



Gender Equality Scheme

2007 - 2010

April 2007



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South Norfolk Council
Gender Equality Scheme

2007 - 2010

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Gender Equality Scheme

Section One: Introduction

Foreword

South Norfolk is an area characterised by market towns and villages, and the urban fringe of Norwich. It has a population of 115,000 and is growing at the rate of roughly 1,000 each year.

We have a Community Cohesion Strategy, developed with our partners through the South Norfolk Alliance. It is about respect, understanding and tolerance, fostering inclusiveness and understanding the diversity of the district.

At South Norfolk Council we are committed to meeting our customers' needs, recognising diversity. This commitment extends to making sure that in everything we do people are protected from discrimination, whether this is on the grounds of race, gender, disability, age, sexual preference, religion or faith. We will implant legislation introduced through Equalities.

Part of this work is the introduction of the Gender Equality Scheme. This will ensure that our policies and procedures are relevant to the world we live in today, and to our ever-changing communities. It will help us deliver high quality, responsive services while ensuring consideration of equalities is core to our business planning processes and service delivery.

We believe that the social, political and community aspects of the environment we all live in can be improved, to benefit us all. This scheme and action plan outlines how we will positively promote Gender Equality, foster equal opportunities and tackle discrimination in all of the work we do and the services we provide. The action plan shows our future intentions towards ensuring that we are fair to everyone and 'put people first in everything we do'.

This scheme is available, on request, in alternative formats including large print, other languages and on audiotape.

Signed: Vivienne Clifford Jackson

Signed: Geoff Rivers

Leader of the Council

Chief Executive

Purpose of the scheme

The purpose of this Gender Equality Scheme (GES) is to assist us to:

- promote equality of opportunity between men and women;
- help us to meet the requirements of the Equality Act 2006; and
- monitor and improve the ways in which we deliver services as part of our Equality Agenda

The Gender Equality Duty comes in to force in April 2007. It applies to all functions of every public authority, including schools, hospitals and police authorities as well as councils and central government.

The duty to promote Gender Equality

Thirty years after the introduction of the Sex Discrimination Act there is still discrimination, some of it intentional, some unintentional. The Equality Act 2006 (the Act) amends the Sex Discrimination Act 1975 to place a statutory duty on all public authorities, when carrying out their functions, to have due regard to the need to:

- eliminate unlawful discrimination and harassment; and
- promote equality of opportunity between men and women.

This is known as the 'general duty' and applies to all of our functions as a service provider, policy maker and employer. It also applies to services and functions which we contract out. The onus is on organisations like ours to promote gender equality and think more strategically and proactively, rather than leave it to individuals to challenge poor practice and highlight discrimination.

We are expected to pay 'due regard' to the general duty. The concept of 'due regard' is based on the concepts of proportionality and relevance. This means that the weight we give to gender equality should be proportionate to its relevance to the particular function. The greater the relevance of a function to gender equality, the greater regard that should be paid to it, and vice versa.

To help us to deliver the general duty, the Act introduces a series of 'specific duties'. These specific duties set out actions, which we must take in order to plan, deliver, evaluate and report on these activities to help us meet the general duty. To do this we must therefore:

- in consultation with employers and stakeholders, produce and publish an equality scheme identifying our gender equality goals and action to meet them,;
- monitor and review progress;
- review the scheme every three years;
- develop, publish and regularly review an equal pay policy, introducing measures to address promotion, development and occupational segregation; and

- conduct and publish gender impact assessments of all major policy developments, and publish our criteria for conducting such impact assessments.

The gender equality duty is different from previous sex equality legislation in two crucial respects as it introduces; (i) the positive requirement to take action, rather than waiting for individuals to take cases against us; and (ii) the requirement to act to promote equality, not just to avoid discrimination. The gender equality duty should mean that women and men get services that meet their needs more closely. It should help us to consider what are the different issues and priorities for women and men who use the services we provide. The general duty requires us to not only have due regard to gender equality when making decisions about the future, but also to take action to tackle the consequences of decisions in the past which failed to give due regard to gender equality.

Discrimination on the grounds of gender also includes discrimination on the grounds of gender reassignment in relation to both employment and vocational training. We must, therefore, review all our employment policies and procedures to make sure that they adequately cover transsexual employees. As an employer the statutory duty placed upon us applies, not only to those individuals who have undergone gender reassignment, but also to those who intend to undergo the procedure.

The scope of legal protection against discrimination on the grounds of gender reassignment will be extended by December 2007 by the implementation of the Goods and Services Directive 2004/113. This means that by December 2007, we will need to have due regard to the need to eliminate unlawful discrimination and harassment on the grounds of gender reassignment in the provision of our services.

Why do we need a Gender Equality Scheme?

The Equality Act 2006 amends the Sex Discrimination Act to place a statutory duty on all public authorities, when carrying out their functions, to have due regard to the need:
 To eliminate unlawful discrimination and harassment
 To positively promote equality of opportunity between men and women.

As part of the duty, public authorities are required to have due regard to the need to eliminate unlawful discrimination and harassment in employment and vocational training, to people who intend to undergo, are undergoing or have undergone gender reassignment.

One of the specific duties under the new legislation is to prepare and publish a Gender Equality Scheme, showing how a public authority will meet the general and specific duties and set out its gender equality objectives.

Equalities

The Council accepts its responsibilities on equality and diversity, and has a Corporate Equality plan, a Race Equality Scheme and a Disability Equality Scheme in place. The Gender Equality Scheme is another part of our corporate work to ensure equality and diversity issues are embedded in our service culture.

