

PERTH AND KINROSS COUNCIL**Equalities and Diversity Member Officer Group****6 June 2008****GENDER EQUALITY SCHEME - PROGRESS REPORT****Report by Lesley Bloomer, Interim Head of Strategic Management and Improvement****ABSTRACT**

This report outlines activities and progress in relation to the Council's Gender Equality Scheme.

1. RECOMMENDATION

- 1.1 It is recommended that the Member Officer Working Group note the progress in relation to the Council's Gender Equality Schemes as outlined in Appendix I

2. BACKGROUND

- 2.1 The Council has a duty to promote Gender Equality in relation to Service Delivery and Employment.
- 2.2 The Council published a three year Gender Equality Scheme in June 2007. The Scheme sets out the strategies and arrangements for promoting Gender Equality.
- 2.3 The Council is required to report progress in relation to activities promoting Gender Equality on an annual basis. Each Council Service has been monitoring their activities in relation to promoting Gender Equality and summaries of service activities are attached at Appendix I.
- 2.4 Activities are grouped within the three key objectives of:
- Promoting Equality between men and women
 - Eliminating unlawful discrimination
 - Eliminating harassment

3. FUTURE EQUALITY ACTION PLANS

- 3.1 At present the Council has a duty to publish and report upon Equalities Schemes in selection to Gender, Race and Disability.
- 3.2 A single Equalities and Human Rights (EHR) Commission which oversees all six Equalities strands i.e. Gender, Race, Disability, Faith/Belief, Age and Sexual Orientation was created in October 2007.

- 3.3 It is envisaged that in the coming months, guidance will be issued by the Commission to public bodies including Councils in relation to the development of composite Equality Schemes covering all six Equalities Strands.
- 3.4 The advent of the new composite approach to Equalities Schemes will provide an opportunity for the development of a more quantitative approach to managing performance in terms of Equalities through baseline and target setting.
- 3.5 The Equalities & Diversity Member Officer Group will be kept informed of developments in respect of proposals for the Single Equality Scheme.

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23 May 2008

**Gender Year 1 Progress Report
Corporate Services/Chief Executive's**

Division: Business Support

Contact: Rosemary Hughes

Date submitted: 24 April 2008

Gender Duty Year 1 Progress report from 29 June, 2007 to 2008	Service Level Actions taken during Year 1 of the Gender Scheme	Intended Outcomes of Actions	Positive Impacts of actions on Employees at all levels and potential applicants (includes all school staff)	Positive Impacts of actions on Service to benefit men and women and (girls and boys - pupils) etc
<ul style="list-style-type: none"> Promoting equality between men and women (girls and boys) Eliminating unlawful discrimination 	<p>The Staffing Section, Business Support, implemented Single Status on 1 August 2007 on behalf of Corporate Services and Chief Executive's Service.</p>	<ul style="list-style-type: none"> Remove inequality and deliver fair and equal pay. Equal pay compliant pay structure in place for all employees covered by Single Status agreement (i.e. former manual & APTC employee groups). 	<ul style="list-style-type: none"> Employees and potential applicants can have confidence in the Single Status pay and grading structure and other terms and conditions of service. Overall improved remuneration package, i.e. majority of Single Status employees benefitted in some way. Three years salary preservation for employees whose overall contractual pay would have otherwise been less than pre-single status. 75% of employees whose salaries increased are women, many of whom are in low paid jobs. 	<ul style="list-style-type: none"> Simpler and fairer pay and grading structure. Harmonised terms and conditions of service. Reflects positively on Perth & Kinross Council as an employer, i.e. should aid recruitment & retention of employees.
	<p>The Staffing Section, Business Support, has developed existing monitoring procedures to include gender on behalf of Corporate Services and Chief Executive's Service.</p>	<ul style="list-style-type: none"> Identify whether there is any cause for concerns and consider positive actions to promote equality between men and women 	<ul style="list-style-type: none"> Eliminate any cause for concerns and positive action taken to promote equality between men and women. 	<ul style="list-style-type: none"> Eliminate any cause for concerns and positive action taken to promote equality between men

