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FOREWORD BY THE FIRST MINISTER

Welcome to the Welsh Assembly's second Race Equality Scheme. It sets out our commitment to becoming the exemplar public authority in Wales in developing long-term positive change to eliminate unlawful racial discrimination, promote race equality, and promote good race relations.

We have long welcomed people who have come from different parts of the world to study, work or to settle in Wales. That process has enriched our country to everyone's benefit. Wales is now a truly multi-cultural nation. It is important that we celebrate and cultivate our diversity and at the same time promote social justice and equality for all ethnic groups.

The wide-ranging powers of the National Assembly cover all aspects of public life in Wales and mean that our actions have a major impact on the day to day lives of all people. We know that in some areas of public policy and services some ethnic groups are more disadvantaged or excluded than others. We also know that racism remains a problem in Wales. It can blight our communities and the day-to-day lives of people on the receiving end. We need to send out a clear message that Wales is a nation where racial violence and harassment will not be tolerated.

Since our first Scheme was published in May 2002, strenuous efforts have been made to promote race equality in all that we do, from the policies we develop, to the way we operate, and to the way the administration employs and develops staff. At the same time we have taken a hard look at our first Scheme, consulting people from all ethnic groups on what further action is required to promote race equality.

This Scheme builds on this consultation and our work to date. It provides a vision and a framework for taking this work forward in a systematic way. As good as this Scheme is on paper, its success will be judged on how it is put into practice. This is why we will be making every effort to work with our partners and build towards a future where all of us, whatever our ethnic background, can contribute to a better Wales.

Rt Hon Rhodri Morgan AM
First Minister for Wales

FOREWORD BY THE DEPY PRESIDING OFFICER

I am very pleased to welcome the National Assembly's Race Equality Scheme on behalf of the House Committee. The comprehensive nature of the document reflects the high priority that the Assembly attaches to promoting race equality and tackling racial harassment.

The House Committee takes very seriously its responsibility for making the Assembly a place where people have equality of opportunity, whether they are visitors, participants in proceedings, applicants for jobs or existing staff. The development of the Race Equality Scheme has provided an opportunity to look closely at the services provided by the Assembly Parliamentary Service and to gauge how effectively race and other equality issues are being taken into consideration. We are committed to a series of actions to promote race equality and will be applying the lessons learnt throughout the Assembly Parliamentary Service.

We are fortunate that the Assembly building is located in one of Wales' most long-standing, racially integrated communities. The new debating chamber being built next door further demonstrates the Assembly's commitment to this area. I recognise that our location provides an opportunity and a challenge for the Assembly Parliamentary Service to reach out and become a part of the community.

I am confident that the arrangements set out in the Scheme will mean that the Assembly is better placed to develop and deliver our services in a way that takes account of the needs of different ethnic groups in Wales and achieve even greater success in promoting race equality.

1. INTRODUCTION

1.1 The National Assembly for Wales has a statutory duty to ensure that equality of opportunity is embedded in its work:

“The Assembly shall make appropriate arrangements with a view to securing that its functions are exercised with due regard to the principle that there should be equality of opportunity for all people”.¹

1.2 The Assembly is committed to promoting equality of opportunity in all aspects of Welsh life including race, language, religion, disability, age, gender and sexual orientation.

1.3 This is the Assembly’s second Race Equality Scheme. The first was approved by the Assembly and published in May 2002.

Race Equality Vision

1.4 The Assembly’s vision for race equality is:

We want to be recognised as the exemplar public authority in Wales in developing long-term positive change to eliminate unlawful racial discrimination, promote race equality and promote good race relations.

1.5 In the longer term the Assembly aims to incorporate its Race Equality Scheme into an overarching Mainstreaming Equalities Strategy². Doing this should lead to a better understanding of the diverse needs of the different ethnic groups in Wales, and to the development and delivery of policies and services that are responsive to those needs.

1.6 This Scheme will also be linked to the UK Government’s Community Cohesion and Race Equality Strategy, which is designed to build community cohesion and reduce race inequalities. Statutory, voluntary and community organisations in Wales have been consulted about this strategy and the Assembly Government will continue working with the Home Office to ensure that issues and challenges unique to Wales are addressed.

Promoting Race Equality – The Assembly’s Statutory Duties

1.7 The Race Relations (Amendment) Act 2000 came into effect in April 2001. It amends the Race Relations Act 1976 to impose a general duty and a series of specific duties on specified public bodies in Britain.

6.1 The general duty requires that, in carrying out its functions, the Assembly shall have due regard to the need to eliminate unlawful racial

¹ Section 120, Government of Wales Act 1998.

² In this context mainstreaming is the integration of an equalities dimension into policy planning, decision-making, implementation and evaluation.

discrimination, promote equality of opportunity, and promote good relations between persons of different racial groups.

1.9 A series of specific duties has also been created which require public authorities to establish a proactive approach to race equality. This includes preparation of a Race Equality Scheme, which should set out the Assembly's arrangements for:

- listing all functions, policies and proposed policies assessed as relevant to the general duty;
- assessing and consulting on the likely impact of proposed policies on the promotion of race equality;
- monitoring policies for adverse impact on the promotion of race equality;
- publishing the results of assessments, consultation and monitoring;
- ensuring that the public have access to information and services provided by the Assembly;
- training staff in connection with the general and specific duties; and
- reviewing the assessment of functions, policies and proposed policies every 3 years.

1.10 In addition, the Assembly has the following employment-related specific duties which include:

- monitoring, by racial group, the numbers of applicants for employment, training and promotion;
- monitoring, by racial group, the numbers of staff who: are in post; receive training; benefit from, or suffer detriment, as a result of the Assembly's performance assessment procedures; are involved in grievance or disciplinary procedures; or cease employment with the Assembly; and
- publishing, each year, the results of employment monitoring.

2. BACKGROUND - THE NATIONAL ASSEMBLY FOR WALES

2.1 The National Assembly for Wales is the democratic body, which was established by the Government of Wales Act 1998. The transfer of devolved powers and responsibilities from the Secretary of State for Wales to the Assembly took place on 1 July 1999. Subsequently, many Acts of Parliament have given new powers to the Assembly.

2.2 The National Assembly for Wales has 60 Members, 40 of whom are elected in constituencies and 20 elected through regional lists so that the total number of Members for each political party more closely matches the numbers of votes given to each party across Wales. Plenary meetings of all 60 members are chaired by the Presiding Officer and form the Assembly's ultimate body for decision-making and approving legislation.

Equality of Opportunity Committee

2.3 Much of the business of the National Assembly is conducted through its committees. At present there are 18 permanent committees including 7 Subject Committees, which have a role in developing policy within the Assembly as well as scrutinising legislation and the actions of Ministers and public bodies. All committees have received briefing on the requirements of the Race Relations Act and consideration is given, using an internal quality assessment procedure, to equality of opportunity and race equality issues in preparing briefing for committees or individual Assembly Members.

2.4 The Assembly's decision to establish an equal opportunities committee as one of only two discretionary standing committees illustrates the importance which Members attach to the subject. The purpose of the Equality of Opportunity Committee is to ensure that the Assembly has effective arrangements to promote the principle of equality of opportunity for all people in the conduct of its business and the exercise of its functions (sections 48 and 120 of the Government of Wales Act 1998).

2.5 The Committee has a strong interest in seeing that a dialogue with groups representing minority and disadvantaged interests takes place at all levels in the Assembly. In order to help to achieve this, a number of equal opportunities organisations, including the Commission for Racial Equality, have standing invitations to attend meetings of the Committee as advisers. The Cabinet Minister with responsibility for equal opportunities is not a member of the Committee but frequently attends.

2.6 The Committee meets once a month when the Assembly is in session (nine times a year) usually in public. The Committee is required to submit an annual report to the Assembly on the Assembly's equal opportunities arrangements and their effectiveness, and time is guaranteed for an annual debate on this report by the Assembly as a whole.

6.1 In July 2004 the Committee published a report of a major policy review on Mainstreaming Equality in the Work of the National Assembly. The

report made a total of 27 recommendations. The following lists those recommendations particularly relevant to the Scheme.

- The outreach strategy should be evaluated, and the evaluation should be presented to the Committee alongside the Assembly's recruitment strategy;
- Additional equality training should be made available for Assembly Members to enable them to carry out their specific roles; and
- Other Assembly committees should submit their forward work programmes to the Committee for them to consider whether they pay due regard to equality. Each subject committee annual report is expected to contain a section setting out how their activity over the previous year has complied with the equality duty in section 120 of the Government of Wales Act 1998.

6.2 Other recommendations can be found at:
<http://www.wales.gov.uk/keypubassemeequalcomm2/index-e.htm>

2.9 All Subject Committees will be provided with copies of this Scheme, and will monitor the Assembly Government's compliance with the aspects which fall within their responsibilities.

The Assembly Parliamentary Service

2.10 The National Assembly Parliamentary Service exists to serve the elected members of the Assembly and ensure its successful functioning as a democratic body. The Service operates without regard to the political affiliations of individual Members, under the guidance of the Presiding Officer. The Assembly Parliamentary Service takes direction from the all-party House Committee, to whom the Assembly has delegated responsibility for its 'parliamentary' functions i.e. the services, facilities, accommodation and other matters that support the operation of the Assembly. The Assembly Parliamentary Service staff are headed by the Clerk to the Assembly.

3. BACKGROUND - THE WELSH ASSEMBLY GOVERNMENT

3.1 The National Assembly has delegated its governmental functions to the First Minister (who in turn has made delegations to other Ministers and to officials). The Welsh Assembly Government (the First Minister and his Cabinet Ministers) are responsible for exercising a broad range of functions covering: agriculture; ancient monuments and historic buildings; culture; economic development; education and training; the environment; health and health services; housing; industry and business; local government; social justice and community regeneration; social services; sport and leisure; tourism; town and country planning; transport and roads; the voluntary sector; and the Welsh language.

3.2 With a budget of £12.6 billion and over 4,000 staff, the Assembly Government provides – directly and indirectly – a wide range of public services and has a direct and indirect impact on the Welsh economy. The public and voluntary sectors in Wales are the principal means through which the Assembly Government delivers public services. These sectors include local government, the NHS and Assembly Sponsored Public Bodies.

3.3 Most of the Assembly Government's staff are based in Cardiff, but nearly 1,000 are located elsewhere in Wales, and there are plans for more functions to be located outside Cardiff.

3.4 When the Assembly Government was elected in May 2003, four priority areas for action were identified: helping more people into jobs; improving health; developing strong and safe communities; and creating better jobs and skills. Achieving race equality will help to meet these priorities.

3.5 In focussing on these priority areas, the Assembly Government is committed to: openness; partnership and participation; public services; equality; putting results first; listening to people; reflecting difference across Wales; and testing its policies.

3.6 These commitments are set out in more detail in "Wales: A Better Country – The Strategic Agenda of the Welsh Assembly Government", which can be found at: <http://www.wales.gov.uk/themesbettercountry/index.htm>.

4. ETHNIC DIVERSITY IN WALES

4.1 Wales has a long and proud tradition of welcoming people seeking work and opportunity. People from many different parts of the world have settled here and made a significant contribution to the nation, helping to redefine our economic, social and cultural life. Wales is now a truly multi-cultural nation with different inheritances, backgrounds and perspectives. This rich and changing diversity is set to make a major contribution to twenty-first century Wales.

4.2 Today's Wales has a population of 2.9 million people, around 300,000 more than there were in 1951. During the post war period the proportion of Welsh residents who were born in Wales declined, falling from 83 per cent in 1951 to 75 per cent in 2001. In contrast the proportion of people born in England who are resident in Wales increased from 14 per cent to 20 per cent.

4.3 Wales has a long history of minority ethnic settlement, concentrated mainly in the South Wales coal ports. Cardiff's minority population in the first half of the twentieth century was largely West African, West Indian, Yemeni, Somali and Chinese in origin. This was largely a male seafaring population. Numbers were small, perhaps 5,000 to 6,000 at most in the period between the end of the First World War and the end of the Second.

4.4 Post-war New Commonwealth migration and more recent immigration related to education and work has increased the minority ethnic population. The population is diverse and in comparison to England there remains a large share of the population being classified as "Mixed" or "Other" ethnicity by the Census.

4.5 It is only since the 1980s, when questions on ethnic groups were introduced into major social surveys that it has become possible to accurately measure the minority ethnic population of Wales. The ethnic group question was also included for the first time in the 1991 Census of Population.

4.6 The majority of people resident in Wales are of a White ethnic background with just over 2 per cent of the population (around 61,600 people) belonging to minority ethnic groups. Just under 40 per cent of residents from minority ethnic groups were born in Wales compared to 76 per cent of residents from White ethnic backgrounds.

4.7 Of minority ethnic groups in Wales, the largest consists of people of an Asian background, accounting for around 40 per cent of the minority ethnic population. The second biggest group consists of those from a Mixed ethnic background, followed by those of Black, Chinese and other ethnic backgrounds.

4.8 The minority ethnic population of Wales is highly concentrated in geographical terms. Cardiff contains two-fifths of the minority ethnic population of Wales and has the greatest ethnic diversity. Cardiff, Newport, Swansea, Rhondda Cynon Taff and the Vale of Glamorgan contain nearly 70 per cent of the minority ethnic population. In Cardiff, Newport, the Vale of

Glamorgan and Swansea the percentage of the population from minority ethnic groups exceeds the Welsh national average (2.1 per cent). The minority ethnic population in the remaining local authorities is fairly evenly distributed. Minority ethnic people live in most towns of Wales, in small numbers.

4.9 The census in 2001 found that, in numerical terms, Asian and Asian British people account for the largest share of the minority ethnic population, representing more than 25,000 people, followed by people of mixed ethnicity (17,770 people), people from the Chinese and the "Other" grouping (11,400) and then people from a Black ethnic background (just over 7,000 people). In terms of individual minority groups, the Indian and Pakistani ethnic groups are largest, each comprising 8,300 people, but many individual minority ethnic groups have populations of a similar size, of between 5,000 and 7,000 people. The minority ethnic population is therefore culturally diverse, with no dominant minority group.