Our work on equalities applies to all groups, or individuals who may be subject to disadvantage and discrimination. This includes race, ethnic origin, nationality, religion and beliefs, marital status, gender, sexual orientation, employment status, social class, disabilities and health, age, dependent care responsibilities, physical appearance and criminal conviction unrelated to the matter under consideration. We recognise that this list may not be exhaustive.

Equalities Statement

We have adopted an Equalities Statement that was agreed by Full Council on 17th December 2001 and reviewed in 2003, 2005 and 2007 as part of the review of the Race Equality Scheme and the Corporate Equality Scheme. Consultation was carried out with a range of external bodies as well as staff and members in order to ensure that vulnerable groups saw the statement as positive and helpful. Some changes were made to the statement as a result of this consultation exercise.

We have produced a short version to make the statement easy to recognise and understand.

“In all its activities South Norfolk Council will ensure equality of provision by treating all people fairly”

The full statement is:

1. South Norfolk Council is committed to ensuring that all individuals and groups are treated with respect and are valued equally
2. We believe that no one should be disadvantaged in their contact with the Council or by the way services are provided
3. We will actively promote equality and will encourage the reporting of discriminatory incidents so that we can take action to support anyone experiencing discrimination on any grounds
4. We will make all our services accessible to everyone; irrespective of geographical barriers, age, gender, disability, race, sexual orientation, faith or religious belief
5. We will actively include relevant people and groups in our public engagement
6. We will ensure that our staff and members are trained in equality matters
7. We will conduct impact assessments on all of our functions and policies to ensure that they comply with legislation and do not discriminate
8. We will collect information about our customers to determine whether all sections of the population have equal access to all of our services
9. In line with our procurement policy, we will treat everyone fairly
10. Our good practice will be an example to others in employment and service delivery

Pledges

The Equalities statement covers all aspects of our work, but we set out below specific statements on Gender issues that define how we will work to promote gender equality.

Because we believe in equality, in the area of gender we will:

- Always treat people with dignity and respect, and listen to their views and comments.
- Base our priorities for our Gender Equality Scheme Action Plans on what people tell us.
- Take, and make, opportunities to promote gender equality.
- Continue to work closely with other public bodies.
- Not make excuses but be honest about what we can do.
- Review our progress and report on it.
- Use our influence as a statutory organisation as a positive force for change and improvement in Norfolk.
- Pass on to the relevant partner organisations any comments we receive that we are not unable to deal with
- Continue to develop the action plan for this and future schemes based on what people tell us.
- Carry out Impact Assessments on all of our functions, policies and services in accordance with the legislation.
- Have a wide range of working patterns available to all employees, giving recognition to the importance of work life balance and family and caring commitments for men and women.
- Continue to offer a structured programme of training and development for all staff, providing career development opportunities and supportive training for women, who are under-represented at senior management level.
- Not tolerate sexism and sexual harassment in the working environment under any circumstances.
- Not tolerate harassment of employees or service users based on any differences.
- Ensure no job applicant or employee receives less favourable treatment on the grounds of gender reassignment.
- Ensure gender issues are considered during procurement of goods and services
- Train staff in all areas of Equalities work.
- Research and use our data analysis to inform our Gender Equality Scheme

Links to Corporate priorities and objectives

- **Corporate Plan- priority 8**
To ensure we will be fair, recognise differences and provide equal opportunities for all
- **Community Cohesion Strategy**
As above
- **South Norfolk Council Mission Statement- Putting people first in everything we do**
Offering a fair, courteous and efficient service with equal opportunities for everyone
- **South Norfolk Alliance vision**
A place where a wide diversity of local people take the central role in making decisions about their community and its development and the public services they receive are excellent and provide good value for money

Section Two: Involving people

Consultation that informed the South Norfolk scheme.

South Norfolk Council has carried out a number of consultations to help inform this scheme and the associated action plan. Additional consultation will be conducted throughout the duration of the scheme to further inform and develop actions and test how successful the Council has been in implementing the proposed changes.

Consultation conducted by South Norfolk Council

Citizens' Panel

Results from consultation 2006 received in February 2007 explored the perceptions of gender equality in the general public. The results from this data have yet to be analysed, but once complete any thing we need to do will be fed into the Gender Equality Action Plan.

Staff and Members

All staff were invited to take part in a staff survey in early 2006 and a new Staff Survey is planned for Spring 2007. We will be asking gender specific questions and the results from this consultation will feed in to the Gender Equality Action Plan.

We will be hosting Learning Hours in April 2007 for staff to attend to share their experiences and to contribute to the Gender Equality Action Plan.

South Norfolk Council

A member of staff prepared their dissertation, as part of their BA (Hons) Business Studies and Human Resource Management, on 'Exploring the existence of barriers to women at South Norfolk Council. A focus group was set up and analysis undertaken by a range of women at different levels in the organisation.

Outcomes were:

- Specific training for women- a female perspective on success in the workplace
- Career planning offered to both sexes
- Recruitment website has a female perspective on attracting females to work here
- Mentoring and job shadowing in place to encourage personal development
- Female leader and key female speaker invited to 'Bring your daughters to work day' to inspire young women

Exit Interviews are conducted for all staff leaving the organisation. These tend to show that people are leaving for reasons other than discrimination or gender issues.

We do a pay review annually which goes to Management Team. This is broken down by gender.

Unions

We have consulted with Unison representatives and have identified a Unison representative who will liaise with us on any Gender Equality issues.

We will also contact other Union representatives for a similar contact.

