ranging legislation, which guarantees a number of rights and freedoms for individuals.

**Employment Equality (Religion and Beliefs) Regulations 2003** - aims to prevent discrimination within employment on the grounds of religion or belief - defined as any religious belief, or similar philosophical belief, but does not cover political belief. There is currently no provision for discrimination against religion and beliefs of service users.

**Employment Equality (Sexual Orientation) Regulations 2003** - aims to prevent discrimination within employment on the grounds of sexual orientation. The legislation covers individuals with a sexual orientation towards:

- a) persons of the same sex
- b) persons of the opposite sex and
- c) persons of the same sex and opposite sex

There is currently no provision for discrimination against service users on grounds of sexual orientation.

## The area of Aberdeenshire

Aberdeenshire is a predominantly rural area in the North East of Scotland. It covers 6,300 sq km, about 8% of Scotland's total land area. The size and dispersed nature of the population make the delivery of some public services challenging and can disadvantage people without easy access to transport or the internet.

Traditionally, Aberdeenshire's economy has depended on agriculture, fishing and forestry. In the last 30 years, the oil and gas industry and the service sector have broadened the economic base. As a result, Aberdeenshire has one of the lowest unemployment rates in Scotland – just 0.8% in 2007. There has been major demand for housing, schooling and industrial land in the Aberdeen travel-to-work area. There has also been a significant rise in the demand for rented housing and schooling in the north of our area due to rapid migration from Eastern Europe, and there is lower but significant demand throughout the rest of Aberdeenshire.

In Aberdeenshire there are 152 primary schools, many of which have nursery classes, 17 secondary schools and 4 special schools. Out of around 35000 pupils, there are 820 bilingual learners. Almost 50% of these are in primary schools, just over 30% are in secondary schools and the remainder are in nursery classes. The English as an Additional Language (EAL) Service supports the education of bilingual learners and employs the equivalent of 7.5 teachers, some of whom are foreign nationals. Currently 68 languages other than English are spoken (including British Sign Language), the most common being Polish, Lithuanian, Russian and Latvian.

In addition Community Learning and Development provides English language lesson for adults including evening classes, drop-in centres, English for young mothers and English for citizenship. Aberdeenshire Adult Literacies Partnership also provides English language classes in the workplace. The Arts Education Team also works with schools on a range of cultural diversity projects.

There are significant pockets of deprivation in some towns and rural areas. In recognition of this, parts of Peterhead and Fraserburgh receive funding from the Scottish Government's community regeneration fund.

## A profile of equalities groups in Aberdeenshire

Aberdeenshire has been one of the fastest growing areas in Scotland. It has a population of about 239,000. This section of our race equality scheme provides a profile of all the main equalities groups. This is for two reasons:

- we intend to move towards one equalities scheme covering all groups
- some people may be affected by more than one inequality. We do not always have the information to prove the scale of these inter-relationships, but we know that they exist.

### Ethnicity

The ethnic make up of Aberdeenshire's population in the most recent census in 2001 was:

|                     | %    |                               | %    |
|---------------------|------|-------------------------------|------|
| White Scottish      | 85.6 | Other South Asian             | <0.1 |
| Other white British | 11.9 | Chinese                       | 0.1  |
| White Irish         | 0.4  | Caribbean                     | <0.1 |
| Other white         | 1.4  | African                       | <0.1 |
| Indian              | <0.1 | Black Scottish or other black | <0.1 |
| Pakistani           | <0.1 | Any mixed background          | 0.2  |
| Bangladeshi         | <0.1 | Other ethnic group            | 0.2  |

*<0.1 = less than 0.1%. The definitions of ethnic group are as used in the census (total population 226,870)*

*Source: census of population 2001*

It is likely that both numbers and make up of the minority ethnic groups have changed since 2001, especially since eight Eastern European countries joined the European Union. For example, it is estimated that over 5,000 EU nationals have migrated to Aberdeenshire since May 2004. Many have settled in Fraserburgh and Peterhead, but a significant number have also settled in other parts of Aberdeenshire. This has significantly altered the ethnic minority population profile of Aberdeenshire.