4.10 For Gypsies and Travellers, the last official local authority counts of sites and caravans were carried out in 1997, discovering 280 caravans, of which, 38.2 per cent were on unauthorised sites. Latest estimates suggest that there are approximately 40 sites in Wales. In a recent survey of Gypsy and Traveller sites by the Assembly's Equal Opportunities Committee, 11 local authorities responded and recorded a total of 25 sites.

5. DEVELOPMENT OF THE ASSEMBLY RACE EQUALITY SCHEME

5.1 The National Assembly first published a Race Equality Scheme in May 2002. During the year that followed the Assembly consulted widely to find ways of improving the Scheme.

5.2 Subsequently, in 2003 the Assembly published "A consultation on a new Race Equality Scheme for the National Assembly for Wales". The responses have been considered in producing this revised Scheme.

5.3 In conjunction with the publication of the consultation document the Assembly also ran a series of events to consult minority ethnic groups outside the Assembly. Assembly Departmental Directors met with representatives of minority ethnic groups. During September and October 2003 a series of minority ethnic focus groups were convened for "women", "young people", "older people", "people of mixed race" and "refugees".

5.4 In December 2003 a seminar was held to consult Assembly staff and union representatives.

5.5 The feedback from all of these events has been considered in producing this Scheme.

5.6 In June 2004, a steering group was formed to finalise the Assembly's Revised Race Equality Scheme. The Group is chaired by the Assembly's Senior Director for Policy and its other core members include other Executive Management Board members and staff from different ethnic backgrounds and different parts of the Assembly. During the course of its work the Steering Group held a regular dialogue with the Commission for Racial Equality.

5.7 In September 2004, workshops were held to gain further input into the development of this Scheme. These included workshops with staff and trade union representatives drawing on a wide range of Assembly staff at all levels, including a significant proportion of staff from minority ethnic backgrounds. People with significant expertise and experience on race equality matters, drawn from outside the Assembly, were also involved.

6. THE SCHEME

6.1 This Scheme covers the arrangements that the National Assembly and the Welsh Assembly Government are putting in place to meet the duties of the Race Relations Act. A corporate action plan is included as an appendix to the Scheme. Assembly Departments are also preparing Race Equality Action Plans. These will not form part of the Scheme itself but will be linked to it, and will be in place by 1 April 2005.

Aims

6.2 To achieve its race equality vision, and fulfil its statutory duties to promote race equality, the Assembly will pursue the aims set out below.

- Develop policies and deliver services in a way that takes account of the needs of different ethnic groups in Wales and does not racially discriminate.
- Actively promote equal opportunities for all ethnic groups.
- Promote good race relations in Wales.
- Help build the capacity of minority ethnic groups so that they have the confidence to engage with the Assembly and gain access to services and information with ease.
- Demonstrate leadership in the promotion of race equality across Wales.
- Demonstrate that the working culture and employment practices of the Assembly reflect the needs of a racially diverse population.

Objectives

6.3 To achieve these aims the Assembly Government has set objectives which reflect the relevance and priority of its policy areas to race equality. These are set out below.

- Re-test its policies and programmes for their relevance to the general duty of the Race Relations Act.
- Promote high quality education and training opportunities for all ethnic groups, and good race relations and the elimination of racial discrimination in schools and colleges.
- Support people from all ethnic groups to live healthy and independent lives; work to eliminate unlawful discrimination; and promote good race relations in NHS and social care settings.
- Promote good quality housing for all ethnic groups.

- Oppose racial violence and harassment in Wales through partnership.
- Assist refugees successfully to integrate in Wales and promote a positive image of refugees and asylum seekers.
- Address the discrimination and disadvantage faced by Gypsies and Travellers.
- Support local government in its promotion of race equality.
- Secure the promotion of race equality by Assembly Sponsored Public Bodies.
- Maintain the present level of minority ethnic people appointed to the boards of Assembly Sponsored Public Bodies and NHS bodies.
- Foster the promotion of race equality in the voluntary sector.
- Take action to raise levels of race equality awareness in Wales.

6.4 More detailed outputs and outcomes that these objectives are designed to achieve are set out in sections 9 and 10.

6.5 In addition to policy objectives, the Assembly has set operational objectives which are consistent with its aspiration to demonstrate best practice in the way that it mainstreams race equality in its operational planning and employment practices. These objectives are set out below.

- Develop a “fit for purpose” evidence base on ethnicity in Wales to support race equality impact assessments and the successful targeting of improving outcomes.
- Meet requests from staff for training on race equality.
- Maintain a recruitment and selection system free of racial discrimination.
- Maintain a level of minority ethnic employment in the Assembly workforce that is consistent with the proportion of minority ethnic people in the Welsh population³.
- Maintain a racial harassment free workplace for all Assembly staff.

³ More sophisticated targets for the improvement in the proportion of employees from under-represented groups will be set at the end of first year of the Scheme and will be included in the annual progress report. These targets will take account of the information provided by the human resources IT system and of the diversity context for the travel to work areas of each Assembly current and future employment centre.

6.6 The action that the Assembly will take to achieve these objectives is set out in section 7.

Measuring Progress

6.7 The fundamental purpose of this Scheme and the actions it proposes is to secure improved race equality outcomes for the people of Wales. To this end the Scheme explains how the Assembly Government will move decisively in the first year of the Scheme to establish the systems necessary to provide ethnic origin information on both its policies and its employment practices. A corporate working group will be set up to oversee this process. This will enable the Assembly Government to develop quantitative measurements to gauge the extent to which it is achieving the objectives set out in paragraphs 6.3 and 6.5 above. The measurements will be in place by the end of March 2006.

Timeframe

6.8 This Scheme covers the period April 2005 – May 2008. However, the Scheme builds on earlier work and, as a result, much action referred to in this Scheme is already under way.

6.9 The overarching Assembly Race Equality Action Plan at Appendix A to this document sets out more specific timetables. The planned Departmental Race Equality Action Plans that will be linked to this document, will set out when action at the Departmental level will be taken.

6.10 This Scheme and the Departmental Race Equality Action Plans will be used as operational planning documents to guide the Assembly's work on promoting race equality. These documents will, therefore, be updated during the life of the Scheme, in consultation with the Commission for Racial Equality.

Scope

6.11 The ethnic classification system for this scheme is based on National Statistics Guidance. The categories listed below are the minimum categories required. However in certain circumstances more detailed, lower level, categories may be used as long as they can be aggregated to these higher level categories.

6.12 Classifications are derived through a two-part question. Firstly, through national identity categories:

- Welsh;
- English;

- Scottish;
- Irish;
- British; and
- Other.

6.13 The second question is based on ethnic group categories:

- White; Other White background;
- Mixed - White and Black Caribbean; Mixed - White and Black African; Mixed - White and Asian; Other Mixed background;
- Asian or Asian British- Indian; Asian or Asian British - Pakistani; Asian or Asian British- Bangladeshi; Asian or Asian British - Other Asian background;
- Black or Black British- Caribbean; Black or Black British- African; Other Black background;
- Chinese; and
- Other Ethnic background.

6.14 This two-part approach question allows the full combination of the above categories to be used for analysis (e.g. allowing Welsh for all ethnic groups, from White – Welsh through to Chinese - Welsh and Other Ethnic Group – Welsh). However, in practice, data from surveys will generally not be able to be analysed across the full range of classifications because of statistical reliability issues.

6.15 The development and implementation of this Scheme will also be integrated with Assembly policies on religion and the Welsh language. In particular, this Scheme will be linked to the Assembly's Welsh Language Scheme, the Assembly Parliamentary Services Bilingual Services Statement, Iaith Pawb (a National Action Plan for a Bilingual Wales) and the work of the Assembly Interfaith Council.

7. PROMOTING RACE EQUALITY: ASSEMBLY SYSTEMS AND STRUCTURES

7.1 The actions included in this section are also set out in a corporate action plan with timescales and performance indicators (at Appendix A).

Policies and Functions

7.2 Assembly Departments have undertaken assessments of their policy areas and functions to identify their relevance to the general duty of the Race Relations Act. An initial assessment was undertaken in May 2003 followed by a further exercise in July/August 2004.

7.10 The starting point for the latest assessment exercise involved drawing up a comprehensive list of current policy areas and main functions, derived from the Assembly Government's Operational Plan. This list is at Appendix B. The assessment of these areas and functions was carried out by senior staff working in the policy areas, supported by their Departmental Race Equality Champions. This process was supported by the Assembly's Race Equality Team (see Section 11) which provided:

- standard assessment forms and guidance (see Appendices C and D);
- data to support assessments, including: a statistical focus on ethnicity in Wales, drawing together a wide variety of published statistics relating to race; and a guidance document on the service provided by the Assembly's Statistical Directorate in the collection and analysis of ethnicity data in different policy areas;
- feedback from consultation events with minority ethnic groups outside the Assembly; and
- ongoing support and advice throughout the assessment process; for example reminding assessors to assess the relevance of policy areas to all ethnic groups including those who are asylum seekers, refugees, Gypsies and Travellers.

7.4 The classification of relevance for each policy area involved eight steps:

- setting out the main functions for each policy area;
- assessing the relevance of the policy area / functions to each of the three parts of the general duty (eliminating discrimination; promoting equality of opportunity; and promoting good race relations);
- assessing whether the policy area / functions could be having a differential impact on some ethnic groups, and if so, to what extent;

- considering which ethnic groups were, or might be, differently affected;
- identifying evidence of differential impacts;
- identifying what action had been taken to date;
- identifying what further action was required; and
- deciding what overall priority should be attached to further action.

7.5 In line with guidance from the Commission for Racial Equality, policy areas have been classified to three broad categories: High, Medium and Low – see definitions at Appendix D.

7.6 The Assembly will review its assessments of relevance within the life of the Scheme.

Assessing and Consulting on Proposed Policies

7.7 Under the Race Relations Act the Assembly is required to set out its arrangements for assessing, and consulting on, the likely impact of its proposed policies on promoting race equality.

7.8 As set out in the following paragraphs, the Assembly Government will mainstream race equality in its policy processes, and improve these where necessary to ensure that the duties under the Act are met.

7.9 From April 2005, all new strategic policies⁴ will be tested for their wider impacts. This will include an initial assessment or screening for impact on race equality (similar to that used to assess Assembly policies for their relevance to the general duty). If this “gateway process” identifies a policy as being highly relevant to promoting race equality, the policy will be subject to a more detailed impact assessment. The results of the gateway (and of any more detailed assessment) will be published as part of the normal consultation so that the public can comment on its conclusions and the results can shape decisions on options for the final policy. Wherever possible, the gateway process will include public participants from outside the Assembly. The gateway process will be provided with relevant research and statistical information (see paragraphs 7.17 – 7.25).

7.10 Day-to-day policy decisions are taken through written submissions to Ministers. To ensure that these decisions reflect the statutory duties and commitments made by the Assembly Government, from April 2005 a new section will be added to decision submissions setting out the likely impact on the Assembly’s statutory duties. Guidance for staff will explain how they should complete this section and remind them of the duties under the Race

⁴ Assembly strategic policies are those set out in “Wales: A Better Country”, with new or additional strategic policies identified annually by Departments in the normal operational planning round.

Relations Act. Where an area of work has been identified as being highly relevant to the general duty under the Act, the guidance will state that the section should always include a statement on the race impact. The background facts to each submission are published as a matter of course under the Assembly's freedom of information policies.

7.11 Guidance and training on the Assembly Government's approach to policy making is already available to staff. This will be improved, including through an improved section on race equality in the Assembly's policy-training course for middle managers.

7.12 Where initial assessments show that a proposed new policy is highly relevant to promoting race equality, a detailed race equality impact assessment will be carried out using:

- the web-based guidance tool developed by the Commission for Racial Equality and the Home Office which can be found at: <http://www.cre.gov.uk/duty/reia/index.html>;
- Assembly guidance on consulting different ethnic groups (see paragraphs 7.14 - 7.15); and
- statistical and research data and guidance (including data from the Assembly's Statistical Directorate, and Research and Evaluation Advice and Co-ordination Team).

7.13 Divisions leading the development of new policies will carry out assessments. They will be supported by their Departmental Race Equality Champion/s who will have received training on impact assessment (see paragraph 7.40).

7.14 The Assembly Government has a positive approach to engaging the public in policy decisions. Research will be commissioned on how the Assembly Government can communicate more effectively:

- with different ethnic groups including refugees and asylum seekers, and Gypsies and Travellers; and
- on race equality policies and programmes.

7.15 In the light of this work the Assembly will develop arrangements and practices for consultation with relevant ethnic groups with particular attention to ensuring direct consultation with service users and members of the public from different ethnic backgrounds. The Assembly will support this with training, work is also in hand to improve the automation of Assembly Government consultation procedures, planned for 2006, with a central database of consultees allowing people to express preferences for their participation.

Action on Existing Policies

7.16 Existing policy areas that have been identified as highly relevant to the duties under the Race Relations Act will be subject to action as part of the Departmental Race Equality Action Plans.

Monitoring Policies

7.17 The Assembly is required to set out arrangements for: monitoring the impact of relevant policies on the promotion of race equality; to put these arrangements into practice; and deal with any adverse impact which policies might have on any ethnic group.

7.18 The Assembly Government will improve its monitoring of both individual programmes and wider policy issues to ensure that it is informed of their impact relevant to the Race Relations Act.

7.19 As a first step, this plan sets out a common basis for gathering ethnic information as described in paragraph 6.11.

7.20 Statistical information informs policy development. The survey control process will ensure that the breakdown by ethnic group is considered in survey data. In addition, a guidance document on the service that can be provided by the Statistical Directorate in the collection and analysis of ethnicity data in different policy areas is available to staff. Further, statistical analysis on ethnicity in Wales will be published on the internet, drawing together a wide variety of published statistics relating to race. This material will help to inform race equality impact assessments.