Employment

This Council must promote equality within employment, and set an example of good practice. In order to carry out its statutory duties it is the Council's current policy:

- To ensure that our policies on equal opportunities and employment are effective in preventing discrimination and disadvantage and encourage applications from the whole community, including trans people
- To ensure that all individuals receive full and equal consideration during our recruitment and selection process.
- To work towards performance indicators for the employment of people from ethnic minorities, disabled people, and gender equality, so that our workforce more closely reflects the population of South Norfolk.
- To seek to enable all employees to fulfil their potential by removing obstacles to progression.
- To ensure that procedures that deal with harassment and bullying are effective in supporting all staff that may experience them, including trans people
- To ensure our procedures support the dignity and privacy of trans people, including supporting those undergoing gender reassignment

Equal Opportunities in Employment

We have policies, procedures, guidance and training in place to enable managers to operate fair, non-discriminatory employee practice. South Norfolk Council is committed to ensuring that no unlawful discrimination occurs on the grounds of gender.

The following policies and procedures are in place:

- Equal Opportunities Policy and Procedures
- Equalities Statement
- Recruitment and Selection Code of Practice
- Policy and Procedure on harassment and bullying in the workplace
- Rehabilitation of Offenders Policy
- Grievance Procedures

What should we consider?

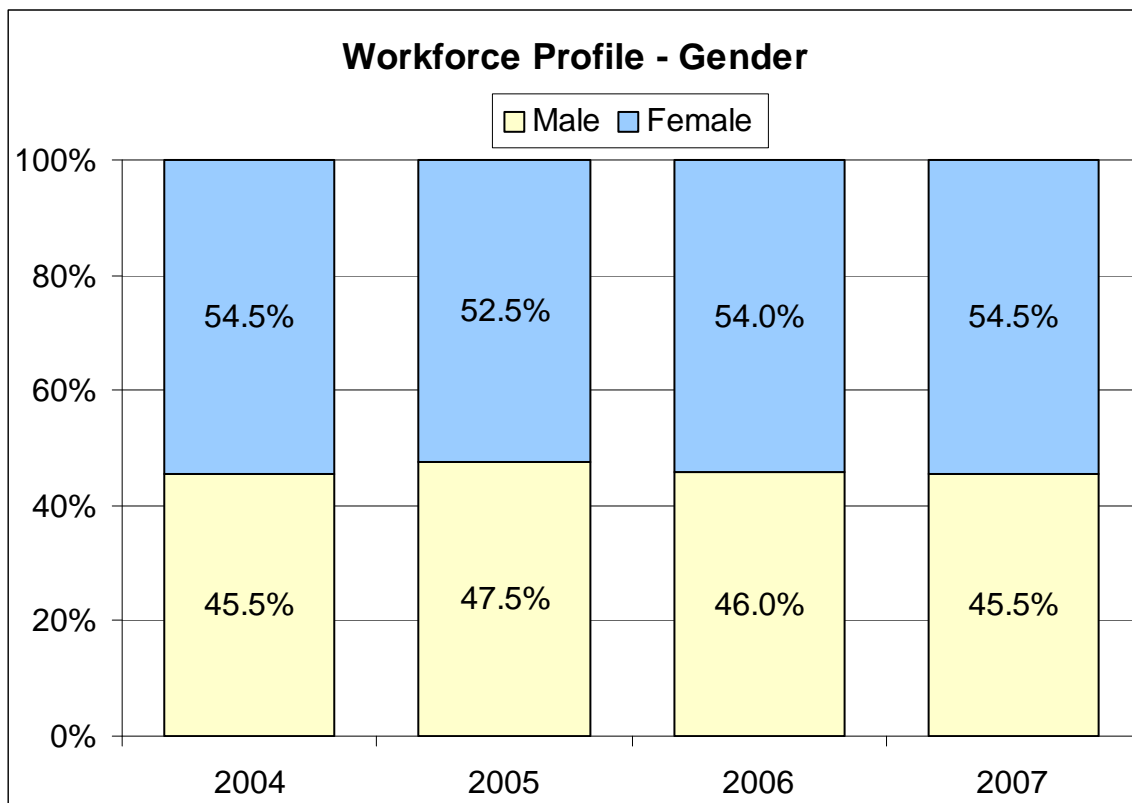
- Is there any pay gap between men and women doing the same or similar job?
- How could flexible working help staff and how will it benefit both men and women?
- How do we recruit staff and are we likely to get a good gender balance of candidates?
- Do we have a gender imbalance? If so, how can we rectify this?
- Do we have a good return rate from maternity leave? If not can we improve this?
- Do we encourage take up of paternity leave?