This Council's Race Equality Scheme sets out what we intend to do to fulfil our duty to promote race equality.

## Age

There tend to be slightly more males in the younger and working age groups in the population, but significantly more women in the retired age groups:

|                 | Female  |            | Male    |            |
|-----------------|---------|------------|---------|------------|
|                 | No.     | % of total | No.     | % of total |
| Under 16        | 22,880  | 9.6        | 23,670  | 9.9        |
| Working age     | 69,840  | 29.2       | 78,110  | 32.7       |
| Pensionable age | 27,700  | 11.6       | 16,570  | 6.9        |
| TOTAL           | 120,420 | 50.4       | 118,350 | 49.6       |

Sources: *Mid-year estimate of population, General Register Office for Scotland 2006*

After growing for many years, the population is likely to decline slightly. But both the proportion and the number of older people is likely to increase significantly:

|        | Population of pensionable age 2006 |                | Forecast population of pensionable age 2021 |                |
|--------|------------------------------------|----------------|---|----------------|
|        | No.                                | % of age group | No.   | % of age group |
| Female | 27,770                             | 62.6           | 39,110                                      | 61.3           |
| Male   | 16,570                             | 37.4           | 24,730                                      | 38.7           |
| TOTAL  | 44,340                             | 100            | 63,840                                      | 100            |

Source: *Mid-year estimate of population, General Register Office for Scotland 2006; Strategic Forecasts for Aberdeenshire 2003 – 2021*

|               | 2010 | 2014 | 2024  |
|---------------|------|------|-------|
| 0 – 15 years  | -6%  | -11% | -20%  |
| 16 – 59 years | +1%  | -1%  | -9%   |
| 60 – 65 years | +21% | +39% | +81%  |
| 75 + years    | +19% | +35% | +101% |
| All ages      | +3%  | +4%  | +5%   |

Source: *Scottish Population Statistics*

The projected increase for the over-65 population in Aberdeenshire from 2004 to 2014 is 39.8%, the highest in Scotland. Between 2004 and 2024, the 85+ age group is expected to increase by 145.6%, compared with the national average of 95.4%.

## Gender

In 2006, the population of Aberdeenshire was made up of almost equal female and male proportions. By 2021 the total number of people is forecast to fall slightly but the proportion that is female is likely to rise:

|        | Population 2006 |      | Forecast population 2021 |      |
|--------|-----------------|------|--------------------------|------|
|        | No.             | %    | No.                      | %    |
| Female | 120,420         | 50.4 | 119,430                  | 52.1 |
| Male   | 118,350         | 49.6 | 109,920                  | 47.9 |
| TOTAL  | 238,770         | 100  | 229,350                  | 100  |

Sources: *Mid-year estimate of population, General Register Office for Scotland 2006; Strategic Forecasts for Aberdeenshire 2003 – 2021*

We have no direct evidence of the number of transsexual people in Aberdeenshire.

Our Gender Equality Scheme describes how we will undertake our duty to promote gender equality.

## Disability

Disability is defined as a physical or mental impairment, which has an effect on people's ability to carry out normal day-to-day activities. That effect must be:

- substantial (that is, more than minor or trivial), and
- adverse, and
- long term (that is it has lasted or is likely to last a year or for the rest of the life of the person effected).

Some people have hidden disabilities like poor mental health, HIV or cancer.

The 2001 census of population shows the extent of people in Aberdeenshire and Scotland who considered themselves to have a limiting long-term illness:

|   | Aberdeenshire | Scotland  |
|---|---------------|-----------|
| % of people with limiting long-term illness                 | 15.3          | 20.3      |
| % of working age population with limiting long-term illness | 11.2          | 15.6      |
| TOTAL POPULATION  | 226,870       | 5,062,010 |

Source: *census of population 2001*

The 2001-02 Scottish Household Survey estimated that just under one in five adults in Scotland had a disability and/or long-term illness (Scottish Executive, 2004). On this basis, it could be assumed (based on 2004 estimated population

figures) that there are about 47,000 adults and children affected by disability in Aberdeenshire.