7.21 Monitoring of differential experience of services by the public is a key area for development over the life of the Scheme. There is limited service information currently available and little of this is broken down by ethnic group.

7.22 The 2005 “Living in Wales” Survey⁵ will have a section focussing on equality. In particular, it will examine attitudes towards race and racial discrimination. The results of the Survey will be available early in 2006 and will provide an invaluable source of information to assist the development of race equality policies.

7.23 The Assembly Government aims to ensure that it has a good evidence base for its policy work. Departments are required to set out within their Departmental Research and Evaluation Plans how they intend to assess the effectiveness of their policies and programmes in relation to race equality. Departments will also consider what statistical requirements arise as a result

⁵ The “Living in Wales” survey is the main source of information on households and the condition of homes in Wales. It collects information on the characteristics of the occupants, employment status, receipt of benefit, income, disabilities of occupants, required adaptations, and views on the local environment. There will be a further survey in 2006.

of their Research and Evaluation Plans in relation to race equality and they will set out in more detail how race-related research will be undertaken.

7.24 Where policy research and evaluation reveals previously unidentified differential racial impacts, Departmental Race Equality Action Plans will be revisited to consider what amended or new actions might be required.

7.25 A corporate research group will identify Assembly race equality research priorities, and co-ordinate the running of projects and the dissemination of findings.

Publishing Results

7.26 The Assembly is required to set out arrangements for publishing the results of the monitoring of policies. In the case of proposed new policies this means setting out the arrangements for publishing the results assessment and consultation to determine the likely impact of policies on the promotion of race equality.

7.27 The Assembly has a strong commitment to openness and freedom of information. Its Publication Scheme specifies classes of information for publication including publication of the papers and minutes of Cabinet meetings. The Scheme can be found at:
www.wales.gov.uk/keypubscheme/index.htm.

7.28 Factual information on decisions reached by Ministers, through the submission process, and on proposed and existing policies, is published on the Assembly website. This allows open access to information, including any references to race equality, presented to Ministers.

7.29 During the life of this Scheme the Assembly will publish:

- annual progress reports on the implementation of the Assembly Race Equality Scheme, including progress on Departmental Race Equality Action Plans. The Report will contain statistics and assessments, and an evaluation of progress and indications of any consequential revisions to the Scheme. Summaries of the report will be made available in minority languages, in Braille and on audio tape, and be distributed to relevant organisations and community groups;
- the results of policy gateway reviews, and any race equality impact assessments, as part of formal consultations; and
- the results of the monitoring of its policies in relation to ethnicity (in the form of statistical, research and evaluation data and analysis).

Access to Information and Services

7.30 The Assembly's aim is that everyone, whatever their ethnic group, can have access to Assembly information and services.

7.31 The research project referred to at paragraphs 7.14 - 7.15 will improve communication with ethnic groups. In particular, it will:

10 help to identify how effectively information is given to different ethnic groups; and

11 devise methods to increase access to information.

7.32 The Assembly will use the research findings to:

- implement new methods for consultation with ethnic groups; and
- implement new methods for increasing access to information.

7.33 Evidence on access to services is currently limited. Over the life of this scheme, individual Departments will undertake work to establish whether the services, identified as being highly relevant to race equality, are being accessed equally by different groups and then implement measures through their Race Equality Action Plans to address areas of weakness. This work will be informed by the principles established in the research on communication and is likely to include improving information, support for staff, and targeted work with communities.

Training Staff

7.34 The Assembly values its people and their diversity. We are committed to developing our people and ensuring that they are able to work in an environment free from discrimination and victimisation. While the individual is responsible for their behaviour and actions, within the framework of the law, the Assembly also recognises that the effective implementation of its equality policies and procedures depends on the leadership and commitment provided by senior management.

7.35 For race equality, the Assembly is required to train staff so that they have the skills and knowledge to help the Assembly eliminate unlawful racial discrimination, and promote equal opportunities and good race relations. Whilst all staff have a responsibility to implement the Race Equality Scheme and will be provided with appropriate training and support, additional training will be provided for staff who have special responsibilities for managing the implementation of the Scheme (notably Race Equality Champions).

7.36 Recognising that staff must do their jobs without discriminating unlawfully, the Assembly has sought to provide "Equality and Diversity Awareness" training (incorporating "Racial Equality and Awareness") for all its

staff. Between December 2001 and March 2003, 4,000 Assembly staff completed a 1½ day course which covered a range of issues such as stereotyping, assumptions, inappropriate language and behaviour, the difference between equality and diversity, and all applicable legislation. The Assembly's senior civil service has received separate training in equality, tailored to their needs and responsibilities.

7.37 Staff recruited since April 2004 have completed an induction course which includes a full day of training on aspects of equality and diversity. The Equality and Diversity course component covered: inappropriate behaviours and language, bullying, harassment and victimisation, vicarious liability, stereotypes, assumptions and a summary of all applicable legislation. To date, this training has been provided for over 300 new entrants.

7.38 In addition, staff, including those with special responsibilities for promoting race equality, have completed a variety of other training. This has included:

- participating in the "Race To Change" Initiative. (The Assembly is a partner in the "Race to Change" Partnership of organisations, which work together to facilitate equalities learning through theatre. Since April 2003, the Assembly has provided this training for 205 members of staff);
- running a training seminar "Diversity Gets Results" (providing practical and useful information on how to create a positive working environment with equal opportunities for all), which approximately 60 staff have attended since October 2003; and
- running and evaluating a Race Equality Champions programme for the Welsh European Funding Office.

7.39 The Assembly will build on this strong track record of race equality training by:

- requiring Divisional and Departmental Training Plans to consider the revised Assembly Race Equality Scheme in identifying the training and development needs of their staff;
- developing and piloting a training course for Race Equality Champions (and relevant staff with special responsibilities for promoting race equality)⁶;

⁶ The course will cover a range of issues including: how to carry out impact assessments; consulting different ethnic groups; ethnic monitoring; and promoting better access to information and services for different ethnic groups.

- running the training course on demand for staff with special responsibilities for promoting race equality. (The course will be mandatory for Departmental Race Equality Champions);
- incorporating race equality impact assessment in Assembly policy-making training;
- providing training on consulting different ethnic groups;
- delivering a senior civil service race equality-coaching programme;
- reviewing the design, delivery, monitoring and evaluation of all training courses procured by the Assembly for race equality-compliance;
- using the Assembly performance management system to monitor how staff apply race equality training and development in the way that they work; and
- mainstreaming race equality in Public Service Management Wales, a programme designed to develop the capacity of public service managers in order to help improve the quality of public services for users, citizens and communities.

Employment

7.40 As part of its annual report outlining progress under this Scheme, the Assembly will publish ethnic origin data on relevant aspects of its employment practices. This will also enable the Assembly to fulfil its employment duties under the Race Relations Act.

7.41 The data will be accompanied by analysis indicating where discrimination may be taking place, where equality of opportunity has not been achieved and good race relations not established. The data sets will cover:

- existing employees;
- applicants for jobs with the Assembly (where this is statistically meaningful this will be broken down by band and office location and will include data on those who apply, those who are invited for interview and those who are offered the post. It will be broken down by internal and external application);
- those applying for promotion;
- the provision of training to Assembly staff;
- the results of appraisals by band and ethnicity;

- grievances by ethnic origin;
- use of discipline by ethnic origin; and
- staff retention by ethnic origin.

7.42 The data sets provided will be reviewed each year with a view to providing additional sets as indicated by analysis of patterns of differentials by ethnic origin and as made possible by the development of the Assembly's IT employment database.

7.43 Successful implementation of the human resources IT system to provide among other things, detailed monitoring of employment, personnel practices and staff performance by ethnic group will be a priority action for the first year of this Scheme.

7.44 In preparation for this Scheme, the Assembly conducted a monitoring exercise to provide better baseline data on a number of employment issues, in particular the possible differential impact of the Assembly's performance assessment procedures, the use of grievance or disciplinary procedures and any differentials in staff leaving employment with the Assembly. This data will be used at an early stage in the first year of the Scheme to set relevant targets for the reduction of any differentials, which may be revealed. As more detailed information becomes available from the human resources IT system, this will be used for annual revisions of the targets in these and other employment areas.

7.45 To date monitoring of the Assembly's workforce by ethnic origin was hampered by low rates of return in respect of the ethnic origin questions (as in training). The Assembly has set itself an overall target of a 90 per cent response rate on ethnic origin by the end of the first year of the scheme. To achieve this, the introduction of the scheme and the development of the human resources IT system will be accompanied by a drive to secure better understanding on the part of staff as to the purpose and value of the monitoring. Where necessary, this will be supplemented by manager's taking an active role to encourage monitoring. Decisions under this process will be indicated in the personnel records and an ethnic origin only ascribed with the employee's consent. Experience in this process in year one will be used to adjust/develop relevant targets for the second and third years of this scheme.

7.46 In the area of recruitment and selection the Assembly has had sufficient data to see that there is no indication of discrimination in the current selection processes. Under this scheme an overall target is set of maintaining that nil differential. Success in this respect will be reviewed in each Scheme annual progress report.

7.47 Certain ethnic groups are, however, under-represented in the Assembly's employment at the start of this scheme. The development of the human resources IT system and the use of exit interviews with staff who leave

the Assembly's employment will enable us to develop appropriate measures to encourage greater numbers of applicants from these groups. The Assembly will publicise its results in running non-discriminatory recruitment procedures and supplement this with wide advertising of employment opportunities in an appropriate range of media/websites and outreach activities, targeting under represented communities.

7.48 The Assembly will develop a programme of Positive Action Training where data shows that this is relevant to differentials in recruitment and promotion. Details of the action to be taken will be included in the Scheme annual progress report at the end of the first year.

7.49 Targets for improvement in the proportion of employees from under represented groups will be set at the end of the first year of the Scheme and included in the annual progress report. Setting targets at this stage in the Scheme will enable account to be taken of the information provided by the human resources IT system and of the redeployment of Assembly offices. The targets will take account of the diversity context for the travel to work areas of each Assembly employment centre.

7.50 The annual progress report on the Scheme in respect of employment and personnel data will provide an analysis of areas of differential impact. The analysis will be accompanied by an outline of the steps the Assembly proposes to take to deal with the differentials. Where relevant this will be accompanied by targets indicating by what amount the Assembly expects to be able to close the gaps year on year. If barriers to recruitment or promotion are identified, action to deal with them will be outlined in the annual progress report.

7.51 An annual staff survey will be held to test experiences, perceptions and attitudes about working for the Assembly Government. The results of the survey will be reported in the Scheme annual progress report and its findings used to supplement the setting of targets to ensure problems are resolved and differentials removed.

7.52 Exit interviews with staff will be used to provide additional information on the experience of minority ethnic employees.

7.53 The Assembly has declared its commitment to sustaining a working environment in which there is no place for harassment, abuse or bullying of any staff, either by other staff or by members of the public. Any complaint of harassment will be fully investigated with a presumption that disciplinary action will be taken if the complaint is upheld. Should consultation with minority ethnic staff and/or the staff survey indicate that there is a desire for a minority ethnic staff support network, the Assembly management will support its establishment. Data on racial harassment within Assembly workplaces or of Assembly staff by members of the public will be published in each Scheme annual report accompanied by an explanation of the action proposed to reduce any such behaviour. This will be against the background of an overall

target of maintaining a workplace free of racial harassment for all Assembly staff.

Procurement

7.54 Procurement is relevant to the Assembly's duty to promote race equality in three main areas: services provided under contract or agreement; contractors' equal opportunities policies and practices; and contract opportunities for businesses owned or run by people from minority ethnic groups.

7.55 The Assembly has introduced a voluntary Code of Practice for its procurement policies. The Code sets out the Assembly's business principles and core values with the aim of creating a database of suppliers prepared to support the Assembly's core values of equality of opportunity, sustainable development and social inclusion. While contracts must still be let on the basis of open competition, it is intended that suppliers who support the Code will be assisted with positive action such as guidance on ways to improve, and constructive feedback on unsuccessful bids.

7.56 The Assembly is working hard to make public procurement more accessible to all companies in Wales. A procurement web-site has been developed to improve access to Assembly business and improve the transparency of procurement arrangements. It has been commended in the Small Business Services report 'Small Suppliers – Better Value?' as an example of best practice. Ethnic monitoring is also being included as part of the All Wales Procurement Database Project.

7.57 To further promote race equality in the way that it procures goods and services the Assembly plans to:

- explore opportunities to incorporate race equality clauses into conditions of contract;
- develop a scheme to ensure minority ethnic businesses have equal opportunities to tender for Assembly contracts;
- liaise with minority ethnic groups and the Welsh Procurement Initiative Team to arrange 'meet the buyer events' to provide targeted advice on future trading opportunities to minority ethnic businesses; and
- promote monitoring by ethnicity as part of the all Wales Procurement database project.

Public Appointments

7.58 The Assembly Government is committed to involving people from all ethnic groups in public life in Wales, and to maintaining the present level of minority ethnic people appointed to the boards of Assembly Sponsored Public Bodies and NHS bodies.

7.59 The Assembly is responsible for the appointment of some 350 people to the boards of Assembly Sponsored Public Bodies and NHS bodies. As of 1 April 2003, 10 (or 2.9 per cent) of these board members were from minority ethnic background which is above the Welsh ethnic minority population of 2 per cent. The Assembly also appoints individuals to a range of advisory and other bodies but figures on the proportion of these that come from minority ethnic groups are not currently available. A new database is being installed which will provide reliable and accessible information on the numbers of board members from different ethnic groups and help to measure the progress being made on increasing racial diversity in public appointments. When the database has been installed it will be necessary to validate the current data. This will provide a baseline which can be used to measure and evaluate progress. This should be completed by Spring 2005.