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<ul style="list-style-type: none"> Promoting equality between men and women (girls and boys) Eliminating unlawful discrimination 	<p>Introduced monthly monitoring and reporting of uptake of e-learning equalities training packages to Heads of Service within Corporate Services and Chief Executive's Service.</p>	<ul style="list-style-type: none"> Improve access to training and development for all employees, including part time female employees. 	<ul style="list-style-type: none"> Trained and motivated employees. 	<ul style="list-style-type: none"> Improved services to the public.
<ul style="list-style-type: none"> Eliminating harassment 	<p>Review of Harassment at Work Policy carried out during 2007. New Dignity at Work Policy implemented in December 2007. Policy includes a Dignity at Work support network for all employees.</p> <p>All employees have been made aware that access to the policy and procedures is available to them online or by requesting hard copy.</p>	<ul style="list-style-type: none"> Dignity at Work Contacts have been appointed and trained to; <ul style="list-style-type: none"> Provide support and assistance to an employee who makes an allegation of bullying or harassment. Explain how the Dignity at Work Procedure operates Listen to the problem and provide the employee with information about possible courses of action Provide support for the alleged harasser/bully if requested. 	<ul style="list-style-type: none"> The Dignity at Work Policy promotes a culture where positive behaviour exists and establishes an effective, consistent approach to dealing with complaints of bullying or harassment. 	<ul style="list-style-type: none"> All employees provided with a working environment in which they are treated with dignity and respect.

Gender Duty Year 1 Progress report from 29 June 2007 to 2008

Education and Children's Services

Gender Duty Year 1 Progress report from 29 June, 2007 to 2008	Service Level Actions taken during Year 1 of the Gender Scheme	Intended Outcomes of Actions	Positive Impacts of actions on Employees at all levels and potential applicants	Positive Impacts of actions on Service to benefit men and women
Promoting equality between men and women	Through analysis of workforce data, the Service has been monitoring workforce trends.	To identify the gender impact on relevant existing workforce practices.	Clearer understanding of issues relating to specific posts e.g. p.t .positions	Improved levels of attendance at work.
	This monitoring seeks to ensure there is no inequality in employment posts.	To attract more male applicants into female dominated professions	To have a more balanced workforce e.g. in childcare	Single Status implemented.
	Analysis of attainment results in relation to gender in raw data at Service Manager/ Head of Service Level	To narrow the gap between the % of male and female students achieving 5+ at level 5		<ul style="list-style-type: none"> • Better attainment • Support for specific young people
	Developing the policy framework for equality and fairness for use in schools and services	To promote equality between men and women	Ensure that all new policies consider equalities issues as part of their development	<ul style="list-style-type: none"> • More conscious effort to include girls and boys in non-traditional subjects
	Carry out gender impact assessment on any new policy/ strategy and in committee reports	To enable the Council to promote gender equality and prevent unlawful discrimination.	Clearer understanding of gender issues	<ul style="list-style-type: none"> • Improved policy development which takes cognisance of gender issues

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Promoting equality between men and women	Developing gender specific youth provision e.g. girls groups in selected areas.	Give young people a supportive environment to discuss issues.	Ensures issues to be tackled by staff with young people are to be done in the most appropriate setting.	Girls able to develop skills in supportive environment
	Encouraging activities which support gender difference e.g. dance for young women, girls' football	To keep young people active during teenage years.		To stop the lack of physical activity among young women.
	Service has encouraged staff to take flexible work patterns , particularly for those parents with young children	Work life balance	Better retention. Better workplace relations	Supportive and relevant role models for all staff
	Encouraging equal opportunities within the childcare sector	To attract more male applicants into female dominated professions	Better balance in the workforce. Better retention.	Improved staff morale. Staff develop in a supportive environment
	Developing the policy framework for equality and fairness by implementing a parenting strategy to support all parents, particularly lone parents.	To promote equality between men and women To ensure parents are supported and included	Clearer understanding of issues.	Parents able to develop skills and obtain advice in a supportive environment