Our Disability Equality Scheme addresses our duty to promote disability equality.

## Religion

This is how the 226,870 people in Aberdeenshire reported their religion in the 2001 census:

|                    | %    |                  | %    |
|--------------------|------|------------------|------|
| Church of Scotland | 48.2 | Muslim           | 0.1  |
| Roman Catholic     | 3.7  | Sikh             | <0.1 |
| Other Christian    | 9.5  | Another religion | 0.9  |
| Buddhist           | 0.1  | None             | 42.4 |
| Hindu              | <0.1 | Not answered     | 4.8  |
| Jewish             | <0.1 |                  |      |

*<0.1 = less than 0.1%*

*Source: census of population 2001*

## Sexual orientation

The Council currently has no reliable data on the sexual orientation of people in Aberdeenshire.

We do not have separate equalities schemes covering age, religion and sexual orientation, and it is intended that these will be included in our proposed multi-equalities scheme once it is published.

# How the Council is organised to deliver its services

## The functions of the Council

We seek to ensure equality of opportunity for all, in all the main functions of the Council:

- education and learning – nursery and pre-school provision, primary schools, secondary schools, adult education
- leisure – sports and recreational facilities, arts provision, youth and community learning and development, libraries, museums, public halls
- social work – services for young people, older people, offenders, substance misuse, and people with disabilities or mental illness
- housing – local authority housing, homelessness, housing strategy
- transportation and infrastructure – roads, bridges, transportation, property, parks and public space, economic development
- planning and environmental services – planning and building standards, waste management, environmental health, catering and cleaning services, consumer protection, and planning policy and the environment
- corporate and support services – such as corporate communications, policy unit, Area management, personnel, information and communications technology, finance, legal services, and strategic issues.

We work for the benefit of all residents and visitors in Aberdeenshire. We provide many services directly using our own staff, and some we provide through partnership of various sorts with other public bodies, voluntary organisations, businesses and community councils. Sometimes we purchase a service which is provided by one of those partners. We also purchase materials, goods and specialist advice to allow us to deliver our services. We need to make sure that all these partners and providers meet our own standards in equality in their work with us.

## The overall direction of the Council

The overall direction of the Council is set by the 68 elected Councillors who together make up the Council. The Council delegates most of its decision making to a number of committees of Councillors:

- Education, Learning and Leisure
- Social Work and Housing
- Infrastructure Services
- Policy and Resources – responsible for agreeing, monitoring and reviewing this race equality scheme
- six Area Committees – covering the areas of Banff and Buchan, Buchan, Formartine, Garioch, Kincardine and Mearns and Marr
- Scrutiny and Audit Committee, which scrutinises the Council's activities.

More information about the Council can be found on our website at [www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk)

## **Responsibility for delivering services and this Race Equality Scheme**

Day to day responsibility for delivering Council services rests with the Council's management team:

- the Chief Executive, who leads the team. He has overall responsibility for ensuring the Council meets its race equality duty. The Council's Policy Officer (Equalities) is based in this service
- 7 Directors - one each for
  - Education, Learning and Leisure, who is responsible for delivering our education race equality policy
  - Housing and Social Work
  - Transportation and Infrastructure
  - Planning and Environmental Services
  - Finance
  - Law and Administration, and
  - Personnel and ICT, who chairs the Council's corporate equalities group
- 6 Area Managers - one for each of the Council's administrative areas. The Garioch Area Manager chairs the Council's race equality group and is responsible for delivering this race equality scheme.
- the Head of Corporate Policy and Improvement, in whose section is the Policy Officer (Equalities).
- the Head of Corporate Communications.