7.60 The Assembly has already done much to involve a more diverse range of people in public life in Wales, through:

- holding a seminar for minority ethnic people on public appointments to provide an insight into the public appointments process and raise awareness of public appointments;
- commissioning research identifying what motivates people to take up public appointments and how this varies between different groups. The research indicated that awareness of public appointments was low among the general public and especially minority ethnic groups. The findings are being used to develop better ways of promoting public appointments to minority ethnic people;
- routinely checking advertisements and other publicity material so that they do not include any unnecessary requirements that could act as barriers to people from a minority ethnic background;
- recruiting, by open competition, 55 independent assessors, who help the Assembly in making public appointments. 18 per cent of independent assessors are now from minority ethnic groups; and
- every month notifying organisations representing under represented groups, including ethnic minorities, of public appointment opportunities expected to become available over the next 3 to 6 months. This helps raise awareness and allows sufficient time for the details to be circulated through the organisations' networks.

7.61 The Assembly will continue to promote a more diverse range of people in public life by working with minority ethnic organisations (and others) to raise the profile of public appointments. This will include providing information on public appointments, explaining the application process, attending meetings and other events, and generally raising awareness of public appointments. The Assembly also plans to implement a pilot scheme designed to give people from minority ethnic groups experience at board level and training to help them develop the necessary skills to be successful board members. The new database will enable the Assembly to monitor whether its policies are effective in increasing the proportion of people from minority ethnic groups who hold a public appointment and helping to ensure that public bodies reflect the diversity of the populations they serve.

8. PROMOTING RACE EQUALITY: WELSH ASSEMBLY GOVERNMENT ACTION TO DATE

8.1 The Assembly Government has already taken significant steps to promote race equality. This section sets out some of the key achievements to date.

Community Regeneration and Safety

8.2 The Communities First Programme was developed and launched with the involvement of a range of organisations representing minority ethnic groups. The subsequent guidance promotes minority ethnic membership on Communities First Partnership Boards.

8.3 The Communities First Support Fund has funded networks to:

- provide and deliver culturally appropriate support services to minority ethnic groups and organisations, and encourage the formation of new community groups and local networks; and
- build capacity within the minority ethnic voluntary sector in order to influence regional and national public policies and strategies.

8.4 The Assembly Government works closely with Community Safety Partnerships in Wales to promote the particular needs of minority ethnic groups within their local triennial strategies to tackle crime and disorder. The next round of strategies is currently underway and will culminate in the publication of 2005-08 Crime and Disorder Strategies.

8.5 To help tackle domestic violence among different ethnic groups, in 2004 the Assembly Government published a leaflet on domestic abuse for schools, with messages in seven languages, which provided information about the national domestic abuse helpline. Funding has also been provided for refuges and outreach workers for minority ethnic women in Newport, Cardiff and Swansea.

8.6 The first round of Substance Misuse Local Action Plans, covering the period 2004-05 was subject to scrutiny by the Assembly Government and included a check that diversity issues had been properly identified and acted upon.

Education

8.7 The Assembly Government is using the Pupil Level Annual School Census (PLASC) to identify evidence of inequality between ethnic groups in terms of achievement. This will help to address underachievement by ethnic groups in a targeted and informed manner. Since 2003-04 data has also been available on the ethnic background of excluded pupils.

8.8 The new Personal Social Education Framework and guidance for schools deals explicitly with diversity issues as part of the curriculum. Guidance on Equality of Opportunity and Diversity in the school curriculum has also been produced and published to support this. Also, work is underway to produce joint Assembly and ACCAC guidance for teachers of minority ethnic pupils aged between 3 and 19.

8.9 Guidance has been issued to all schools in Wales on how to deal with racist bullying.

8.10 The General Teaching Council for Wales has utilised information on ethnicity participation rates in initial teacher training to enable them to establish targets and initiatives to increase the number of students from different ethnic groups.

8.11 Careers Wales has published data on the take up of its services by ethnic groups and is analysing this so that careers advice and guidance will be easily available to all ethnic groups.

8.12 To increase the proportion of young people participating in Higher Education, the Aim Higher Road Show campaign has visited schools in catchment areas that include a high proportion of minority ethnic pupils.

8.13 To help meet the educational needs of asylum seeker children, the Ethnic Minority Achievement and Asylum Seeker Education Grant is being reviewed to ensure that the funding is targeted in the most effective way.

8.14 Research is being commissioned on the numbers of Gypsy Traveller children in Wales, both inside and outside the schooling system. The research will be used to inform a review of the Gypsy Traveller education grants and an update of guidance documents.

Employment

8.15 In promoting entrepreneurial activity in Wales, the Assembly Government has funded initiatives to bridge the gap between minority ethnic communities and mainstream business support agencies. A diversity monitoring system has also been put in place for applicants for loans from Finance Wales which aims to ensure that an inclusive service is provided that avoids any indirect discrimination.

8.16 To inform actions in the field:

- businesses managed by people from ethnic minorities have been contacted to assess the impact that the Business and Environment Action Plan is having on their businesses;
- the Equal programme 'Cyfenter' is researching the barriers experienced by underrepresented groups; and

- research is being carried out in Wales, as part of a UK-wide survey, into the ethnicity of the owners of small and medium size enterprises and the discrimination they may face.

Health and Social Care

8.17 In primary health care, free eye examinations are now available to those vulnerable to eye disease – with people from a number of minority ethnic groups able to refer themselves to an accredited optometrist for the relevant examination.

8.18 In social care:

- national minimum standards for domiciliary care agencies and care homes for older people in Wales contain specific requirements for care in all registered settings to reflect the needs of clients from different ethnic groups; and
- good practice guidance has been provided on assessing and planning support packages for minority ethnic carers.

8.19 A wide range of research has been carried out to improve the Assembly Government's understanding of the ethnic dimensions of health and social care policies and circumstances. This has included research on:

- diabetes and minority ethnic groups;
- access to mental health and social care information and treatment for minority ethnic groups in Cardiff;
- systematic reviews, and primary research into health promotion issues among Afro-Caribbean, Pakistani and Chinese, Somali and Iranian refugees/asylum seekers, and Gypsies and Travellers; and
- the needs of minority ethnic elders.

8.20 Minority ethnic organisations and groups are supported through various grant schemes including the Health Challenge Wales Voluntary Sector Grants Scheme, the Sustainable Health Action Research Programme, the Inequalities in Health Fund, the Equity Training and Advocacy Grants Pilot Scheme and the Cymorth Grant Scheme which supports a number of local projects targeted at minority ethnic children and young people.

8.21 Through the All Wales Selected Minority Group a number of initiatives and actions have been undertaken to meet the health and social care needs of Gypsies and Travellers and refugees and asylum seekers. This includes funding to Local Health Boards to meet the costs of assessing the health needs of asylum seekers.

Housing

8.22 In May 2002, the Assembly endorsed the Black, Minority Ethnic Housing Action Plan for Wales. The aim of the Plan is: “To ensure that clear directives and targets are set for social landlords and other providers of housing, to ensure that discrimination and disadvantage is eliminated across black, minority ethnic communities living in Wales.”

8.23 The Assembly Government has taken a wide range of action to implement the Plan. This has included:

- guiding and funding local authorities and housing associations to develop and implement Black, Minority Ethnic Housing Strategies with the result that all social landlords in Wales now have a strategy in place;
- guiding social housing⁷ landlords to provide their staff, board members and key tenants with appropriate levels of race equality training;
- supporting the establishment of Wales’ first Black, Minority Ethnic housing organisation;
- funding the capital development of minority ethnic housing schemes; and
- supporting innovative and good practice minority ethnic housing projects in areas such as tenant participation and contracting.

8.24 The Assembly Government has also mainstreamed race equality into many of its housing policies and programmes including the Welsh Housing Quality Standard, the Social Housing Grant Programme, the Private Sector Housing Renewal System, and Local Housing and Homelessness Strategies.

8.25 In conjunction with the Office of the Deputy Prime Minister the Assembly Government carried out a race equality impact assessment on the proposals contained in the recent Housing Bill.

8.26 To meet the housing and support needs of asylum seekers and refugees the Assembly Government has:

- produced guidance for housing and associated support providers;

⁷ Social housing is that provided for rent by social landlords i.e. local authorities, or registered social landlords (otherwise referred to as housing associations).

- developed a Refugee Housing Action Plan which identifies the main housing and support issues facing refugees with recommendations on how these might be addressed; and
- used Social Housing Management Grant and homelessness grant funding to introduce schemes which support refugees, particularly during the period immediately following a positive asylum claim when the potential for homelessness and social exclusion is great.

8.27 To support monitoring and evaluation, the Assembly Government has commissioned or funded a wide range of quantitative and qualitative research on the housing and socio-economic circumstances of minority ethnic people in Wales.

8.28 In 2003 the Assembly Government won a national diversity award for action to promote race equality in Welsh housing.

Asylum Seekers and Refugees

8.29 In November 2003, the Minister for Social Justice and Regeneration established the All Wales Refugee Policy Forum. The Forum works to ensure a more strategic, co-ordinated and effective approach to supporting the successful integration of refugees and asylum seekers on a national level across Wales. The Forum is researching the needs of asylum seekers and refugees in Wales and has supported the Assembly Government's commissioning of research into public attitudes towards refugees and asylum seekers and how these attitudes are informed.

8.30 The Assembly provides funding to national and local organisations and projects whose remit is to help refugees integrate into Welsh society and to support asylum seekers.

Gypsies and Travelers

8.31 The Equality of Opportunity Committee laid its report the 'Review of Service Provision for Gypsies and Travellers' before the Assembly in March 2003. The Review put forward a series of important recommendations aimed at improving the lives of Gypsies and Travellers in Wales and the Assembly Government has since implemented a number of the recommendations including, for example:

- running an All Wales Seminar for Local Authorities and Local Health Boards; and
- establishing an All Wales Gypsy and Traveller Group to discuss the health recommendations arising from the Review.

9. PROMOTING RACE EQUALITY: ASSEMBLY GOVERNMENT POLICIES

9.1 The Assembly Government has carefully considered its priorities for the promotion of race equality over the three years of this scheme. The results of the Assembly-wide exercise to assess policy areas for their relevance to the general duty has guided this consideration.

10.12 We have also considered the case for separately highlighting asylum seekers and refugees, and Gypsies and Travellers, as priority groups in this Scheme, given the special nature of the issues and challenges relating to these groups. However, to do this would duplicate the mechanisms already in place to meet the needs of these groups. These mechanisms are:

- the All Wales Refugee Policy Forum which is currently developing a Refugee Integration Strategy; and
- the Equality of Opportunity Committee 'Review of Service Provision for Gypsies and Travellers' which provides a framework of recommendations to guide action to improve the lives of Gypsies and Travellers in Wales.

10.13 The All Wales Refugee Policy Forum is currently developing a Refugee Inclusion Policy, which will consider the implications for the Welsh Assembly Government in supporting the inclusion of refugees in Welsh civic society. The Refugee Integration Policy will:

- produce a comprehensive review of the position and situation of refugees and asylum seekers in Wales;
- support a national media campaign promoting positive images of refugees and asylum seekers and migrant communities;
- explore the opportunities to support the humanitarian needs of destitute asylum seekers;
- provide support for capacity building of refugee and asylum seeker support groups in Wales;
- develop best practice for public service providers on translation and interpretation;
- review the findings and recommendations contained within the English as an Additional Language Association of Wales research report, "The Achievement of Ethnic Minority Pupils in Wales";

- provide funding to local health boards in each of the cluster areas to provide for the needs assessments and primary care support of asylum seekers;
- continue funding to projects that provide specialist and appropriate housing advice to prevent homelessness amongst refugees and focus on supporting and enabling refugees to 'move-on' from National Asylum Support Service supported accommodation to mainstream housing;
- continue funding for refugee information packs and support services to help refugees access and sustain tenancies; and
- Support the Gateway and Sunrise programmes aimed at supporting refugees to settle in Wales.

10.14 The Assembly will commission research into peoples attitudes towards refugees and asylum seekers and research on the quality of services they are provided including interpretation and translation.

9.5 For Gypsies and Travellers, over the life of this Scheme the Assembly Government is set to:

- commission research on the demand for, and supply of, Gypsy and Traveller accommodation and consider the feasibility of re-starting a Gypsy Traveller site survey;
- review the “Code of Guidance for Local Authorities on the Allocation of Accommodation and Homelessness” with reference to the housing needs of Gypsies and Travellers;
- place a duty on local authorities to assess the accommodation needs of Gypsy Travellers in their area, and to produce a strategy as part of their Housing Strategies detailing how these needs will be met;
- provide guidance and funding for Gypsy and Traveller education; and
- carry out research on Gypsies and Travellers as part of the Health ASERT Research Programme for Wales.

9.6 The Assembly recognises that differentiating between English and Welsh people is also relevant to this Scheme (see paragraph 6.11), particularly in regard to the third part of the general duty introduced by the Race Relations (Amendment) Act that requires the Assembly to promote good relations between people of different ethnic groups. The Assembly will work with the Commission for Racial Equality to tackle anti-English and anti-Welsh racism.

9.7 The policy areas which the Assembly Government has decided to focus on for the three years of this Scheme, are:

- community safety;
- education and training;
- health; and
- housing.

9.8 These areas are the areas assessed to be most relevant to the general duty and therefore likely to have the most significant differential ethnic impact.

Community Safety

9.9 One of the objectives of this Scheme is to oppose racial violence and harassment in Wales through partnership. This objective is an integral part of the Assembly Government's agenda for building stronger, safer and more sustainable communities across Wales by tackling issues such as racism which can damage the day-to-day life of people and communities. The Assembly Government will support action to tackle racially motivated crime and anti-social behaviour in Wales.

9.10 For some aspects of community safety the Assembly Government does not determine policy but influences change as a key partner. Criminal justice policy is one such area non-devolved Home Office function. However, important services connected to criminal justice (such as social services, health, education and community regeneration) are devolved. This means that the Assembly Government and the Home Office work in partnership to ensure that their policies work together to create safer communities. In practice the Assembly works in collaboration with criminal justice agencies such as the Police, Local Criminal Justice Boards and the National Offenders Management Service.

