

To: POLICY & RESOURCES (FINANCE) SUB-COMMITTEE		Subject: Departmental Race Equality Action Plan – Progress Report
From: DIRECTOR OF FINANCE		
Date: 9 th August, 2005	Ref: LB/AC	

1. Introduction

- 1.1 North Lanarkshire Council is required under the Race Relations legislation to review our Race Equality Scheme by November 2005. Each council department has, over the last months, been developing their Departmental Action Plans for the next three years. The purpose of this report is to present the Finance Department's revised Race Action Plan.

2. Background

- 2.1 The Corporate Race Equality Working Group has developed a Race Equality Toolkit and organised a number of training sessions for personnel from across the Council. The Working Group has also utilised the knowledge and experience of a firm of consultants who have provided training and advice both general and in the development of the toolkit.
- 2.2 The Finance Department is represented on Corporate Race Equality Working Group and a number of Finance personnel have been involved in training events both at a strategic and practical level. The Departmental Management Team has met with the consultants to discuss with them the issues for the Department.
- 2.3 In order to meet the time-scale for the development of our Revised Race Equality Scheme and Action Plan, the Department has been working to develop our Action Plan for presentation to this Committee.
- 2.4 The aim of the general duty is to mainstream the elimination of discrimination and to promote equality of opportunity and good race relations by making these duties integral to how we carry out public services.

3. Progress

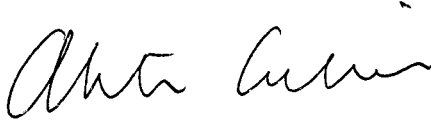
- 3.1 Using the toolkit developed by the Corporate Race Equality Working Group, all of the functions and policies of the department were identified and assessed for relevance in terms of the legislation. These functions and policies were then prioritised. Two areas were identified as of highest priority i.e. the Income Function and Procurement. (Form 2 attached).
- 3.2 Impact Assessments were carried out on these functions and action plans are being developed. These Impact Assessments show that there are some actions that require to be carried out i.e. for the Income Function, we need to conduct monitoring exercises to establish the ethnicity profile of people involved in debt recovery processes and, if necessary, take action. For the Procurement function, we were unable to complete a full impact assessment as we established that we require to conduct a review of our practices and procedures in relation to procurement and to establish relevant monitoring arrangements.

3.3 In addition, an action plan including a programme of Impact Assessments for the other functions and policies has been developed. (Form 5 attached).

4. **Recommendations**

4.1 It is recommended that the Committee:

- (i) approves the content of this report

A handwritten signature in black ink, appearing to read 'A. A.', is written above the title 'Director of Finance'.

Director of Finance

North Lanarkshire Council

**RACE EQUALITY SCHEME
SUMMARY HIGH RELEVANCE**

Department Name: Finance Department
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Function/Policy/Service	Which of the 3 aspects does it relate to?	Priority Order
	1 Eliminating discrimination 2 Promoting equality of opportunity 3 Promoting good race relations	1, 2, 3 1 = high
Procurement Strategy	1, 2	1
Income Function incl. Debt Recovery, Cash Collection, Tax administration, NDR and Council Tax	1,2,3	1
Public Inspection of Accounts Procedures	2	2
Insurance Claims Processing	2	2
Corporate Risk Management Policies	1,2	2
Whistle Blowing Policy	2	3
Accounting and Budgeting Function	2	3
Provision of Financial Advice regarding Treasury and VAT matters	2	3
Financial Appraisal of companies	2	3
Systems Development and Research	2	3
Payroll Services	1	3
Car Leasing	2	3
Home Loans	1,2	3
Administration of Imprest Accounts	0	4
Reconciliations	0	4
Provision of Internal Audit	None	4

North Lanarkshire Council

RACE EQUALITY SCHEME
SUMMARY HIGH RELEVANCE

Department Name: Finance Department
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Function/Policy/Service	Which of the 3 aspects does it relate to?	Priority Order
	1 Eliminating discrimination 2 Promoting equality of opportunity 3 Promoting good race relations	1, 2, 3 1 = high
Services in accordance with Cipfa code		
Corporate Fraud Policy	None	4
Administration and development of treasury management arrangements	None	4
Information Security Policy	None	4
ICT Strategy	None	4

North Lanarkshire Council

**RACE EQUALITY SCHEME
DEPARTMENTAL RACE ACTION PLAN**

Item	Action	By Whom	Date for completion
Income Function	Carry out consultation of Debt Recovery customers	Income Section	December 2005
	Consult with Benefits Agency, Citizen's Advice and Money Advice services	Income Section	December 2005
	Review Current practices and procedures	Income Section	February, 2006
Procurement Strategy	Review Procurement Strategy in light of Race Equality legislation	Procurement Section	December, 2005
	Conduct research to identify best practice in procurement in terms of equality	Procurement Section	October 2005
	Prepare further Impact Assessment of Strategy and Function	Procurement Section	February 2006
	Work with partners e.g. ABC	Procurement Section	Ongoing
Complete Outstanding Impact Assessments	Public Inspection of Accounts Procedures	Accounting & Budgeting	October 2005
	Corporate Risk Management Policies	Directorate	October 2005
	Insurance Claims Processing	Insurance Section	December 2005
	Whistle Blowing Policy	Internal Audit Section	December 2005
	Accounting & Budgeting Function	Accounting & Budgeting	December 2005
	Provision of Financial Advice re Treasury and VAT matters	Treasury Section	March 2006
	Financial Appraisal of Companies	Treasury Section	March 2006
	Systems Development and Research	Research & Development Section	March 2006
	Car Leasing	Car Leasing Section	March 2006
	Home Loans	Home Loans Section	March 2006
Consultations	Carry out relevant exercises	Responsible sections	Ongoing
Review Impact Assessments	All above	Responsible Sections	Per Impact Assessments

Monitoring	Monitor all Complaints	All Sections	Ongoing
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