Gender monitoring in employment

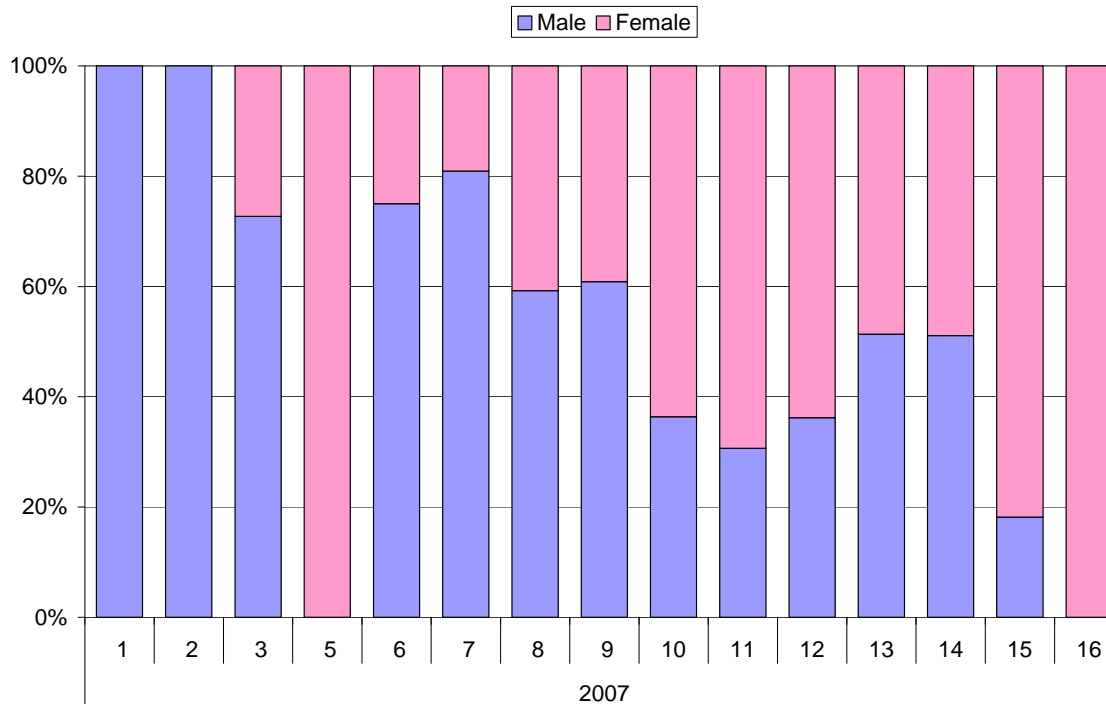
South Norfolk Council recognises that in order to ensure that its employment policies and procedures do not adversely impact on any employees, appropriate monitoring systems must be implemented and reviewed to inform future action and initiatives.

The Authority's Workforce Profile (reported monthly to the Strategic and Corporate Management Team) highlights statistics and where possible, trend data on the gender profile of the workforce. This is published monthly on the Intranet.

As can be seen from the statistics below, South Norfolk Council's workforce is predominantly female, the figures being fairly static over the last 4 years.



This chart shows the percentage of the South Norfolk Council workforce by salary grade and gender in January 2007. There is an obvious trend showing men predominantly occupying higher-grade positions, with women more likely to be working in lower paid jobs. There is only one member of staff in grade 1 and 5, and only 2 employees at grade 2 so a change in personnel at these grades would make a huge difference to the gender bias at the top of the organisation. The side axis shows the % of male and female staff per salary band, which is shown on the bottom axis from Band 1-Band 16.



Gender Pay Gap Statistics

Pay and income

- In 2005, average hourly earnings for women working full-time were £11.67, and for men were £14.08. This gave a full-time gender pay gap of 17.1%.
- Part-time women earned £8.68 on average, and comparing this figure with men’s average full-time earnings of £14.08 gives a part-time gender pay gap of 38.4%.

Sources: ONS (2005) Annual Survey of Hours and Earnings 2005, revised December 2005.

Full-time & part-time earnings 2005

Mean earnings of employees on adult rates¹

United Kingdom

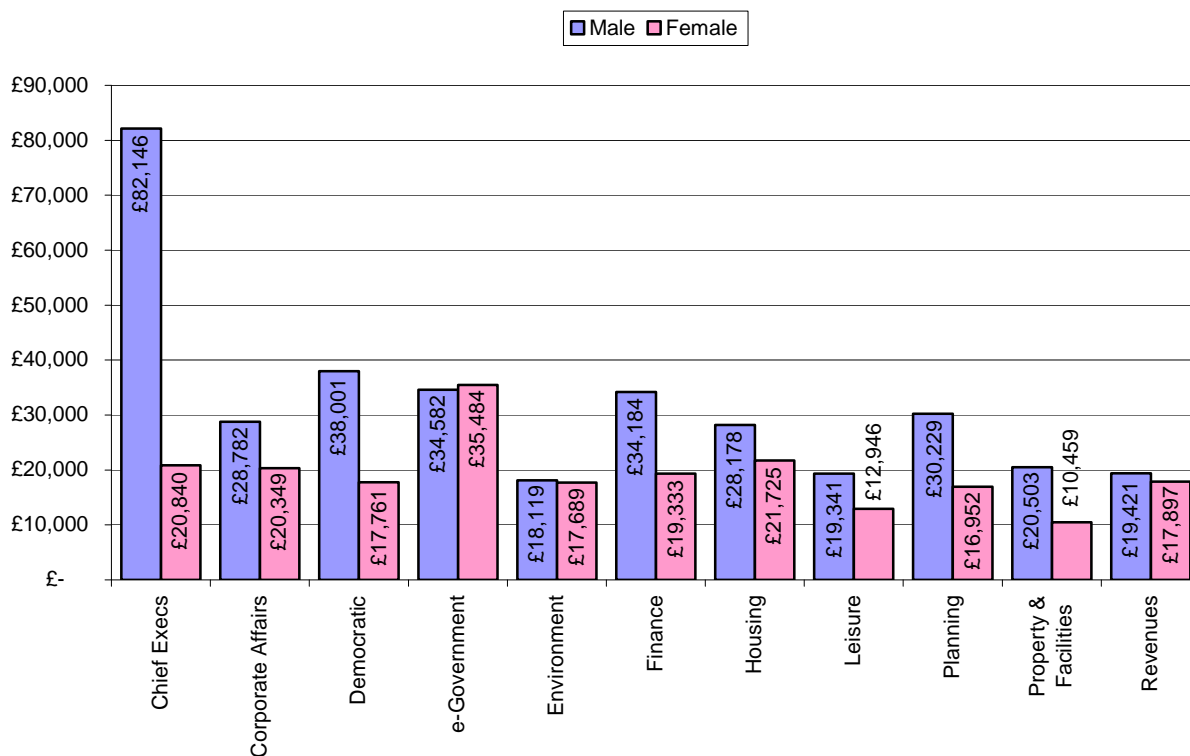
	Women	Men	Gender pay gap ² %
Hourly earnings (£ per hour)			
Full-time	11.67	14.08	17.1
Part-time	8.68	9.81	38.4 ³
Weekly earnings (£ per week)			
Full-time	436.1	569.0	23.4
Annual earnings (£k per year)			
Full-time	23.0	31.5	27.1