9.11 The Assembly Government will be at the forefront in challenging racism in Welsh communities and during the life of this scheme will take action on many fronts. These actions, with timescales and performance indicators, will be set out in detail in the Social Justice and Regeneration Department Race Equality Action Plan which will commence from 1 April 2005.

9.12 At a strategic level the Assembly Government will work with:

- the Home Office and Community Safety Partnerships and minority ethnic groups to improve community cohesion through the development of strategies that include reduction targets and priorities for addressing race hate crime and racial harassment; and
- Community Safety Partnerships to ensure that race dimensions are addressed within their 2005-08 Crime and Disorder Strategies. This work will be done in consultation with the Commission for Racial Equality.

9.13 To tackle anti-social behaviour the Assembly Government will work with social housing landlords by producing and promoting guidance that will encompass prevention, enforcement and rehabilitation, covering issues around race.

9.14 The Assembly will consult the All Wales Youth Offending Strategy Implementation Group to see if there are any lessons, and actions for the Assembly Government to take, arising from the Youth Justice Board report "Differences or Discrimination"⁸.

9.15 Race equality issues will also be mainstreamed into the developing All Wales Domestic Abuse Strategy through the Assembly Government continuing to work with organisations representing minority ethnic women.

9.16 In tackling substance misuse Assembly Government guidance stipulates that 2005-2008 Local Substance Misuse Treatment Action Plans address the different needs of different ethnic groups, and seek to ensure that all substance misusers, irrespective of ethnicity have access to a full range of effective services that meet their assessed needs.

9.17 Annual reports on Local Substance Misuse Treatment Action Plans will be carefully monitored to measure the extent to which they promote race equality.

Education and Training

9.18 One of the strategic objectives of this Scheme is to promote high quality education and training opportunities for all ethnic groups, promote good race relations, and eliminate racial discrimination in education and lifelong learning.

9.19 As explained in Section 8, the Assembly Government has already done much to promote race equality in education and training. However, nearly all of the Assembly Government's education and training policy areas are highly relevant to the general duty of the Race Relations Act (see Appendix B). To respond to this, the Training and Education Department will be producing a Race Equality Action Plan, with timescales and performance indicators, which will commence from 1 April 2005. The Plan will include the following target outcomes:

- increased levels of early years provision⁹ to ethnic groups where take up is low;

⁸ the "Differences or Discrimination?" report commissioned by the Youth Justice Board for England and Wales found significant differences in outcomes in the treatment of black, Asian and "mixed" young people, compared with white young people, at various stages of the youth justice process.

⁹ Early years provision – to give every child a flying start in life by ensuring that all 3 year olds have a free part-time learning place from September 2004.

- improved attainment levels among ethnic groups where performance falls below national averages;
- improved satisfaction levels among pupils and parents on schools' response to racist incidents and reduced levels of racist bullying in schools;
- new education policies for 14 – 19 year-olds that address the needs of young people from all ethnic groups;
- the ethnic composition of Wales' teaching staff to more closely reflect the ethnic composition of the communities they serve;
- increased numbers of higher education students from ethnic groups where enrolment rates are currently low; and
- governing board membership to more closely reflect the ethnic composition of the populations they serve.

9.20 To achieve these outcomes action will be taken across a wide range of education and training policy areas. The Assembly Government will:

- audit the take-up of early years education by ethnic group;
- work towards every school in Wales having a fit for purpose Race Equality Policy in place by the end of the life of this Scheme using the Estyn inspection process to monitor and by providing guidance as required;
- provide guidance to schools and local education authorities on the need for additional support for specific groups of pupils at greatest risk of disengagement from the learning process; and
- address multi-cultural inclusion and social cohesion through the revised National Curriculum.

9.21 To collect robust data on levels of attainment by ethnic group, to enable planning of future actions and interventions where performance falls below national averages, the Assembly Government will:

- review the findings and recommendations contained within the English as an Additional Language Association of Wales research report, "The Achievement of Ethnic Minority Pupils in Wales";
- review the data already being collected by local education authorities on the ethnic background of pupils and their attendance and achievements;

- implement and continue to improve the unique learner number data improvement programme (PLASC) to enable targeted support to different ethnic groups; and
- ensure existing data collection covers refugees and asylum seekers, and Gypsies and Travellers.

9.22 To enable schools to deal more effectively with racist bullying the Assembly will:

- produce a leaflet for pupils detailing information on how to tackle bullying; and
- provide guidance to schools and local education authorities on the need for additional support for minority ethnic pupils.

9.23 To achieve a more diverse teaching staff in Wales, that more closely reflects the ethnic composition of the communities it serves, the Assembly Government will:

- review the information on the number of participants in initial teacher training by ethnic group;
- analyse existing data on minority ethnic trainees and fully qualified teachers and collect additional information if required;
- put in place arrangements for publishing annually the results of this monitoring;
- in conjunction with the Teacher Training Agency, explore opportunities for promoting teaching as a profession among people from minority ethnic backgrounds;
- review Qualified Teacher Status and Initial Teacher Training requirements guidance, to ensure appropriate coverage of the Race Relations Act and the duties that it imposes on schools and teachers as professional staff;
- assess data on teachers engaged in the leadership / headship programmes and, depending on the outcome, use visible success stories of teachers from different ethnic groups; and
- depending on the outcome of a feasibility study, commission the Wales National Professional Qualification for Head teachers Centre (CELT) to run workshops for minority ethnic middle managers to encourage them to aspire to leadership roles.

9.24 To bring about increased numbers of further and higher education students from ethnic groups, where enrolment rates are currently low, the Assembly will:

- examine ethnicity data on: student retention, student employability, student enrolments, and take up of learning opportunities later in life;
- assess whether there are barriers to any ethnic groups taking up the new Individual Learning Account, and if there are, take action to remove them; and
- target schools with catchment areas, which include a high proportion of minority ethnic pupils in the Aim-Higher campaign to increase participation and widen access to higher education.

9.25 To support sustained promotion of race equality in Wales' training and education sectors, the Assembly Government will:

- apply best practice to support and encourage more ethnic diversity in the membership of the governing bodies of schools, colleges and universities;
- ensure that Modern Apprenticeships and other new work based learning frameworks are open to all;
- monitor by ethnicity take up of places on Careers Wales funded programmes; and
- commission Estyn to review diversity practices in the further education and work based learning sectors.

Health and Social Care

9.26 One of the objectives of this Scheme is to support people from all ethnic groups to live healthy and independent lives, work to eliminate unlawful discrimination, and promote good relations in NHS and social care settings.

9.27 Over half of the Assembly Government's health and social policy areas have been assessed as highly relevant to the general duty of the Race Relations Act (see Appendix B). The Assembly Government is already doing much to promote race equality in the NHS and social services. However, further action will follow over the course of this Scheme, to deliver on the following commitments:

- focus greater attention on meeting the health and social care needs of people from minority ethnic groups, to help the Assembly Government meet the standards both for improved services and

health and well being outcomes in the long term and to achieve its short term targets;

- signal race as an important dimension in the Assembly Government's proposed 3-year strategic framework – including the need to reduce health inequalities where minority ethnic communities are often disadvantaged;
- provide opportunities for ethnic groups to influence Health Challenge Wales ¹⁰ so that the messages it carries are relevant and accessible to them; and
- target recruitment and development opportunities at people from different ethnic groups whose skills are often underused. This will also assist the Assembly Government's drive to recruit more staff, increase the NHS skills base and secure a more integrated workforce.

9.28 To achieve these outcomes, actions (with timescales and performance indicators) will be taken in many areas and will be set out in the Race Equality Action Plan of the Health and Social Care Department / Office of the Chief Medical Officer / Office of the Chief Nursing Officer. The Plan will commence from 1 April 2005.

9.29 At a strategic level the Assembly Government will seek to embed race equality into the Health, Social Care and Well Being Strategy process.

9.30 The care needs of older people will be met by commissioning research on their needs (by ethnicity) and by implementing a unified assessment framework that reflects the needs of different ethnic groups and includes guidance on ethnicity issues. This will be linked to work to identify, assess and support carers from different ethnic backgrounds and produce further guidance on minority ethnic carer issues.

9.31 In terms of children's care, research will be commissioned on the effectiveness of the new Assessment Framework in meeting the needs of minority ethnic children.

9.32 In the field of mental health, as part of the review of the National Service Framework for adult mental health services, the Assembly Government will ensure that the needs of different ethnic groups are appropriately considered. During the early stages of the Review, the Assembly Government will hold discussions with voluntary organisations working in the field of mental health such as AWETU (the All Wales Black and Minority Ethnic Mental Health Group) and Sahara (a Mind Cymru network of mental health service users,

¹⁰ Health Challenge Wales is an inclusive national focus to secure greater ownership, commitment and action for better health, as part of a co-ordinated and sustained effort to improve levels of health in Wales. For more information about Health Challenge Wales visit www.cmo.wales.gov.uk/health-challenge

carers, workers and voluntary organisations with an interest in black and minority ethnic mental health).

9.33 Public health activities will be targeted at all ethnic groups and the Assembly plans to improve communication and increase the involvement of minority groups in the development of public health policies and services. The Assembly Government will help achieve this by:

- taking forward recommendations from the Health ASERT Research Programme Wales to improve health promotion policies and programmes;
- ensuring that Health Challenge Wales reaches ethnic groups through targeted actions within its national public awareness campaign. Such actions will be identified through dialogue with minority ethnic organisations and communities during 2005-06; and
- in the field of public health protection, ensuring that Assembly Government communication strategies meet the needs of minority communities, where certain ethnic groups are more vulnerable than others. This will include targeting public health policy development and immunisation and vaccination schemes at ethnic groups where there is a higher prevalence of communicable disease; and providing grant support to organisations that work with ethnic groups in communicable disease areas where certain groups are more at risk such as HIV/AIDS.

9.34 Achieving race equality in health and social care services requires a culturally aware workforce that is trained and developed to promote race equality and tackle discrimination. The Assembly Government will help achieve this by:

- undertaking research on the ethnic profile of employment in the health and social care sectors;
- introducing a scheme for collecting and monitoring information relating to pre-registration healthcare students in Wales, that will cover ethnicity;
- carrying out race equality impact assessments on current recruitment, retention, positive action and personal development initiatives in the NHS and social services;
- guiding senior NHS and social services leaders to include a target on race equality in their performance plans; and
- promoting training for all NHS and social services staff on race equality issues.

9.35 To monitor and review performance, race equality will be built into NHS, social services and children's services performance management and inspection systems.

9.36 Within the Assembly Government, action will be taken in respect of health and social care to ensure that race equality is addressed in professional advice given for policy and operational development.

Housing

9.37 One of the objectives of this Scheme is to promote good quality housing for all ethnic groups. This is consistent with the programme of work that the Assembly Government has been undertaking on "race and housing" in recent years. In 2003 the Assembly Government launched its Black, Minority Ethnic Housing Action Plan for Wales. The aim of this Plan is *"to ensure that clear directives and targets are set for social landlords and other providers of housing, to ensure that discrimination and disadvantage is eliminated across black, minority ethnic communities living in Wales"*.

9.38 Sixteen target outcomes have been set including:

- greater awareness among minority ethnic people of social landlords;
- higher levels of satisfaction on all aspects of social landlord service delivery from people from minority ethnic backgrounds;
- an increase in social housing let to minority ethnic households in areas where there is an identified backlog of minority ethnic housing need;
- the diversity of local minority ethnic populations to be reflected in the membership of tenants' groups and initiatives;
- improved satisfaction levels among minority ethnic tenants and residents on their landlords' response to racist incidents;
- registered social landlord board membership to more closely reflect the minority ethnic composition of the communities they serve; and
- minority ethnic staff at all levels in the social housing sector to more closely reflect the ethnic composition of the communities they serve.

9.39 As explained in Section 8, the Assembly Government has been active in promoting race equality in housing. However, the assessment of policy areas against the general duty showed that:

- the housing circumstances of some ethnic groups remain far worse than others;

- Assembly Government policies on “housing and race” and social landlords performance in delivering these policies has not yet been robustly evaluated; and
- in some areas (such as the private rented sector) Assembly Government action to date has been limited.

9.40 To address these issues, and to continue towards achievement of the target outcomes in the Black, Minority Ethnic Housing Action Plan for Wales, the Assembly Housing Directorate will take a variety of actions (with clear timescales and performance indicators). These will be set out in detail in the Social Justice and Regeneration Department Race Equality Action Plan which will commence from 1 April 2005. In social housing actions will include:

- revising the new regulatory system for housing associations so that it requires associations to promote race equality;
- including “race and housing” in the new performance measurement framework for local government;
- acting upon feedback (regarding race equality) from the consultation on Social Housing Grant requirements and good practice guidance;
- using grant funding to support social landlords to promote race equality (including funding the running of a Black and Minority Ethnic housing organisation for Wales);
- reviewing social landlord performance in promoting race equality; and
- evaluating ethnic elder housing schemes.

9.41 To promote race equality in private housing:

- the planned review of guidance on private sector renewal will address how this guidance meets minority ethnic housing issues and the revised guidance will include good practice examples;
- Assembly invitations to bid for resources to support Private Sector Housing Renewal Areas will stress the opportunities of using this approach to target funding for housing renewal for minority ethnic households. Also, all bids from local authorities will be appraised to consider the extent to which they have addressed race equality issues;
- future guidance on implementing Housing in Multiple Occupation Schemes will encourage local authorities to address the specific needs of minority ethnic households; and

- guidance on setting up local authority landlord forums will cover minority ethnic issues.

9.42 The Assembly Government considers that all sections of the community should be able to participate in low-cost home ownership schemes, such as the Right to Buy. However, as Islamic (Sharia) law forbids the payment or receipt of interest, many members of the Islamic community feel they have not been able to share in the Right to Buy and other low cost home ownership schemes using traditional mortgages. The Assembly Government is currently considering issuing a General Consent to facilitate the use of Islamic-compliant mortgages by secure tenants of local authorities or registered social landlords who wish to buy their homes on Right to Buy, or similar, terms.