Gender Duty Year 1 Progress report from 29 June, 2007 to 2008	Service Level Actions taken during Year 1 of the Gender Scheme	Intended Outcomes of Actions	Positive Impacts of actions on Employees at all levels and potential applicants	Positive Impacts of actions on Service to benefit men and women
Eliminating unlawful discrimination	Training on gender issues undertaken through staff development at school and service level	Make staff aware of specific duties within school provision for equalities and generally	Staff are competent to do their job.	Better understanding of the issues between girls and boys within education.
	New members of staff undertake gender training as part of induction, promoting the learning module	Ensure staff are aware of the consequences of discrimination and promote better understanding of equality issues.	Staff understand that equality issues are taken seriously	Better understanding of the issues between boys and girls at all stages of their lives.
	All line managers are aware of legislation.	Eliminating discrimination and ensuring a supportive workplace Tackling indirect discrimination within the curriculum.	Increased perception of PKC as good employers. Better staff morale.	Better staff morale
Eliminating harassment	Training, discussion and staff development on equalities is embedded into induction training and into staff development at school or individual service level.	Increased staff awareness of gender equality issues and legislation.	Increased staff awareness of the issues No complaints from staff on harassment grounds	
	Training on specific gender issues e.g. LGBT training.	Increased ability of staff to support customers with gender issues.	Increased confidence in staff to deal with situations relating to gender issues.	
	Incident forms monitored in relation to equalities	Ensure all incidents are dealt with timeously and sensitively		Services ensure they work to eliminate harassment

Gender Duty Year 1 Progress report from 1st April 2007 to 31st March 2008

Corporate Services, Finance Division

	Divisional Level Actions taken during Year 1 of the Gender Scheme	Intended Outcomes of Actions	Positive Impacts of actions on Employees at all levels and potential applicants	Positive Impacts of actions on Division to benefit men and women
Promoting equality between men and women	<p>Ensure through the management of Finance functions that there is no gender inequality in relation to job and promotion opportunities</p> <p>Provide for appropriate work-life balance for staff.</p>	<p>No complaints from staff or customers about experiencing gender inequality in the workplace or in using the service</p> <p>All genders are where possible represented at all levels within the Service</p> <p>Improvements in staff retention, long-term sickness and staff morale</p>	<p>Improved recruitment and retention of staff, together with reduced long-term sickness and increased staff morale</p> <p>Increased staff morale across all genders</p> <p>Improved recruitment and retention of staff</p>	<p>Enhanced productivity. Retention of staff.</p> <p>Improved levels of inclusion for stakeholders and enhanced customer care.</p> <p>Enhanced stakeholder satisfaction</p>
Promoting equality between men and women	Gender equality actively promoted during induction and on all subsequent refresher courses	Make staff aware of consequences of discrimination and promote better understanding of equality issues	Better understanding and tolerance of equality issues	
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	Divisional Level Actions taken during Year 1 of the Gender Scheme	Intended Outcomes of Actions	Positive Impacts of actions on Employees at all levels and potential applicants	Positive Impacts of actions on Division to benefit men and women
Eliminating unlawful discrimination	<p>Ensure equality training is available to all staff to increase staff awareness of gender equality issues and legislation.</p> <p>All line managers actively aware of these issues and monitoring</p>	<p>No complaints from staff or customers of discrimination or bias on grounds of gender</p> <p>Eliminating discrimination and creation of “fairer” workplace.</p>	<p>Better staff morale and reduced stress-related problems through the absence of discrimination on the basis of gender</p> <p>Increased perception of fairness.</p>	<p>Better staff morale and productivity through the absence of discrimination on the basis of gender.</p>
Eliminating harassment	<p>Ensure equality training is available to all staff to increase staff awareness of gender equality issues and legislation</p>	<p>No complaints from staff of harassment on grounds of gender</p>	<p>Better staff morale and reduced stress-related problems through the absence of harassment on the basis of gender</p>	<p>Better staff morale and productivity through the absence of harassment on the basis of gender</p>
Eliminating harassment	<p>All line managers actively aware of these issues and monitoring</p>	<p>Eliminating discrimination & creation of “fairer” workplace</p>	<p>Increased perception of fairness</p>	