# Our Vision statement

The Council's Vision statement is:

## **Serving Aberdeenshire from mountain to sea – the very best of Scotland**

### *The best area*

Helping to create and sustain the best quality of life for all through...

- happy, healthy and confident people
- safe, friendly and lively communities
- an enterprising and adaptable economy
- our special environment and diverse culture

### *The best Council*

Aiming to provide excellent services for all by . . .

- involving, responding and enabling
- finding new and more efficient ways of doing things
- providing elected leadership for our area
- working with our partners in the North East and beyond
- always looking to the future

The Council's vision statement for equality is:

### *The best Council*

Aiming to provide equality of opportunity for all by...

- being free of prejudice, discrimination, harassment and victimisation
- ensuring people's race, disability, gender, age, religion or sexual orientation does not disadvantage them
- involving, responding to and enabling those lacking equality of opportunity
- taking positive action where necessary.

# **Consulting our employees, service users, trade unions and other stakeholders**

This section describes how we have consulted employees, service users, trade unions and other stakeholders in developing our scheme. Consultation has been supplemented by information we already gather.

## **Consultation in developing the scheme**

We prepared our first race equality scheme in 2002, and this is its second revision. The scheme has been published on our website and in print, and we have listened to comments and suggestions about how it could be improved. Over that time we have simplified the scheme, to make it shorter and more readable, and are now working towards a single equalities scheme in the future, which will cover all equalities. The scheme is prepared and monitored by a cross-service group of Council officers, which includes representatives of all the services.

In addition to listening to comments from our employees, members of the public and voluntary organisations working in the field of race relations, in June 2008 we worked with the Aberdeen City and Shire Ethnic Minority Forum to run a day of consultation in Peterhead. The event focussed on promoting good relations and on getting the views of our diverse communities on our key services. The day was very well attended by people from a wide range of ethnic and cultural backgrounds in the North East of Scotland. We received feedback on our race equality scheme and invaluable first-hand comment on our services and how they are received by people from ethnic minorities.

## **Consultation on the draft scheme**

Our draft race equality scheme was published on the Council's internal website (intranet) for consultation with employees, and on the website for members of the public. Copies for consultation were sent to Grampian Racial Equality Council, the International Centre, Multi-ethnic Aberdeen Ltd, and the trades unions.

In addition, the draft scheme was considered by all 6 Area Committees before being submitted to the Policy & Resources Committee for approval in November 2008.

## **Assessing the equalities impact of our policies, functions and practices**

We commit ourselves to assessing whether our policies and practices might have any detrimental impact on people because of their race, gender, disability, age, religion or sexuality. To do this, we have developed a multi equality impact assessment (MEIA) toolkit.

The toolkit is specifically designed to meet the requirement of equalities legislation to:

- ensure that nobody is disadvantaged by our decisions and activities because of their race, gender, disability, age, religion or sexuality
- ensure that we promote equality of opportunity and good race relations.

The assessments of particular services made using this toolkit are published on our website, at <http://www.aberdeenshire.gov.uk/about/equality.asp>

Attached to this scheme is an assessment of the relevance of our functions and policies to the general duty to promote race equality. This helps us identify those functions and policies which might have a high relevance to people from different racial groups, and so guides our continuing programme of equalities impact assessments.