9.43 For Gypsies and Travellers, the Assembly Government intends to issue guidance to local authorities on how to assess the accommodation needs of Gypsies and Travellers in their area, and to produce a strategy detailing how these needs will be met.

9.44 For Gypsies and Travellers, the UK Government intends to amend the Housing Bill to place a duty on local authorities to assess the accommodation needs of Gypsy Travellers in their area, and to produce a strategy detailing how these needs will be met. The Assembly Government will issue guidance to local authorities on how to carry out the assessments.

9.45 The Assembly Government will work with the Commission for Racial Equality to assist it in revising its Statutory Code of Practice on Housing with a view to ensuring that best practice on race equality in housing is available for landlords in Wales.

9.46 To improve the evidence base on “housing and race” the Assembly Government plans to commission research to compare housing circumstances by ethnicity in 2008 against circumstances in 2001.

Departmental Race Equality Action Plans

9.47 Following on from assessments of policy areas to test their relevance to the general duty of the Race Relations Act, Assembly Government Departments and the Assembly Parliamentary Service have updated their Race Equality Action Plans. Plans have been prepared by the following Departments:

- Business and Information Management Directorate;
- Care Standards Inspectorate for Wales;
- Economic Development and Transport Department;
- Health and Social Care Department / Office of the Chief Medical Officer / Office of the Chief Nursing Officer;
- Healthcare Inspectorate Wales;
- Local Government, Public Service and Culture Group;

- Office of the Counsel General;
- Department for Planning, Environment and Countryside;
- Social Justice and Regeneration Department;
- Social Services Inspectorate Wales; and
- Training and Education Department.

9.48 Plans will be published on the Assembly's Internet site at <http://www.wales.gov.uk/themesraceequality/index.htm>

9.49 The actions that Human Resources Group; Strategy and Communication Group; and Finance Group will be taking to promote race equality are included in the Race Equality Scheme corporate Action Plan (at Appendix A).

10. COLLABORATIVE WORKING AND REGULATION

10.1 The public and voluntary sectors in Wales are the principal means through which the Assembly Government delivers public services. These sectors include local government, the NHS, Assembly Sponsored Public Bodies and a range of other public sector and voluntary organisations.

10.2 Most of these organisations are classed as public authorities under the Race Relations Act. For those that are not, but which the Assembly Government supports, action will be taken so that they deliver the aims of the Race Relations Act. For example, the Black, Minority Ethnic Housing Action Plan for Wales, in conjunction with a regulatory framework and the promotion of good practice, seeks to ensure that Wales' registered social landlords promote race equality and tackle racial discrimination.

10.3 The Assembly Government will work with its partners, across all parts of the Welsh public and voluntary sectors, to promote race equality.

Local Government

10.4 Local authorities are bound by the duties of the Race Relations Act including the duty to publish a Race Equality Scheme.

10.5 To reflect the Assembly Government's commitment to modern local government that promotes equality and tackles discrimination, the Assembly helped set up the Welsh Local Government Association Equalities Unit and continues to fund, and work closely with, the Unit.

10.6 To continue to support local government in its promotion of race equality the Assembly Government will:

- ensure that Assembly Government guidance documents to local government address race equality dimensions;
- cover race equality in the revised performance measurement framework for local government and the Wales Programme for Improvement;
- continue working in partnership with the Welsh Local Government Association in examining the collection and use of ethnicity data; and
- consult the Welsh Local Government Association on the feasibility of amending conditions of hypothecated Assembly Government grants to local government so that they explicitly mention the need to promote race equality.

10.7 Timescales and performance measures for these actions will be contained in the Local Government, Public Services and Culture Group Race Equality Action Plan.

The National Health Service

10.8 Local Health Boards and NHS Trusts are bound by the general and employment duties of the Race Relations Act and are required to publish a Race Equality Scheme.

10.9 The NHS Wales Centre for Equality and Human Rights provides a range of specialised services to NHS organisations to ensure that equality and human rights are embedded in the cultural and structural processes underpinning healthcare. It works proactively to build the commitment and capacity of health service organisations to ensure that staff and patients are treated fairly and according to their need. To achieve this it works in partnership with individuals and organisations to promote equality and human rights in the planning, commissioning and delivery of healthcare services. The Assembly Government will continue to work with the Centre to ensure the promotion of race equality is integrated into health services.

10.10 To further support the promotion of race equality in the NHS, the Assembly Government will amend conditions of Assembly funding so that they explicitly mention the requirement to promote race equality.

10.11 Timescales and performance measures for these actions will be contained in the Health and Social Care Department / Office of the Chief Medical Officer / Office of the Chief Nursing Officer Race Equality Action Plan.

Assembly Sponsored Public Bodies

10.12 Duties of the Race Relations Act apply to all Executive Assembly Sponsored Public Bodies i.e. Arts Council of Wales, Care Council for Wales, Countryside Council for Wales, Environment Agency Wales, Higher Education Funding Council for Wales, Local Government Boundary Commission, National Council for Education and Training for Wales (ELWa), National Library of Wales, National Museums and Galleries of Wales, Qualification, Curriculum and Assessment Authority for Wales, Royal Commission for Ancient and Historical Monuments of Wales, Welsh Development Agency, Welsh Language Board, Wales Tourist Board.

10.13 The Higher Education Funding Council, the National Council for Education and Training for Wales (ELWa) and the Welsh Development Agency are required to publish a Race Equality Scheme.

10.14 Duties of the Race Relations Act apply to the following: Advisory Panel on Substance Misuse, Agricultural Committee, Agricultural Dwelling House Advisory Committee, Ancient Monument Boars Wales, Hill Farming Advisory Sub-Committee Wales, Historic Buildings Council Wales, Welsh Committee for Professional Development of Pharmacy/Pharmacists, Welsh Dental Committee, Welsh Industrial Development Advisory Board, Welsh Medical Committee, Welsh Nursing and

Midwifery Committee, Welsh Optometric Committee, Welsh Pharmaceutical Committee, and Welsh Scientific Advisory Committee.

10.15 To secure the promotion of race equality by Assembly Sponsored Public Bodies, remit letters include a section on mainstreaming which refers to the Assembly's Race Equality Scheme.

10.16 During the life of this Scheme the Assembly Government will:

- use funding memorandums and remit letters to ensure Assembly Sponsored Public Bodies fulfil their duties to promote race equality including the need to provide appropriate race equality training for all newly appointed board members;
- build the Race Equality Scheme into work on Public Service Delivery; and
- work with the Commission for Racial Equality to guide, support, monitor and evaluate the performance of Assembly Sponsored Public Bodies in promoting race equality.

10.17 Timescales and performance measures for these actions will be contained in Departmental Race Equality Action Plans to commence from 1 April 2005.

10.18 During the timeframe of this Scheme, some Assembly Sponsored Public Bodies (including the Welsh Development Agency, the Wales Tourist Board, ACCAC, Health Professions Wales, the Welsh Language Board, and the National Council for Education and Training for Wales (ELWa)) will be merged with the relevant departments of the Assembly Government. The race equality duties and activities of these organisations will be integrated with this Scheme.

The Voluntary Sector

10.19 One of the recommendations from the review of the Assembly Government Voluntary Sector Scheme is that the Assembly should promote observance of the Race Relations Act in Wales' voluntary sector. The following actions will be undertaken to take this recommendation forward:

- amending the standard terms and conditions of grant aid to voluntary sector organisations to require compliance with race equality provisions;
- collating data on Assembly Government wide funding to minority ethnic voluntary organisations;
- reviewing Assembly Government funding to minority ethnic voluntary / community organisations;

- developing a disadvantaged communities development fund for minority ethnic community / voluntary organisations; and
- carrying out a national research project on the promotion of race equality in the voluntary sector; and the capacity, and effectiveness, of minority ethnic community / voluntary organisations.

10.20 Timescales and performance measures for these actions will be contained in the Social Justice and Regeneration Department Race Equality Action Plan.

11. DELIVERING THE SCHEME

Accountability and Responsibilities

11.1 This Race Equality Scheme is a wide-ranging document covering Government, Parliamentary and Civil Service aspects. The First Minister, House Committee and Permanent Secretary are accountable for the implementation of the Scheme. A range of groups and individual staff support them to this end and will be responsible for implementation of key aspects of the Scheme and the associated Departmental Race Equality Action Plans.

Mainstreaming Race Equality

11.2 An infrastructure has been established for delivery of the Assembly's Race Equality Scheme. This includes provision of information, guidance and support complemented by strong senior commitment and leadership in driving through the changes that are required. Action taken to date includes:

- action on equality and diversity has been built into the Assembly's business planning and individual performance review processes;
- a commitment to valuing equality and diversity has been built into the overall corporate objectives framework for all Senior Civil Servants;
- the Senior Director for Policy is the Executive Board's champion for race equality and the Director of the Social Justice and Regeneration Department is the Board's deputy-champion;
- an Assembly Steering Group has been formed with responsibility for overview of the Race Equality Scheme and related activities;
- a Staff Race Equality Forum now exists, including staff from various grades and parts of the Assembly. It is chaired by the Senior Director;
- Race Equality "Champions" have been appointed in all Assembly Departments;
- a Race Equality Team is in place with officials with a specific remit to provide information, advice and practical guidance on race equality matters; and
- Race Equality Scheme web pages have been put in place on the Assembly's Internet site.

11.3 To improve the Assembly's provision of race equality advice and support the Assembly is to develop and run a Race Equality Champions Network.

12. REPORTING PROGRESS, MONITORING AND REVIEWING THE SCHEME

The Scheme

12.1 The Race Equality Scheme Steering Group will monitor the implementation of this Scheme on a quarterly basis checking progress against the Scheme Action Plan (at Appendix A).

12.2 At the end of each year of the Scheme, the Steering Group will produce a progress report on the implementation of the Scheme and the Departmental Race Equality Action Plans (see paragraph 7.29). These documents will be updated, in consultation with the Commission for Racial Equality, to take account of the findings from the progress report.

12.3 The Scheme will be comprehensively reviewed before 31 May 2008.

12.4 The Race Equality Scheme Steering Group will report to the Executive Board, Ministers and the Equality of Opportunity Committee on the implementation of the Scheme. This process will incorporate the annual progress reports and the Review of the Scheme.

12.5 The Equality of Opportunity Committee should annually consider the implementation of the Race Equality Scheme for the National Assembly for Wales. Their consideration should include the scrutiny of reports from individual Ministers on what has been achieved in their portfolios, a report from the House Committee on activity by the Assembly Parliamentary Service and reports on corporate policies such as human resources.

12.6 The Assembly Race Equality Scheme Staff Forum will also be informed about, and consulted on the implementation of the Scheme.

Departmental Race Equality Action Plans

12.7 Individual Assembly Departments will be responsible for arrangements for monitoring the implementation of their Race Equality Action Plans. They will be required to report progress to the Race Equality Scheme Steering Group at the end of each year of the Scheme.

13. DEALING WITH COMPLAINTS

External Complaints

13.1 The National Assembly has a “Code of Practice on Complaints”, which provides for the handling of complaints made by members of the public about Assembly administrative actions.

13.2 If a member of the public considers that the National Assembly is not meeting its administrative obligations under the general or specific duties as provided for in the amended Race Relations Act 1976 and wishes to make a complaint they should access the Code and follow the process contained therein. The Code can be found at http://www.wales.gov.uk/keypubcodespractice/content/complaints_e.rtf

Complaints from Assembly Staff

13.3 Complaints from staff will be dealt with through one or more of the Assembly’s internal policies, including:

- "grievance"
http://assembly/aegis/PMConsult/Web%20Page%20Plans/Grievance_discipline/grievance_policy_and_procedure.htm;
- "dignity at work"
http://assembly/aegis/Equality%20and%20Diversity%20Unit/Dignity%20at%20Work/Dignity_Home.htm; and
- "whistleblowing" policies
http://assembly/aegis/PMConsult/Web%20Page%20Plans/Secondary%20Folders/performance%20and%20discipline/whistleblowing_policy.htm.

13.4 Union members may also approach their union representative for assistance.

Complaints about Individual Assembly Members

13.5 In accordance with Standing Order 16, the Presiding Officer may refer complaints about the conduct of individual Assembly Members to the National Assembly’s Standards Committee.

Commission for Racial Equality and Welsh Administration Ombudsman

13.6 It is also open to Assembly staff and members of the general public to approach the Commission for Racial Equality <http://www.cre.gov.uk/> or the Welsh Administration Ombudsman <http://www.ombudsman.org.uk/pca/wales/> with any complaint they have. However, the Commission or the Ombudsman

may ask that staff or members use the relevant Assembly complaints procedures before involving them, if they have not done so already.

14. LIST OF APPENDICES

Appendix A: Race Equality Scheme Action Plan

Appendix B: Classification of Assembly Functions for their Relevance to the General Duty of the Race Relations Act

Appendix C: Proforma to Assess the Relevance of Assembly Functions to the General Duty of the Race Relations Act

Appendix D: Assembly “Assessment of Policy Areas / Functions” Proforma - Guidance Note

Appendix E: Useful References

Appendix F: Glossary of Terms

APPENDIX A: RACE EQUALITY SCHEME ACTION PLAN

This Appendix describes the corporate action that the Assembly will take to deliver the objectives of its Race Equality Scheme. This includes action that will be taken to meet the specific duties of the Race Relations Act.

In addition to this individual Departments will prepare action plans. These Departmental Race Equality Action Plans will describe action:

- to meet the Scheme's policy objectives (including for asylum seekers and refugees, and Gypsies and Travellers); and
- for working in partnership with local government, the NHS, Assembly Sponsored Public Bodies and the voluntary sector to promote race equality.