Gender Duty Year 1 Progress report from 29 June 2007 to 2008

Housing & Community Care Service

Gender Duty Year 1 Progress report from 29 June, 2007 to 2008	Service Level Actions taken during Year 1 of the Gender Scheme	Intended Outcomes of Actions	Positive Impacts of actions on Employees at all levels and potential applicants	Positive Impacts of actions on Service to benefit men and women
Promoting equality between men and women	<p>Ensure through the management of the functions that there is no gender inequality in relation to job, promotion or training and development opportunities</p> <p>Provide for appropriate work-life balance for staff</p> <p>Continued development of online access to services allows greater participation by those with young children</p>	<p>No complaints from staff or customers about experiencing gender inequality in the workplace or in using the service</p> <p>All genders are where possible represented at all levels within the Service</p> <p>Improvements in staff retention, long-term sickness and staff morale</p>	<p>Improved recruitment and retention of staff, together with reduced long-term sickness and increased staff morale</p> <p>Increased staff morale across all genders</p> <p>Improved recruitment and retention of staff</p>	<p>Enhanced productivity. Retention of staff and earlier return to work of staff on maternity leave</p> <p>Improved levels of inclusion for stakeholders and enhanced customer care</p> <p>Enhanced stakeholder satisfaction</p>

Gender Duty Year 1 Progress report from 29 June, 2007 to 2008	Service Level Actions taken during Year 1 of the Gender Scheme	Intended Outcomes of Actions	Positive Impacts of actions on Employees at all levels and potential applicants	Positive Impacts of actions on Service to benefit men and women
Promoting equality between men and women	<p>Ensure equality training is available to all staff to increase staff awareness of gender equality issues and legislation.</p> <p>Ensure that personal safety for lone workers is taken into account through adequate risk assessment</p> <p>Ensure that appropriateness of personal care being delivered by a worker of a specific gender is considered as part of the assessment process for vulnerable individuals</p>	<p>Improved levels of inclusion for parents with young children</p> <p>No complaints from customers about experiencing gender inequality</p> <p>There are no policies approved which result in one gender being at greater risk (real or perceived) in terms of personal safety</p>	<p>Staff are working in a safe, secure, and stress free environment</p>	<p>Perceptions of vulnerability of female staff are addressed to enable them to carry out the same duties as male members of staff.</p>

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Promoting equality between men and women	Gender equality actively promoted during induction and on all subsequent refresher courses	Make staff aware of consequences of discrimination and promote better understanding of equality issues	Better understanding and tolerance of equality issues	
Eliminating unlawful discrimination	Ensure equality training is available to all staff to increase staff awareness of gender equality issues and legislation. All line managers actively aware of these issues and monitoring	No complaints from staff or customers of discrimination or bias on grounds of gender Eliminating discrimination and creation of "fairer" workplace	Better staff morale and reduced stress-related problems through the absence of discrimination on the basis of gender Increased perception of fairness	Better staff morale and productivity through the absence of discrimination on the basis of gender.
Eliminating harassment	Ensure equality training is available to all staff to increase staff awareness of	No complaints from staff of harassment on grounds of gender	Better staff morale and reduced stress-related problems through the	Better staff morale and productivity through the absence of harassment

	gender equality issues and legislation		absence of harassment on the basis of gender	on the basis of gender
Gender Duty Year 1 Progress report from 29 June, 2007 to 2008	Service Level Actions taken during Year 1 of the Gender Scheme	Intended Outcomes of Actions	Positive Impacts of actions on Employees at all levels and potential applicants	Positive Impacts of actions on Service to benefit men and women
Eliminating harassment	All line managers actively aware of these issues and monitoring	Eliminating discrimination & creation of "fairer" workplace	Increased perception of fairness	

n.b. There will be a rolling programme of examining existing policies and procedures across the service to ensure that they are being offered in a manner which is not detrimental to either gender. This will be based on statistical research information which has been collated in year 1.