## Achievements over the past three years

- a 'welcome to Aberdeenshire' booklet and campaign was launched, engaging with statutory agencies, employers and migrant workers, and information published in English and 7 other languages.
- increased support to, and joint working with, our key local voluntary and public sector partners on promoting race equality.
- the International Centre was commissioned in 2006 to start 'drop-in' centres for migrant workers and other ethnic minority groups in Peterhead and Fraserburgh. An outreach worker was employed to liaise with service providers and migrant workers, often attending crucial appointments such as GP, Jobcentre and parents' interviews at schools to provide communication support. The project is now mainstreamed with the drop-in centre in Peterhead – The Hot Spot.
- monitoring of racist incidents including continued support to all Council services on reporting and recording of incidents and continued support to victims of racist harassment and crime.
- provision of communication support to non-English speakers to ensure they have access to Council information and other services
- classes in Polish have been arranged for staff in the Housing & Social Work Service.
- an equalities impact assessment toolkit has been devised and around 100 Council employees trained in its use.
- research studies have been undertaken into the housing needs of migrant workers and gypsy/travellers.
- an ethnic minorities housing worker has been employed to research needs and make links with communities.
- the policy for management of unauthorised encampments of gypsy/travellers has been reviewed.
- equalities awareness training continues to be included in staff induction training.
- the equalities information held on employees has been revised, and information included in regular staffing monitoring reports for senior management.
- a significant community involvement event with migrant workers and other minority ethnic communities was held in Peterhead in June 2008 to promote good relations and identify priorities for the 2008 -2011 race equality scheme.
- education guidelines for bilingual learners and Gypsy/Traveller children are in all schools.
- a number of Aberdeenshire schools participated in the Anne Frank award. In 2008 the joint winner was Inverurie Academy and New Machar Primary school was runner up.

- in 2007, 441 adult learners took part in English language classes.
- 438 pupils from six schools participated in the Cultural Xtra project in 2007.
- 700 pupils were involved in the “Gene Pool” looking at diversity and the challenge of being “different”.
- almost 1500 pupils from five secondary schools participated in the “Respect” programme based on dance, music and song writing.
- a short animated film was produced in partnership with Inverurie Academy, Peacock Visual Arts and the Arts Education Team to show the challenges facing immigrant children.

## The action plan to achieve our race equality objectives 2008 - 2011

| No | Action   | Completion Date                             | Responsibility  | Measured By                                       | Intended Outcome  |
|----|--|---|---|---|---|
| 1. | Continue to review the assessment of functions and policies and publish the findings of the review.  | Ongoing                                     | Race Equality Group   | Assessment of functions and policies reviewed.    | High impact policies identified for assessment.                         |
| 2. | Scrutinise all new and revised policies to ensure they conform to equalities legislation.  | Ongoing, as new policies developed.         | Individual Council Services, in conjunction with Corporate Equalities Group | Number of assessments completed and published.    | Council policies conform to equalities legislation.                     |
| 3. | Continue to provide equalities awareness training to new staff as part of induction training.  | Ongoing                                     | Training Team   | Periodic review of content of induction training. | New staff are aware of equalities issues.                               |
| 4. | Monitor staff recruitment, grievance and disciplinary actions.   | Annually                                    | Corporate Management Team   | Monitoring report produced and considered.        | Ensure there is no indication of discrimination.                        |
| 5. | Review equalities section of council website and internal intranet system.   | Review information at least twice per year. | Policy Officer (Equalities)   | Six-monthly review of information.                | Relevant and up-to-date information available for the public and staff. |
| 6. | Ensure that twice-yearly count of gypsy/travellers is undertaken.  | January and July each year.                 | Planning & Environmental Services   | Twice-yearly count undertaken.                    | Numbers are monitored and Scottish Government statistics updated.       |
| 7. | Continue to work with International Centre to develop dialogue and outreach services to migrant workers and other minority ethnic groups in Aberdeenshire. | Review process annually.                    | Policy Officer (Equalities) and Race Equality Group.                        | Annual report to Race Equality Group              | Improved dialogue with newcomers. Feedback on Council services.         |
| 8. | Continue to develop partnership working with existing groups   | Review process annually.                    | Policy Officer (Equalities) and Race Equality                               | Annual report to Race Equality Group              | Improved dialogue with minority ethnic                                  |