Policies and Functions

Action	Lead	Date	Performance Indicators
Re-assess Assembly policy and function areas for their relevance to the general duty of the Race Relations Act	Policy Officials / Departmental Race Equality Champions /Race Equality Team	2007-08	Publication of a revised assessment list in line with Commission for Racial Equality guidance

Assessing and Consulting on Proposed Policies

Action	Lead	Date	Performance Indicators
Carry out initial race equality impact assessment / screening for all new strategic policies (as part of a policy gateway process)	Relevant branch/ branches (with support of Departmental Race Equality Champion/s)	When new strategic policies are proposed	<ul style="list-style-type: none"> • Publication of assessments for all new strategic policies • A random sample of assessments to be scrutinised by the Race Equality Scheme Steering Group (and findings published in Annual Progress Report)
Incorporate and highlight race equality impact assessments in Assembly policy-making guidance and training (including the modular policy-training course for middle managers)	Strategic Policy Unit	2005	<ul style="list-style-type: none"> • Guidance endorsed by Race Equality Scheme Steering Group • Post course feedback on the quality of the course • Follow up feedback indicating the extent to which staff are applying the training

Action	Lead	Date	Performance Indicators
Basic assessments of race equality implications to be included in the Ministerial submission process (and associated staff guidance amended to take account of this)	Strategic Policy Unit	From April 2005	<ul style="list-style-type: none"> • All statements of information to cover race equality implementation • A random sample of assessments to be scrutinised by the Race Equality Scheme Steering Group (and findings published in Annual Progress Report)
Carry out detailed race equality impact assessments where initial assessments reveal a proposed new strategic policy to be of high relevance to promoting race equality	Relevant branch/ branches (with support of Departmental Race Equality Champion/s)	Where initial assessments reveal a proposed strategic policy to be of high relevance	<ul style="list-style-type: none"> • Publication of assessments • A random sample of assessments to be scrutinised by the Race Equality Scheme Steering Group (and findings published in Annual Progress Report)
Commission research on how the Assembly can communicate more effectively with different ethnic groups and consult more effectively on race equality policies and programmes	Communications Directorate	During 2005	Research report to be approved by Race Equality Scheme Steering Group

Action	Lead	Date	Performance Indicators
Develop arrangements and practices for consultation with relevant ethnic groups and others over policy proposals, with particular attention to ensuring direct consultation with service users and members of the public from different ethnic backgrounds	Race Equality Team	By end 2005	Increased ethnic diversity among the responses of service users and the public to Assembly Government consultations
Build guidance and training into planned automation of Assembly consultation procedures	Communications Directorate	2006	Increased ethnic diversity among the responses of service users and the public to Assembly Government consultations

Monitoring Policies

Action	Lead	Date	Performance Indicators
To form a corporate working group to improve Assembly systems for gathering ethnicity data and to define a set of specific measures to enable the Assembly to accurately gauge the extent to which it is achieving the objectives contained within this Scheme.	Social Justice and Regeneration Department Research and Information Unit.	2005 - 2006	Set of performance measures endorsed by the Commission for Racial Equality by the end of March 2006.
Provide statistics, and associated analysis, to help monitor the impact of Assembly policies on race equality	Statistical Directorate	Ongoing	Breakdown of statistics by ethnic group is available in all policy areas classified as of high relevance to promoting race equality

Action	Lead	Date	Performance Indicators
Review Assembly Research and Evaluation Plans to ensure that race equality is mainstreamed into planned policy research projects and evaluations	Research and Evaluation Advice and Co-ordination Team	Spring 2005, 2006 and 2007	<ul style="list-style-type: none"> • Add ethnicity to criteria against which plans are assessed • Review completed paper prepared for Policy Committee on extent to which Plans have met the criteria
Produce a directory of research projects and a summary document identifying whether it is possible to undertake analysis by ethnicity, and highlight these to Assembly staff	Research and Evaluation Advice and Co-ordination Team	Produced by September 2005 and updated annually	Publication of projects database (with ethnicity field included) and summary of projects for which ethnicity analysis is possible, published on Intranet and Internet sites
Review Departmental Race Equality Action Plans to take account of findings from policy reviews and evaluations	Departmental Race Equality Champions	From September 2005	Updated Departmental Race Equality Action Plans

Publishing Results

Action	Lead	Date	Performance Indicators
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Publish a progress report on the implementation of the Assembly Race Equality Scheme and Departmental Action Plans containing statistics and assessments, evaluations of progress, and indications of any consequential revisions to the Scheme	Race Equality Team	Annually (from April 2006)	<ul style="list-style-type: none"> • Adherence to target date for publication in English/Welsh • Adherence to target date for publication in minority ethnic languages • Number of “hits” on an internet based report
Action	Lead	Date	Performance Indicators
Publish results of policy gateway reviews and race equality impact assessments	Strategic Policy Unit	When assessments are completed	Assessments published as part of consultations on policies
Publish a directory of research projects on the Assembly’s Internet Site, identifying whether it is possible to undertake analysis by ethnicity	Research and Evaluation Advice and Coordination Team	Spring 2006 and updated annually	Internet site mirroring the current Intranet site
Publish statistical information by ethnicity on the Assembly’s Internet Site	Statistical Directorate	Ongoing	Published information kept up to date and coverage extended
Publish results from the 2005 “Living in Wales” Survey	Statistical Directorate	Early 2006	Adherence to target date for publication
Revise the Assembly website to ensure that there are clear links to a comprehensive set of information on the Assembly Race Equality Scheme and Assembly actions to promote race equality	Race Equality Team	2005-06	Published information kept up to date and coverage extended

Access to Information and Services

Action	Lead	Date	Performance Indicators
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Implement new methods for increasing access to information	Branch Heads / Departmental Race Equality Champions	From April 2005	Contained in Departmental Race Equality Action Plans
Implement new methods for increasing access to services	Branch Heads / Departmental Race Equality Champions	From April 2005	Contained in Departmental Race Equality Action Plans

Training Staff

Action	Lead	Date	Performance Indicators
Divisional and Departmental Training Plans to consider the revised Assembly Race Equality Scheme in identifying the training and development needs of their staff	Human Resources Group	Ongoing from Spring 2005	All staff with key responsibilities in relation to race equality: <ul style="list-style-type: none"> • include related training and development action in their performance review plans; • carry out the training; and • apply the training to their work
Develop and pilot a training course ¹¹ for Departmental Race Equality Champions (and relevant staff with special responsibilities for promoting race equality)	Human Resources Group	By Summer 2005	Course endorsed by Assembly Race Equality Scheme Steering Group
Run the training course on demand for staff with special responsibilities for promoting race equality. (course to be mandatory for Departmental Race Equality Champions)	Human Resources Group	Ongoing - from Summer 2005	<ul style="list-style-type: none"> • Post course feedback on the quality of the course • Follow up feedback indicating that staff are applying the training to their race equality work
Deliver a senior civil service race equality-coaching programme (developed by the Cabinet Office)	Human Resources Group	To be confirmed by Cabinet Office	Evaluation to assess the degree to which the training contributed to the ongoing delivery of the Race Equality Scheme on a Division/Department basis

¹¹ the course will cover a range of issues including: how to carry out impact assessments; consulting different ethnic groups; ethnic monitoring; and promoting better access to information and services for different ethnic groups.

Action	Lead	Date	Performance Indicators
All training courses procured by the Assembly to be checked for race equality-compliance	Human Resources Group and Departmental Training Officers	From Autumn 2005	Commission for Racial Equality to “mystery shop” a sample of Assembly training
Mainstream race equality into the review process for Assembly training and development plans and activities	Human Resources Group and Departmental Training Officers	From Autumn 2005	Reviews of Assembly training and development plans and activities cover race equality

Employment

Action	Lead	Date	Performance Indicators
Implement a new human resources IT system to allow detailed monitoring of personnel practices and performance by ethnicity, meeting the specific duties in relation to recruitment, promotion, those receiving training, those involved in grievance, disciplinary and performance procedures as well as those leaving the Assembly	Human Resources Group	2005	System operational and fit for purpose by Spring 2005 to ensure the accessible production of accurate statistics for all aspects of human resources monitoring

Action	Lead	Date	Performance Indicators
<p>Analyse employment data collected under the employment duty of the Race Relations Act to check for: differences/evidence of discrimination; adverse impacts on equal opportunity and good race relations; and examples of positive trends and good practice</p>	<p>Human Resources Group</p>	<p>Spring 2006 and 2007</p>	<p>Publication of an annual progress report which will:</p> <ul style="list-style-type: none"> • include statistics to demonstrate the numbers of: staff recruited by ethnicity; staff promoted by ethnicity; staff involved in grievance / disciplinary/ performance management cases by ethnicity; • summarise any findings which suggest any form of racial discrimination and to identify the mechanisms, which will be adopted to remove any such instances; and • highlight any new initiatives adopted throughout the year which may impact on this action

Action	Lead	Date	Performance Indicators
Drive to secure better staff understanding of the purpose and value of employment ethnic monitoring	Human Resources Group	Ongoing.	<ul style="list-style-type: none"> • 90% response rate on ethnic origin by the end of the first year of the Scheme • Performance against the above target to determine targets set for the second and third years of the Scheme
Advertise employment opportunities in an appropriate range of diverse media/websites and outreach activities, targeting under represented communities	Human Resources Group	Ongoing	Numbers of job applications from under-represented groups

Action	Lead	Date	Performance Indicators
Develop a programme of Positive Action Training where data shows that this is relevant to differentials in recruitment and promotion	Human Resources Group	2006-2007, 2007-08	Number of staff recruited and promoted from under-represented groups
Set relevant targets for the reduction of any differentials which are revealed through employment ethnic monitoring	Human Resources Group	Spring 2006 and 2007	Targets published in Scheme annual progress report
Carry out an annual staff survey to test experiences, perceptions and attitudes	Human Resources Group	Annually	<ul style="list-style-type: none"> • Initial findings of surveys communicated to Executive Board • Full survey results circulated to all staff • Development of action plans to address areas where poor experiences, perceptions and attitudes are reported
Review the new recruitment procedures for any potential racial discrimination or inequality and promote further positive action if necessary	Human Resources Group	May 2005, 2006 and 2007	Levels of reported racial discrimination or inequality
Review the internal grievance and dignity at work procedures for any discrimination or inequality, whether racial or against any different minority groups	Human Resources Group	Summer 2006 and 2007	Levels of reported grievances on racial grounds

Procurement

Action to be Taken	Lead	Date	Performance Indicators
Explore the opportunities to incorporate race equality clauses into conditions of contract	Procurement Unit and Office of the Counsel General	Spring 2005	Annual review of standard documents
Develop a scheme to ensure minority ethnic businesses have equal opportunities to tender for Assembly contracts	Procurement Unit	Spring 2005	Feedback from relevant groups e.g. the Commission for Racial Equality

Action	Lead	Date	Performance Indicators
Liaise with minority ethnic groups, the Commission for Racial Equality and the Welsh Procurement Initiative Team to arrange 'meet the buyer events'.	Procurement Unit	Spring 2005	Number of meet the buyer events held

Public Appointments

Action	Lead	Date	Performance Indicators
Work with minority ethnic organisations (and others) to raise the profile of public appointments. This could include providing information on public appointments, explaining the application process, attending meetings and other events, and generally raising awareness of public appointments	Public Appointments Unit	Annually review progress	Increasing numbers of people from minority ethnic groups applying for, and securing, public appointments
Implement a pilot scheme designed to give people from minority ethnic groups experience at board level and training to help them develop the necessary skills to be successful board members	Public Appointments Unit	Spring 2005	To have successfully implemented the pilot by Spring 2005 and ready to roll the scheme out more widely across the

			Assembly
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Mainstreaming Race Equality

Action to be Taken	Lead	Date	Performance Indicators
Develop and run a Departmental Race Equality Champions Network	Race Equality Team	From Spring 2005	<ul style="list-style-type: none"> • Record of regular meetings • Evaluation by the members on the usefulness of the network

Reporting Progress, Monitoring and Reviewing the Scheme

Action to be Taken	Lead	Date	Performance Indicators
Race Equality Scheme Steering Group to monitor the implementation of the Scheme	Race Equality Team	Quarterly from June 2005	Record of meetings
Inform and consult the Race Equality Scheme Staff Forum on the implementation of this Scheme	Race Equality Team	Six-monthly (from Spring 2005)	<ul style="list-style-type: none"> • Record of Forum meetings • Feedback from members on the usefulness of the Forum
Report progress on Departmental Race Equality Action Plans to Race Equality Scheme Steering Group	Departmental Race Equality Champions	March 2006, 2007 and 2008	Production of progress reports
Review the Scheme	Race Equality Team	Before 31 May 2008	Production of Review Report

APPENDIX B: CLASSIFICATION OF ASSEMBLY FUNCTIONS FOR THEIR RELEVANCE TO THE GENERAL DUTY OF THE RACE RELATIONS ACT

<u>Subject: Assembly Parliamentary Service</u>	
Function:	Classification:
Assembly Public Information and Education	Medium
<ul style="list-style-type: none"> • Making the proceedings of the Assembly accessible to the public (M) • Enabling public access to information through broadcasting (M) • Managing overseas and external visits (M) • Managing the Assembly visitor service (M) • Managing the educational visits programme (M) • Giving public access to information through the website (M) • Publishing the Record of Proceedings of plenary meetings and committees (L) 	
Facilities and Services	Medium
<ul style="list-style-type: none"> • Manage work with the media (M) • Provide staff with access to legal advice in relation to equal opportunities issues (M) • Translation services between Welsh and English (L) 	
Formal Proceedings Support	Medium
<ul style="list-style-type: none"> • Provide secretariat to support the work of the Assembly's Committees (M) • Provide support for Assembly proceedings in Plenary (L) 	
Information and Advice	Medium
<ul style="list-style-type: none"> • Provide briefings to Committees (M) • Provide briefing to Assembly Members (M) 	
Human Resources	High
<ul style="list-style-type: none"> • Provide training and development opportunities for staff (H) • Recruitment (H) • Manage performance, discipline, grievance and Dignity at Work to ensure equal treatment of staff (H) • Provide advice and guidance to all staff (H) 	
Strategic Management	High
<ul style="list-style-type: none"> • Manage and administer work related to the overall strategic direction of the Assembly Parliamentary Service (H) 	