The following graph illustrates how the national trend is mirrored at South Norfolk Council in not only how the average full-time employee earns more than their part-time counterpart, but that men in either a full or part time post still earn more on average than their female colleagues (January 2007).



The pay gap between a full-time male and a full-time female is 9% (less than the national average of 17.1%), and for a part-time employee the gap is 12.6% (less than a third of the national pay gap).

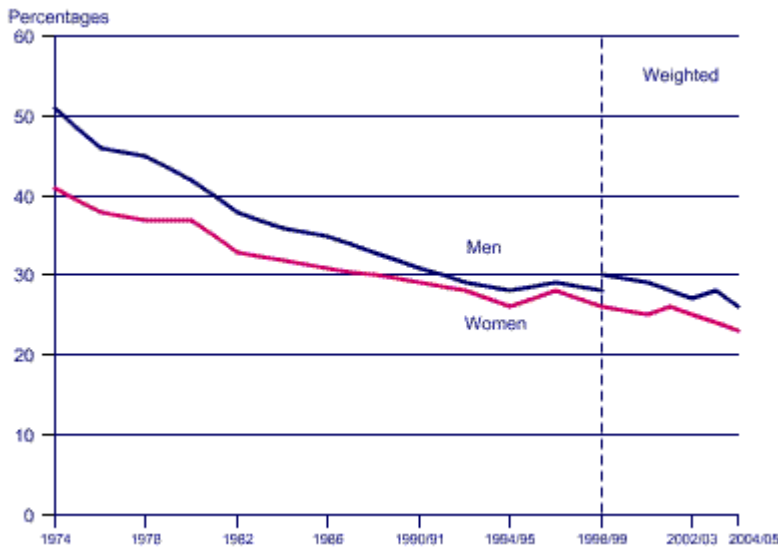
The graph below shows the average salary per service by gender for staff working at the Council. As can be seen, in all but one service area Males earn more than their Female colleagues on average within the service.



The average salary across the Council for a male is £25,145 and for a female is £20,875. This equates to a 17% pay gap between men and women.



Health related statistics: (source:



The proportion of men and women who smoke has fallen in the last three decades. In 1974, 51 per cent of men and 41 per cent of women in Great Britain reported that they were regular cigarette smokers. By 2004/05 this had fallen to 26 per cent of men and 23 per cent of women. Falls were greater among older age groups.

Young men are more likely than young women to take illicit drugs. In 2004/05, 33 per cent of young men and 21 per cent of young women had done so in the last year. Cannabis is the most commonly used drug in England and Wales. In 2004/05, a third of men and just over a sixth of women aged 16 to 24 had used the drug in the last year. Class A drugs (including heroin, cocaine and ecstasy) were used less frequently, but again young men were more likely to use these drugs than young women (11 per cent and 5 per cent respectively).

Official labour market statistics:

Labour market profile- South Norfolk (source: nomis official labour market statistics)

Resident population

Total population (2005)				
	South Norfolk (numbers)		Eastern (numbers)	Great Britain (numbers)
All people	115,300		5,541,600	58,485,000
Males	56,300		2,722,900	28,634,900
Females	59,000		2,818,700	29,850,200
Source: mid year population estimates				
Working age population (2005)	South Norfolk (numbers)	South Norfolk (%)	Eastern (%)	Great Britain (%)
All people	67,100	58.2	61.0	62.1
Males	34,900	62.0	64.8	65.8
Females	32,200	54.5	57.4	58.5
Source: mid year population estimates				
Note a: % is a proportion of total population				

We apply Best Value Performance Indicators (reported in the Council's Annual Performance Plan) specific to gender, that give an indication of our progress in relation to employment. We are making steady progress in increasing the representation of women in the top 5% of earners. As at Quarter 3 2006/7 this is the highest it's ever been.

Best Value Performance Indicators:

- BVPI 11a - the top 5% of earners who are women

2002/2003	2003/2004	2004/2005	2005/2006	2006/2007	Quarter 3 2006/2007
17.39%	16.67%	20.1%	22.73%	22.7%	28.7%

Section Three: Our achievements so far

The South Norfolk Council People Strategy encompasses all of the people processes, procedures and policies. The people strategy was introduced in order to recognise the relationship between the achievement of organisational objectives and the alignment of those employees expected to deliver those objectives. By fully engaging, enthusing, valuing and rewarding the unique contribution individuals make, enables the council to respond to the needs of the community in a constantly changing environment.

What have we done so far?

South Norfolk Council has already undertaken a number of projects and initiatives to support Gender Equality Duty.