Gender Year 1 Progress Report
Corporate Services

Division: Human Resources

Contact: Sheila Munro

Date submitted: 16 April 2008

Gender Duty Year 1 Progress report from 29 June, 2007 to 2008	Service Level Actions taken during Year 1 of the Gender Scheme	Intended Outcomes of Actions	Positive Impacts of actions on Employees at all levels and potential applicants (includes all school staff)	Positive Impacts of actions on Service to benefit men and women and (girls and boys - pupils) etc
<ul style="list-style-type: none"> • Promoting equality between men and women (girls and boys) • Eliminating unlawful discrimination 	<p>Implemented Single Status on 1 August 2007. Comprehensive review of pay and grading, bonus arrangements, hours of work & leave, overtime & other premium payments and travel & subsistence arrangements took place prior to finalising the Single Status package.</p>	<ul style="list-style-type: none"> • Remove inequality and deliver fair and equal pay. • Equal pay compliant pay structure in place for all employees covered by Single Status agreement (i.e. former manual & APTC employee groups). 	<ul style="list-style-type: none"> • Employees and potential applicants can have confidence in the Single Status pay and grading structure and other terms and conditions of service. • Overall improved remuneration package, i.e. majority of Single Status employees benefitted in some way. • Three years salary preservation for employees whose overall contractual pay would have otherwise been less than pre-single status. • 75% of employees whose salaries increased are women, many of whom are in low paid jobs. 	<ul style="list-style-type: none"> • Simpler and fairer pay and grading structure. • Harmonised terms and conditions of service. • Reflects positively on Perth & Kinross Council as an employer, i.e. should aid recruitment & retention of employees.
	<p>Developed equal pay audit framework for Single Status employees following implementation of equal pay policy.</p>	<ul style="list-style-type: none"> • Interim equal pay audit was carried out for period 1 August 2007 to 31 March 2008 to identify any significant differences of average basic and total salaries between men & women. A variance of more than +5% was used in accordance with EOC guidance. No unexplained issues were identified as a result of this audit. • A full audit will be carried out following the end of the 07/08 financial year. • Future annual equal pay audits to commence for data from 1 April 2008. 		

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<ul style="list-style-type: none"> Promoting equality between men and women (girls and boys) Eliminating unlawful discrimination 	<p>Developed existing monitoring procedures to include gender from 31 March 2007.</p>	<ul style="list-style-type: none"> Identify whether there is any cause for concerns and consider positive actions to promote equality between men and women (73% of female employees & 72% of male employees consider PKC to be an equal opportunities employer¹). Data for analysis will be available from 31 March 2008 and will be published September 2008. 		
<ul style="list-style-type: none"> Eliminating harassment 	<p>Review of Harassment at Work Policy carried out during 2007. New Dignity at Work Policy implemented in December 2007. Policy includes a Dignity at Work support network for all employees.</p>	<ul style="list-style-type: none"> Dignity at Work Contacts have been appointed and trained to; <ul style="list-style-type: none"> Provide support and assistance to an employee who makes an allegation of bullying or harassment. Explain how the Dignity at Work Procedure operates Ask questions to establish the main details of the complaint Listen to the problem and provide the employee with information about possible courses of action Provide support for the alleged harasser/bully if requested however it would not be appropriate for the same Contact to support both parties. 		

¹ Source - PKC Employee Survey carried out in 2005

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<ul style="list-style-type: none"> • Promoting equality between men and women (girls and boys) • Eliminating unlawful discrimination 	Ongoing development of e-learning training packages (& paper based versions).	<ul style="list-style-type: none"> • Improve access to training and development for all employees, including part time female employees. 	Trained and motivated employees.	Improved services to the public.