| No  | Action  | Completion Date  | Responsibility                             | Measured By  | Intended Outcome  |
|-----|---|--|--|--|---|
|     | such as GREC, MeAL, International Centre and TEIP.  |  | Group.                                     |  | groups. Feedback on Council services.   |
| 9.  | Monitor the use of interpretation and translation services and review the most commonly used languages. | Monitor annually   | Race Equality Group                        | Annual review of information.                                  | Relevant information and documents are published in the most commonly used languages. |
| 10. | Review the 'Welcome to Aberdeenshire' booklet.  | December 2009, and keep under review                             | 'Integrate Aberdeenshire' group            | Revised booklet published                                      | Relevant and up-to-date information available to newcomers.                           |
| 11. | Implement policy on unauthorised encampments for Gypsy-Travellers.                                      | Publish information leaflet Nov 2008; monitor policy thereafter. | Planning & Environmental Services          | Monitoring of unauthorised encampments.                        | Improved relations between Gypsy-Travellers and the resident population               |
| 12. | Incorporate findings of accommodation needs assessment of Gypsy-Travellers into Local Housing Strategy  | Research completed early 2009. Housing Strategy updated 2009     | Housing & Social Work Service              | Update of Local Housing Strategy                               | Help meet assessed accommodation needs of Gypsy-Travellers                            |
| 13. | Research housing needs of ethnic minority groups.   | Implement actions arising from research in 2009/10               | Housing & Social Work Service              | Review of services provided                                    | Help meet assessed housing needs of ethnic minority groups.                           |
| 14. | Continue to provide Polish classes for Housing & Social Work staff                                      | Review need at end of 2009                                       | Housing & Social Work Service              | Number of classes run  | Improved communication with Polish residents  |
| 15. | Investigate incidence of alcohol and drug problems in ethnic minority groups                            | Research in 2009/10  | Aberdeenshire Drug and Alcohol Team (ADAT) | Assessment of incidence of alcohol and substance misuse issues | Appropriate support offered to ethnic minority groups                                 |
| 16. | Provide language support for people using advice services in the Advice Services Network                | 2008/11  | Housing & Social Work Service              | Level of requests for language support                         | Speakers of other languages can access advice services.                               |

| No  | Action  | Completion Date | Responsibility   | Measured By  | Intended Outcome   |
|-----|---|-----------------|--|--|--|
| 17. | To continue to gather data and take appropriate action on functions related to schools.                                 | 2008/11         | Senior Education Learning & Leisure Officer (Inclusion)  | Published reports.   | Education provision takes account of issues arising out of data collection.                            |
| 18. | To ensure all teaching staff have recorded professional development and review (PDRS) activity.                         | Ongoing         | Senior Education Learning & Leisure Officer (Inclusion)  | Number of staff recorded as taking part in PDRS activity.      | No discrimination in the take up of continuous professional development.                               |
| 19. | To continue to ensure all education establishments have staff trained to complete the racist incidents monitoring form. | 2008/11         | Senior Education Learning & Leisure Officer (Inclusion)  | Number of staff undertaking training.                          | All establishments accurately record racist incidents.   |
| 20. | To review provision of English for Speakers of Other Languages (ESOL).  | December 2011   | Senior Education Learning & Leisure Officer (Inclusion) and Community Learning & Development Manager | Range and uptake of ESOL provision.                            | ESOL provision reflects need of diverse population of Aberdeenshire.                                   |
| 21. | Promoting and maintaining a positive ethos in schools towards minority groups (including discipline/bullying)           | Ongoing         | Senior Education Learning & Leisure Officer (Inclusion)  | School self-evaluation. Input by Arts Education Team.          | All pupils participate in education in a positive and supportive environment.                          |
| 22. | Ensure effective implementation of EAL (English as an Additional Language) guidelines in all schools.                   | Ongoing         | Senior Education Learning & Leisure Officer (Inclusion), Co-ordinator EAL Service and Head Teachers  | School self-evaluation.  | All schools effectively support bilingual learners with the support of the EAL service as appropriate. |
| 23. | To continue to provide clear information for parents of school pupils.  | Ongoing         | Senior Education Learning & Leisure Officer (Inclusion)  | Information available on public website and internal intranet. | Improved parental involvement in their children's education.   |