- Single status - This took place in October 2002 which resulted in harmonisation of all employee's terms and conditions, including hours of attendance.
- Learning & Development - Dignity & Respect at Workshops took place throughout 2006 and all employees attended workshops on Diversity.
- Domestic Violence - Half-day and Full-day workshops delivered by Leeway Women's Aid took place 2006/07. This was for all staff and other organisations, men and women.
- Learning Hours - A variety of learning hours took place and subjects included female and male specific topics i.e. breast cancer awareness, prostate cancer
- Gender specific workshops - Gender specific workshops form part of the corporate training plan i.e. a female perspective on business success
- Age Discrimination - Workshops planned throughout 2007
- Workforce Development Plans - Career development, succession planning, workforce profiling in place in order to monitor processes and future workforce needs in line with demographic profiling.
- Flexible working - To support flexible working, career breaks, parental leave policies in place
- Recruitment & Selection - Application forms exclude age information and a process is in place that monitors, gender, age, and ethnicity. On line access to job vacancies.
- Equal Pay Audit - Audit on gender takes place annually, next audit due July 2007
- Gender Pay Gap - Analysis on gender takes place regularly.
- Performance Appraisal - All employees complete 2 appraisals per year, where training needs are identified and career aspirations are discussed.
- Trained Mediators - Trained mediators are in place in order to mediate relationships.
- Funding Community Grants - Ensured gender balance on structure of management committee wherever possible and no one is excluded.
- Business Development - We have supported and are registered with WEETU and Enterprising women.
- Single Sex swimming sessions - We have ladies only swimming sessions at Diss Swim and Fitness Centre.

- Health Inequalities - We fund a Health Improvement Advisor, targeting special projects such as teaching resuscitation to young farmers because deaths from coronary disease are high in the farming community, and support the GP referral system.

Procurement

The gender equality duty applies to those functions which are carried out through procurement as well as those we carry out ourselves.

Where a contractor is carrying out a public function on our behalf the legal liability for the gender duty in relation to that function remains with us.

The weight given to gender equality should be proportionate to its relevance to a particular procurement. For example, gender equality issues when buying office equipment are likely to be relatively low but relatively high for taking on contract staff. However, if letting a contract providing careers advice to young people, the gender equality duty would be relevant because the service would need to cater for both boys and girls. We would need to ensure that the supplier did not discriminate in providing information and advice, and that the needs of both genders were met.

We must be careful not to impose unnecessary extra requirements on suppliers which could add to the costs and increase bureaucracy.

The Procurement Officer should ensure that all procurement is conducted consistently with the Council's statutory gender equality duty. Contract notices or documents should reflect any gender equality issues. A clause should be added to contract conditions regarding the consideration of Equalities issues.

Single sex services

Importantly, compliance with the Equality Act does not rule out the provision of services aimed specifically at male, female or transsexual customers. Where compliance with the gender duty requires that it is necessary or appropriate to develop a policy or provide a service in a different way for men and women so that equality of outcomes can be achieved i.e. on a single-sex basis, we will do so provided that such action complies with the Sex Discrimination Act 1975.

Partnerships

Where partnerships do not have a separate legal identity in their own right, they are not collectively bound by the gender equality duty. Nevertheless, if we are involved in partnership work with other authorities, or with private or voluntary sector organisations, we are still responsible for meeting our gender duty and any specific duties

What else can we achieve?

On services:

- Understand what men and women really need from our services leading to better informed decision and policy making and policy development
- Improve customer satisfaction by tailoring services to actual needs
- Better equality and more cost effective services
- More effective targeting of policy and resources
- Fewer complaints and potentially better value for money services
- Better efficiency

- Better results and greater confidence in public services
- Women and Men are making greater use of services that their sex had previously under-used
- Service users with caring responsibilities receive greater support
- Fathers receive greater support for their childcare responsibilities from us as service providers and as employers

On employment

- Improve recruitment and retention
- Flexible working and better work-life to ensure that jobs are filled creatively and reflect the needs of gender differences
- Equal pay for jobs means no tribunal cases
- Action on maternity leave could increase staff returning saving money on recruitment, and less discrimination experienced
- Best use of skills in the workforce
- There are gender neutral succession planning processes in place
- Transsexual people feel supported and valued as staff and potential staff
- Employees are aware of their duty and understand how it will affect their work
- Eliminate harassment including sexual harassment and harassment of transsexual staff and potential staff
- Explore different work practices such as home working to improve work life balance and assist those with caring responsibilities
- Look at individual needs as they will vary from time to time

Section Four: The life of the scheme

The Gender Equality Scheme and Action Plan has a 3-year life span, which will regularly need to be revisited and updated. At the heart of the reviewing, monitoring and updating process must be the involvement of the community. We will work closely with gender groups to ensure we deliver on our promises.

Impact Assessments

To mainstream Equality we will carry out impact assessments of all our functions and policies so that we know that any changes we propose are fully considered and any adverse impact on men or women is set out. We have already embarked on a structured programme of Impact Assessments to consider all our existing policies and practices, which includes gender equality. This allows us to challenge assumptions and preconceptions, and examine evidence we have about the way our policies and practices actually work. Training has been undertaken by a number of employees on how to carry out an impact assessment, and these are initially being carried out with the assistance of the Equalities Officer.

South Norfolk Annual Review

Every year we will review the action plan, both internally through our democratic processes and where appropriate with partner organisations, to ensure that we continue to progress work in this area. We will also make our progress report available to our partners as a peer group to review our work, to ensure that we are all working towards achieving the same goals.