Gender Duty Year 1 Progress report from 29 June 2007 to 2008

Legal Services

Gender Duty Year 1 Progress report from 29 June, 2007 to 2008	Service Level Actions taken during Year 1 of the Gender Scheme	Intended Outcomes of Actions	Positive Impacts of actions on Employees at all levels and potential applicants	Positive Impacts of actions on Service to benefit men and women
Promoting equality between men and women	<p>Ensure through the management of Legal Services that there is no gender inequality in relation to job and promotion opportunities</p> <p>Provide for appropriate work-life balance for staff.</p> <p>Gender equality actively promoted during induction and on all subsequent refresher courses</p>	<p>No complaints from staff or customers about gender inequality in the workplace or in using the service</p> <p>All genders are where possible represented at all levels within the Service</p> <p>Improvements in staff retention, long-term sickness and staff morale</p> <p>Make staff aware of consequences of discrimination and promote better understanding of equality issues</p>	<p>Improved recruitment and retention of staff, together with increased staff morale</p> <p>Better understanding and tolerance of equality issues</p>	<p>Enhanced productivity through improved retention of staff and improved staff morale.</p> <p>Improved levels of inclusion for stakeholders and enhanced customer care.</p> <p>Enhanced stakeholder satisfaction</p> <p>Legal advice correctly reflects gender equality duties</p>

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Eliminating unlawful discrimination	<p>Ensure equality training is available to all staff to increase staff awareness of gender equality issues and legislation.</p> <p>All line managers actively aware of these issues and monitoring</p>	<p>No complaints from staff or customers of discrimination or bias on grounds of gender</p> <p>Eliminating discrimination and creation of "fairer" workplace.</p>	<p>Better staff morale and reduced stress-related problems through the absence of discrimination on the basis of gender</p> <p>Increased perception of fairness.</p>	<p>Better staff morale and productivity through the absence of discrimination on the basis of gender.</p>
Eliminating harassment	<p>Ensure equality training is available to all staff to increase staff awareness of gender equality issues and legislation</p> <p>All line managers actively aware of these issues and monitoring</p>	<p>No complaints from staff of harassment on grounds of gender</p> <p>Eliminating discrimination & creation of "fairer" workplace</p>	<p>Better staff morale and reduced stress-related problems through the absence of harassment on the basis of gender</p> <p>Increased perception of fairness</p>	<p>Better staff morale and productivity through the absence of harassment on the basis of gender</p>

Gender Duty Year 1 Progress report from 29 June 2007 to 2008

The Environment Service

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Promoting equality between men and women	<p>Ensure through the management of Property functions that there is no gender inequality in relation to job and promotion opportunities</p> <p>Provide for appropriate work-life balance for staff.</p>	<p>No complaints from staff or customers about experiencing gender inequality in the workplace or in using the service</p> <p>All genders are where possible represented at all levels within the Service</p> <p>Improvements in staff retention, long-term sickness and staff morale</p>	<p>Improved recruitment and retention of staff, together with reduced long-term sickness and increased staff morale</p> <p>Increased staff morale across all genders</p> <p>Improved recruitment and retention of staff</p>	<p>Enhanced productivity. Retention of staff.</p> <p>Improved levels of inclusion for stakeholders and enhanced customer care.</p> <p>Enhanced stakeholder satisfaction</p>

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Eliminating unlawful discrimination	<p>Ensure equality training is available to all staff to increase staff awareness of gender equality issues and legislation.</p> <p>All line managers actively aware of these issues and monitoring</p>	<p>No complaints from staff or customers of discrimination or bias on grounds of gender</p> <p>Eliminating discrimination and creation of "fairer" workplace.</p>	<p>Better staff morale and reduced stress-related problems through the absence of discrimination on the basis of gender</p> <p>Increased perception of fairness.</p>	Better staff morale and productivity through the absence of discrimination on the basis of gender.
Eliminating harassment	Ensure equality training is available to all staff to increase staff awareness of gender equality issues and legislation	No complaints from staff of harassment on grounds of gender	Better staff morale and reduced stress-related problems through the absence of harassment on the basis of gender	Better staff morale and productivity through the absence of harassment on the basis of gender

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