

RACE EQUALITY STATEMENT**1.0 INTRODUCTION**

1.0.1 All public bodies must meet the general duty to promote race equality as set out in section 71(1) of the Race Relations Act 1976. The Race Relations Amendment Act 2000 requires all public bodies to review and update their Race Equality Scheme (by May 2005). This scheme must demonstrate how Livingstone House will :

- (a) eliminate unlawful race discrimination
- (b) promote equality of opportunity; and
- (c) promote good relations between people of different groups

1.1 Equality Values

1.1.1 Livingstone House is committed to creating and promoting equal rights and diversity and to working towards eliminating all forms of discrimination, inequality, exclusion, victimisation, harassment and bullying.

1.2 Principles and Strategic aims

1.2.1 Livingstone House will:

- Ensure that members of diverse communities are able to seek our services and employment opportunities.
- Accept that all members of the community have the right to receive a high standard of service from our organisation. We are committed to ensuring that no individual is excluded from the service because of their diverse requirements.
- Ensure that equal rights and diversity are a high priority and an integral part of strategic and operational policies. We will be responsive and promote equality in local modernising agendas.
- Work towards achieving a workforce that reflects the makeup of the diverse communities, and will continue to develop initiatives for the under-represented or disadvantaged groups based on need and provide equal rights for our entire workforce.
- Set equality and diversity objectives and performance targets, evaluate output and outcome against local and national indicators, and act accordingly.
- Assess, monitor and review our existing and proposed policies, procedures (including procurement/commissioning) and other activities to minimise differential outcomes and to ensure that there are no individual or institutional discriminatory practices.

- Ensure that our employees or organisations delivering contracted services have an explicit responsibility to create an environment of mutual respect in the workplace, in their dealings with each other and the diverse communities we serve.
- Ensure that there is a clear expectation on employees or organisations delivering contracted services to incorporate equal rights in their work practices and behave in a manner consistent with our declared policy and procedures.
- Be committed to playing an active role in combating discrimination and exclusion locally and nationally in the context of local service provision.
- Consult and work in partnership with the diverse communities, other agencies and national bodies and trade unions to combat disadvantages, discrimination, and exclusion and promote equal rights and diversity.

2. ASSESSMENT OF FUNCTIONS AND POLICIES

2.1 Livingstone House's main functions as a service provider and employer

2.1.1 Livingstone House provides a substance misuse (Tier 4) rehabilitation service. The following three functions are those that we assess as being the most relevant;

- to provide healthcare services in co-operation with local DAT commissioners
- to employ clinical and non-clinical staff directly
- to incorporate statutory services into the treatment programme to compliment the effective treatment and rehabilitation from substance misuse

2.2 Employment functions

2.2.1 Livingstone House is a small employer of staff working in clinical and non-clinical roles. Employee consultation is achieved through two mechanisms, monthly staff meetings and informal daily Livingstone House meetings.

3. SPECIFIC DUTIES IN SERVICE DELIVERY

3.1 Assessing and consulting on the likely impact of proposed policies

3.1.2 Using Livingstone House's three main functions, we will identify all the relevant functions within the organisation and identify all policies within each of those areas.

3.1.3 Having identified all the functions and policies relevant to the equality scheme, we will prioritise action according to importance and work through each policy in order of importance.

3.2 Monitoring policies for adverse impact on promotion of race equality

3.2.1 Initial work on impact analysis will be carried out in the following way;

- Gather information about the different groups that use our services
- Identify whether any of these groups have different needs or priorities
- Assess all relevant functions and policies for their impact on equality
- Check whether the policies and functions affect all groups equally
- Set up mechanisms to identify the reasons for the differences (e.g. Lack of appropriate information)
- If the assessment shows an adverse impact on any group, check:
 - Is it unlawful practice?
 - Is it caused by barriers?
 - Can the differences be justified?
- Change service delivery and policies where necessary
- Set up monitoring systems for future monitoring and reporting

4. SPECIFIC DUTIES AS AN EMPLOYER

4.1 Assessing the likely impact of proposed policies

4.1.1 Having identified all the personnel policies relevant to the equality scheme, we will prioritise action according to importance and work through each policy in order of importance.

4.2 Monitoring policies for adverse impact on promotion of race equality

4.2.1 Livingstone House already uses information for ethnicity monitoring.

Activity monitored	Current status of ethnicity monitoring
Staff in post	Monitored
Applicants for employment	Monitored
Staff receiving training	External and Internal Training is monitored.
Staff who benefit or suffer detriment as a result of performance appraisal	Performance rewards are not operated at Livingstone House
Staff involved in grievances	Monitored
Staff subject to disciplinary action	Monitored
Leavers	Monitored

- 4.2.2 Using the personnel database, we will identify any other relevant information needs to enable assessment and future monitoring. We will;
- ❑ Gather information about the different groups of employees
 - ❑ Compare staff data with the population data
 - ❑ Identify where there are differences
 - ❑ Set up mechanisms to identify the reasons for the differences (e.g. Lack of appropriate information)
 - ❑ Where there are differences, consider recruitment practices
 - ❑ Revise policy and practice where necessary
 - ❑ Consider using positive action in recruitment
 - ❑ Consider the national issues for training where the specialist pool is small
 - ❑ Set up monitoring systems to cover all aspects for future monitoring and reporting

5.0 CONSULTATION

5.1 Any consultation methods used should encourage people from all groups to play a full part in talking about their needs and their experiences as a service user or an employee. We will use the Department of Health's guidance on consulting minority ethnic communities and incorporate the local Drug Actions Team Drug Treatment Action Plans into our planning.

5.1.1 Livingstone House has the following structures to enable staff and service users to be consulted and to be involved in Livingstone House's business;

- ❑ Monthly staff meetings, daily informal meetings with Home Manager and Home Director and the Board of Trustees meets four times per year.
- ❑ Service Users have access to a keyworker daily. There is a robust Concerns and Complaints Procedure and the Home Director is available daily to help resolve any difficulties that there may be.

6.0 ACTION PLANNING

6.1 The Board of Trustees will prioritise the action required to implement this scheme

7.0 PUBLISHING OUR RESULTS

7.1 Livingstone House will publish the results of our assessments, consultations and monitoring as part of the annual report to the Charity Commission. We will also make the information available to the Commission for Social Care Inspection, Commissioning Authorities and any other interested party.

8.0 STAFF TRAINING

- 8.1 Appropriate training on Diversity and the implementation of this policy will take place where appropriate. Livingstone House has prioritised that training should be provided upon the use of impact assessments.

9.0 TRUSTEE BOARD

- 9.1 This scheme was agreed by the Trustee Board on: 31 December 2007. Review Date : 31 December 2008.

10.0 DOCUMENTATION

10.1 Internal References

Equal Opportunities Policy
Recruitment and Selection Policy
Appraisal Policy
Induction Policy
Personal Development Plan
Training Needs Analysis
Disciplinary Policy and Procedure
Grievance Policy and Procedure
Harassment and Bullying Policy and Procedure
Supervision Policy

10.2 External References

Department of Health, (2003), **National Minimum Standards for Care Homes for Adults (18 to 65)**, DOH, London.

National Treatment Agency, (2003), **Staff development toolkit for residential drug and alcohol services**, NTA, London.

National Treatment Agency, (2003), **Staff development toolkit for drug and alcohol services**, NTA, London.

National Treatment Agency, (2003), **Commissioning drug treatment systems: resource pack for commissioners : Section 6 – Briefing 7.1 : Implementing Good Practice**, NTA, London

National Treatment Agency, (2006), **Diversity Assessment Package**, National Treatment Agency, London.