The Corporate Equalities Group will conduct this annual review of the South Norfolk Gender Equality Scheme, and report on progress to the relevant portfolio holder. If any significant alterations are required to the action plan senior management will agree these, with Cabinet approving any changes with a significant financial implication.

Further consultation

The Council is committed to ensuring that any action we take improves outcomes and experiences of services for all. To ensure that the Council is achieving this desired goal, we will continue to consult with customers, staff and suppliers. This consultation will be timely and linked to the annual reviews of our scheme and action plan.

Section Five: How to contact us

For any further information on the Gender Equality Scheme and Action Plan, or for general information and advice on equalities issues, please contact.

Organisation	Contact person
South Norfolk Council South Norfolk House Swan Lane Long Stratton Norwich NR15 2XE 01508 533633	Melanie Forrer Or Ian McArthur Or Tanya Tilford At equalities@s-norfolk.gov.uk

Section 6: Glossary of Terms - Gender Equality Scheme

This glossary is to promote better understanding of terminology that applies to the forthcoming Gender Equality Duty (GED).

There is considerable debate about terminology. Terms can be interpreted differently and it is necessary to define how you are using the term, rather than assuming others will automatically have the same interpretation.

This glossary is intended to help use the language that is currently most acceptable to members of all the various equality groups and those working to implement the Gender Equality Duty.

Action Plan – A plan that sets out an organisations gender equality goals. It includes tasks, timeframes and who is accountable for delivering each task.

Bisexual – A person who is sexually and emotionally attracted to people of both genders.

CEHR – Commission for Equality and Human Rights. A new organisation that will bring together the 3 current equality commissions: the Equal Opportunities Commission, the Disability Rights Commission and the Commission for Race Equality.

Changing ‘Social Gender’ – This is the process a person goes through to present themselves permanently in their new gender, but may not have undergone any medical intervention. It is a crucial part of the transition process and is generally the time when the person starts to live full-time as a member of the newly acquired gender, with a new name to reflect the gender change.

Code of Practice – The legally binding interpretation of the Gender Equality Duty. It will assist with what is needed under the law, to fulfil the Local Authority obligations.

Compliance Notice – A legally binding notice, which will be sent out after April 2007 to Local Authorities who are not fulfilling the requirements of the GED.

Cross-Strand – Relates to more than one minority or equality group.

Direct Discrimination - This is where a woman or man is treated less favourably than a person of the opposite sex.

Disability – Under the Disability Discrimination Act the term ‘disabled person’ covers people with a wide range of disabilities and health conditions – from a visual impairment to arthritis, cancer, multiple sclerosis, heart disease, depression, Down’s Syndrome and diabetes.

Diversity – Diversity is about recognising and valuing of difference in its broadest sense. It is about creating a culture and practices that recognise, respect, value and harness difference for the benefit of everyone.

Duty – A mandatory and legal obligation to do something.

Due Regard – Under the Gender Equality Duty, Local Authorities will have to pay attention to the needs of women and men when planning services and writing employment notices. The concept of ‘Due Regard’ is based on the concept of proportionality and relevance

Employment Practices – These are terms set by employers, which affect people on the workplace. For example: pay, recruitment, promotion, managing maternity and working hours

Enforceable Law – A law that has been passed by parliament that must be obeyed.

Equality – The legal concept of “formal equality” requires that people in the same or similar circumstance be treated the same. However, sometimes when difference between people cause disadvantages and inequality, different approaches may be required to achieve fairness and justice. The legal concept of “substantive equality” reflects the importance of ensuring not only equality of opportunity but also equality of outcome.

Equality Scheme – A scheme put in place by an organisation, which sets out their gender equality goals. It includes an action plan with tasks, timeframes and who is responsible for delivering each goal.

Equal Opportunities - the prevention, elimination or regulation of discrimination between persons on grounds of sex or marital status, on racial grounds, or on grounds of disability, age, sexual orientation, language or social origin, or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions.

Equal Pay – The Equal Pay Act 1970 passed by parliament gives an individual a right to the same pay and benefits as a person of the opposite sex in the same employment where a man and a woman are doing: -

- Like work
- Work related as equivalent under an analytical job evaluation study or
- Work that is proved to be of equal value

An employer will not have to provide the same pay and benefits if it can prove that the difference in pay or benefits is genuinely due to a reason that is not related to gender.

Equal Value – When work is different but considered to be of equal worth in terms of demands, such as decision-making, skills and effort.

Functions – The full range of a Local Authorities duties and powers including its role as a service provider, policy maker and employer.

Gay – An umbrella term for lesbian, gay and bisexual people. It is generally used to refer to men who are sexually and emotionally attracted to people of the same gender.

Gender – Gender refers to socially constructed and determined roles, behaviours, attitudes and values attached to men and women. These characteristics of men and women are not only determined by biology but may vary across different societies.

Gender Bias – Gender bias supports stereotypes of women and men and the inequalities that exist between men and women. For example, gender bias can be reinforced by portraying men as patients whose needs are simply misunderstood by health service

providers. Instead what needs to be considered is the more complex picture that includes recognising how some mainly male behaviours affect health and are a consequence of what are deemed to be acceptable male roles. Also, emphasising women's reproductive functions as a central focus of women's health programmes tends to reinforce a limited, biased view of women's health needs.

Gender Disaggregated Data – Data and statistics that have been collated and analysed by gender.

Gender Equality Objectives – Objectives set by Local Authorities in which they aim to promote gender equality and eliminate discrimination and harassment.

Gender Identity – A person's sense of identity defined in relation to the categories of male and female. It is important to note that not everybody identifies only with one gender.

Gender Impact Assessment – An assessment of services and employment policies of Local Authorities, paying specific attention to how the services impact on each gender. Based on results, Local Authorities will need to redesign their services and policies to meet the needs of women and men including transsexual people.

Gender Mainstreaming – Making sure gender issues are built into the business planning and procedures of an organisation. Mainstreaming gender is both a technical and a political process, which needs shifts in the organisations' cultures and ways of thinking, as well as in the goals, structures and resource allocation.

Gender Profile – The distribution of men and women in an organisation by seniority and by the type of work undertaken.

Gender Reassignment – Gender Reassignment is the process or steps, undertaken under medical supervision, or reassigning a person's gender by changing physical, social or other characteristics. This may include, for example, hormone therapy and sex change surgery. Men and women are known to have steps to change their gender may self define as 'trans'.

Trans – man refers to someone who is a man but was assigned a female gender at birth.

Trans – woman refers to someone who is a woman but was assigned a male gender at birth.

Gender Screening – The process of identifying services or procedures, which have a positive or negative impact on each gender.

Gender Sensitive – Gender sensitive approaches recognise and respond to the different needs and constraints on individuals based on gender.

Good Practice – Examples of organisations who are already taking gender into account when planning services or employment policies and are able to demonstrate this.

Harassment – Words, conduct or action, usually repeated or persistent, being directed at a specific person to annoy, alarm, or cause substantial emotional distress to an individual.

Heterosexual – Someone who has a sexual orientation and emotional attraction towards members of the opposite gender.

Homophobia – This word describes fear of people who are, or are thought to be lesbian, gay or bisexual. This term is at the root of prejudice and discrimination based on an individual's sexual orientation.

Homosexual – A person whose primary sexual attraction is towards people of the same gender.

Horizontal Segregation – Horizontal segregation can crowd women into female dominated occupations and industries, often at lower rates of pay than men who have similar levels of skills but have jobs in a different type of work.

Indirect Discrimination – Indirect discrimination happens when a policy, practice or criterion is applied to both women and men which would put women at a particular disadvantage as compared to men or vice versa. Any practice or policy would be unlawful unless it could be shown that this could be objectively justified.

Lesbian – A woman who is sexually and emotionally attracted to other women.

LGBT – An acronym used as a collective term to refer to Lesbian, Gay, Bisexual and Transgender people.

Like Work – Work that is the same or broadly similar in terms of skill effort and responsibility.

Masculinity – Masculinity has been called an 'umbrella term' for the characteristics that individual men display in life. Masculinities are a product of socialisation, i.e. a collection of cultural norms and expectations dictate the way in which men should act, and society rewards and punishes them depending on whether their behaviour is acceptable or not.

Multiple Identity – Coming from more than one defined community, for example being black and gay, or lesbian and an older person.

Occupational Segregation – Occupational segregation is where men and women are employed at different jobs in the workplace and occurs when men or women predominate a particular job, such as men working in construction and women working in childcare.

Positive Action – This is encouraging people from an under represented group to apply for jobs, training or promotion. In terms of gender equality, this could mean placing an advert in a magazine read specifically by men of a certain age, or women from a specific background to encourage them to apply for a job or jobs in certain sectors. However all candidates would be subject to the same short-listing procedures.

Real Life Test- This refers to the transition period in gender reassignment during which the individual must live and work in the new gender.

Sex – Sex refers to the biological difference between women and men.

Sexual Harassment – Unwanted behaviour that violates a person's dignity or creates a degrading, humiliating, hostile, humiliating intimidating or offensive working environment.

Sexual Orientation – This is a term which refers to the gender(s) of the people a person is attracted to.

Single Sex Services – Specific services provided for women only or men only. For example, a men only health clinic dealing with male issues and illnesses, or a women's refuge for people suffering from domestic violence.

Transgender – An all-encompassing umbrella term for people whose gender identity and/or gender expression differs from the sex they were assigned at birth. The term may include, but is not limited to: transsexual people, people who cross dress (often referred to as 'transvestite') and other gender-variant people. Transgender people may or may not choose to alter their bodies hormonally and/or surgically.

Transsexual – People who intend to, or are undergoing or have undergone gender reassignment to change sex. It means that a person identifies with the gender other than that on their birth certificate or often feel that they have been born in the wrong body. There are both female to male (FTM) and male to female (MTF) transsexuals. They may change their name and identity to live in the acquired gender. Some take hormones and cosmetic treatments to alter their appearance and physical characteristics. Some undergo surgery to change their bodies to approximate more closely to their acquired gender.

Transvestite – A [person who dresses in clothes not associated with their gender, as defined by socially accepted gender dress codes, but the person still identifies with the gender they were born as. There are both male and female transvestites.

Vertical Segregation – Vertical segregation limits career development that would enable women in particular, to progress up career structures and improve earnings. Both vertical and horizontal segregation are widespread in the British economy and are major cause of the substantial pay gap between men and women.

Victimisation – Victimisation occurs when someone is treated less favourably because they have complained about sex discrimination.

SECTION 7: FEEDBACK FORM

South Norfolk Council would welcome your feedback on its Gender Equality Scheme. Please use this feedback form to give us any comments and suggestions you have that would help us to improve the Gender Equality Scheme.

To:
South Norfolk Council
Equalities Team
Swan Lane
Long Stratton
Norwich
NR15 2XE

APPENDIX A: ACTION PLAN

See Attached Document