<u>Subject: Business and information Management</u>	
Policy Area:	Classification:
Business and ICT Development	Medium
<ul style="list-style-type: none"> • Run training courses for the general public (M) • Consult on the Information and Communication Strategy for Wales (M) 	
Information Management	High
<ul style="list-style-type: none"> • Access to publications/information (H) 	
Relocation Management	Medium
<ul style="list-style-type: none"> • Develop and evaluate human resource polices designed to support staff affected by the relocation strategy (M) • Provide support and advice on estate issues, locations and sites for Assembly offices and manage the delivery of buildings and accommodation solutions (M) 	
Statistics	High
<ul style="list-style-type: none"> • Collect and analyse data to measure the relevance of various policies (H) 	

<u>Subject: Economic Development and Transport</u>	
Policy Area:	Classification:
Broadband Wales	Low
<ul style="list-style-type: none"> • Various initiatives to increase the availability of broadband services (L) 	
Economic Regeneration	Low
<ul style="list-style-type: none"> • Administer the Steel Regeneration Package (L) • Implement and evaluate small regeneration programmes for South Ceredigion, North Pembrokeshire and Llanidloes (L) • Undertake a review of the Cardiff Bay Harbour Authority Arrangements (L) 	
Employment Creation and Protection	Medium
<ul style="list-style-type: none"> • Help small and medium enterprises start-up and become more competitive (M) • Fund and administer the Regional Selective Assistance Scheme (M) • Implement the new style Regional Selective Assistance Scheme (M) 	
Entrepreneurship and Business Support	Medium
<ul style="list-style-type: none"> • Extend business support programmes (H) • Implement and review the Entrepreneurship Action Plan (M) • Improve business support and advice (M) • Maximise the effectiveness of Finance Wales (M) • Develop entrepreneurial activity through the European Structural Fund (M) 	

Innovation and Competitiveness	Low
<ul style="list-style-type: none"> • Develop the knowledge economy via links with further education, higher education and business (L) • Implement the Business and Environment Action Plan 2003-06 (L) • Deliver the Energy Efficiency Action Plan (L) • Implement the Welsh Energy Strategy (L) 	
International Business Development and Advocacy	Low
<ul style="list-style-type: none"> • Develop the performance of Welsh based companies internationally (L) • Establish corporate Wales branding arrangements overseas (L) 	
Property Planning Support	Low
<ul style="list-style-type: none"> • Sponsor the implementation of an approved property strategy by the Welsh Development Agency (L) 	
Rail Travel	Low
<ul style="list-style-type: none"> • Invest in the rail infrastructure (L) • Reinstate a passenger rail link between Ebbw Vale and Cardiff (L) 	
Road Infrastructure	Low
<ul style="list-style-type: none"> • Invest in the transport infrastructure to improve the service that the transport network provides to users (L) • Invest in the transport infrastructure to improve the trunk road network (L) • Implement the trunk road bio-diversity plan (L) • Invest in local road improvements (L) 	
Road Safety and Environmentally Sensitive Travel	Medium
<ul style="list-style-type: none"> • Extend 20mph zones and safer routes to schools (M) • Invest in cycling and walking schemes (M) • Improve air quality locally by implementing Vehicle Emission Regulations in Air Quality Management Areas in Cardiff, Newport, Neath Port Talbot and Swansea (L) 	
Structural Fund Management	Medium
<ul style="list-style-type: none"> • Target structural funds in line with the objectives outlined in 'Wales: A Better Country' (M) • Identify, develop and approve high quality strategic and compliant projects (M) • Consider proposals for the EU 'regional policy post-2006' (M) 	
Tourism Promotion	Low
<ul style="list-style-type: none"> • Introduce a statutory registration scheme for tourist accommodation (L) 	
Transport Policy	Medium
<ul style="list-style-type: none"> • Extend reduced and free bus travel to community transport and 16-18 year olds (M) • Provide grants for local transport services (M) • Provide operator grants for bus services (M) • Transport (Wales) Bill to devolve more powers to the Assembly Government for regional consortia and rail (L) • New air transport links within Wales (L) • Review Assembly transport policies and priorities against the objectives of the Wales Spatial Plan (L) 	

<u>Subject: Environment, Planning and Countryside</u>	
Policy Area:	Classification:
Animal and Plant Health	Low
<ul style="list-style-type: none"> • Develop and deliver the Animal Health and Welfare Strategy (L) • Prepare and review animal and plant health contingency plans (L) • Administer animal disease compensation e.g. Bovine Tuberculosis (L) • Transfer animal health powers (L) • Administer the Fallen Stock Scheme (L) • Develop and deliver policies on plant health (L) 	
Helping Farmers Adapt for the Future	Low
<ul style="list-style-type: none"> • Implement Common Agricultural Policy reform (L) • Encourage diversification of farm businesses (L) • Promote the agri-food strategy and help the agri-food industry get a bigger share of the market (L) • Encourage schools and hospitals to procure more Welsh produce (L) 	
Maintaining Farming and Fisheries Industries	Low
<ul style="list-style-type: none"> • Implement fisheries schemes and harbour grants (L) • Provide direct support for farming through market support schemes (L) 	
Planning for the Built and Natural Environment	Medium
<ul style="list-style-type: none"> • Fund the Planning Inspectorate (M) • Support research to underpin planning policy (M) • Provide guidance to Planning Authorities (M) • Deliver 'Planning: Delivery for Wales' a strategy for planning reform (L) 	
Quality of the Environment	Low
<ul style="list-style-type: none"> • Develop programmes to extend access to the countryside and coasts (H) • Develop the Environment Strategy (M) • Oversee environmental protection and quality programmes delivered by the Countryside Council for Wales (L) • Environment Agency (L) • Deliver the Waste Strategy (L) • Fund programmes to promote sustainable development (L) • Implement legislation, develop policies and take forward programmes to maintain and enhance the quality of the environment e.g. water framework directive, water price review, air quality, bio-diversity etc (L) 	
Supporting Rural Communities	Medium
<ul style="list-style-type: none"> • Support rural diversification (M) • Support rural community regeneration programmes (M) • Support community development measures (M) • Develop evidence-gathering on rural communities in Wales (M) • Undertake 'rural proofing' of Assembly policies (M) 	

Sustainable Management of the Agricultural Environment	Low
<ul style="list-style-type: none"> • Support agri-environmental schemes (L) • Support organic farm conversion (L) • Support research and agricultural development (L) 	
Sympathetic Management of the Natural Environment	Medium
<ul style="list-style-type: none"> • Support the National Parks Authority and the Forestry Commission (H) • Implement arterial drainage and flood protection policy (L) 	

Subject: Finance

Policy Area:	Classification:
Finance	Low
<ul style="list-style-type: none"> • Financial planning for the Assembly (L) • Process Assembly receipts and payments (L) • Advice and guidance on propriety matters (L) • Internal audit function (L) • Manage the New Build Team (L) • Provide property advice (L) 	
Procurement	High
<ul style="list-style-type: none"> • Develop and administer the Assembly's procurement strategy, policy, procedures and documentation (H) 	

Subject: Health and Social Care

Policy Area:	Classification:
Capital and Estates	Low
<ul style="list-style-type: none"> • Develop policies to deliver accessible, modern, comfortable and adaptable environments for patients (L) 	
Care for Older People	Medium
<ul style="list-style-type: none"> • Develop a strategy for older people in Wales (H) • Develop national minimum standards for domiciliary care agencies and care homes (M) • Develop policy and guidance on domiciliary and residential care charging (L) 	
Care for Vulnerable Adults	High
<ul style="list-style-type: none"> • Fund voluntary organisations whose core activities support people with disabilities (H) • Issue and implement guidance regarding direct payments and inspect Local Authorities' Direct Payment Schemes (H) • Guidance to Local Authorities on good practice around carers (H) 	
Children's Health	High
<ul style="list-style-type: none"> • Consult on the National Service Framework (H) • Design a self-assessment audit tool kit to help deliver the National Service Framework (H) • Review recommendations of Breast Feeding Strategy (M) • Review recommendations of Breast Feeding Strategy (M) 	

Children's Social Care	High
<ul style="list-style-type: none"> • Provide guidance on placement choices for looked after children (H) • Implement the child protection policy, including Task and Finish Group considering issues around child protection and minority ethnic communities (H) • Services for looked after children (M) • Policy on fostering (M) 	
Community Health and Chronic Illness	High
<ul style="list-style-type: none"> • Implement the 'Building Strong Bridges' policy action plan to strengthen partnership working between the NHS and the Voluntary Sector (H) • Develop the National Service Framework for Older People (H) • Develop selected minority groups policy guidance for Gypsies and Travellers and asylum seekers and refugees (H) • Establish the All Wales Gypsies and Travellers Group to consider their health needs (H) • Implement the National Service Framework for Diabetes (H) • Develop an integrated chronic disease management policy and action plan (H) • Issue NHS funded nursing care guidance (M) • Issue the continuous care guidance and framework (M) • Draft a therapy strategy (M) • Develop a chronic obstructive pulmonary disorder/respiratory policy (M) • Develop an arthritis/musculoskeletal policy and action plan (M) • Develop an epilepsy policy and action plan (M) • Commission chronic fatigue syndrome and myalgic encephalomyelitis awareness raising seminars (M) • Implement the complementary medicine and alternative therapy policy (L) 	
General Dental Services	Medium
<ul style="list-style-type: none"> • Implement Routes to Reform: A strategy for primary dental care in Wales (H) • Consult with the dental profession and other stakeholders regarding new contractual arrangements for dental services (L) 	
General Medical Services	Medium
<ul style="list-style-type: none"> • Oversee implementation of General Medical Services Contract legislative and financial framework for Wales (H) • Deliver an expansion of primary care through the development of enhanced services (H) • Negotiate with the General Practitioners Committee Wales on local implementation (M) • Participate in the UK review of the General Medical Services allocation formula and Quality Framework (M) • Develop policy to deliver skill mix changes in General Medical Services workforce and promote recruitment and retention (M) • Implement improvements in the primary care estate through Local Health Board estate strategies (M) • Represent the Welsh Assembly Government at UK negotiations led by the NHS Confederation (L) • Implement quality and outcomes framework and supporting information management and technology to deliver payments (L) 	

General Optometric Services	High
<ul style="list-style-type: none"> • The Wales Eye Care Initiative (H) • Policy on NHS Sight Tests and NHS vouchers (M) 	
General Pharmaceutical Services	Medium
<ul style="list-style-type: none"> • Sponsor the All Wales Medicines Strategy Group (H) • Draw up an action plan following a consultation on 'Remedies for Success': a strategy for pharmacy in Wales (L) • Abolish the prescription charges policy (L) • New pharmacy contract policy (L) 	
Hospital Based Elective Services	Low
<ul style="list-style-type: none"> • Make planning decisions regarding the capacity in the NHS, such as bed numbers and ward capacity (H) • Orthopaedic Plan for Wales (L) • Develop cross border policies to deal with the management of English patients receiving health care in Wales and vice versa (L) • Implement the Diagnostic and Therapies Waiting Times Policy (L) • Develop a modelling tool to allow NHS Trusts to see the effect of any planning decisions on waiting lists (L) • Implement the second offer scheme, which guarantees that any patient likely to wait over the target waiting time for their speciality receives their treatment within that time (L) 	
Hospital Based Emergency Services	Low
<ul style="list-style-type: none"> • Fund the provision of emergency care services (L) • Monitor the emergency pressures planning guidance (L) • Manage ways of improving admittance and discharge times for hospital beds (L) • Monitor the delayed transfers of care policy (L) • Monitor the escalation and regional management of emergency pressures policy (L) • Implement ambulance performance policy (L) • Monitor the discharge planning continuing care policy (L) 	
Implementation of Review of Health and Social Care in Wales	High
<ul style="list-style-type: none"> • Oversee the implementation of the Wanless Review (H) 	
Information Services	High
<ul style="list-style-type: none"> • Make sure that the NHS in Wales collects baseline data to assess the impact of health policies (H) 	
Inspectorates	Medium
<ul style="list-style-type: none"> • Social Services Inspectorate Wales (M) • Health Care Inspectorate Wales (M) • Care Standards Inspectorate Wales (M) 	

Learning Disabilities (Health and Social Care)	High
<ul style="list-style-type: none"> • Implement the Government's framework 'Fulfilling the Promises' which informs people with learning difficulties of the level and type of support they should expect from statutory authorities (H) • Provide grant funding to voluntary organisations for people with learning disabilities (H) • Fund local authorities to resettle people living in long stay learning disability hospitals (H) • Introduce a new regulatory regime and national minimum standards for adult placements (H) 	
Mental Health	High
<ul style="list-style-type: none"> • Provide strategic direction and policy guidance to services for adult and older persons mental health services (H) • Review of adult mental health National Service Framework and issue of supplementary guidance (H) • Develop care pathway for personality disorder (H) • Contribute to drafting of primary legislation and drafting of secondary legislation related to the Mental Health Bill and plan for its implementation (H) • Plan for implementation of the Mental Capacity Bill (H) • Manage mental health budgets and social care grants related to mental health (H) 	
NHS Finance	Low
<ul style="list-style-type: none"> • Allocation of funding to the NHS (L) 	
Performance Management	Medium
<ul style="list-style-type: none"> • Implement and develop the Performance Improvement Framework for NHS Wales including a balanced scorecard approach to performance measurement, sharing of best and leading practice and benchmarking (M) 	

Public Health Promotion and Improvement	High
<ul style="list-style-type: none"> • Implement the health promotion policy on sexual health (H) • Implement tobacco control policy and programmes to reduce smoking (H) • Implement the Food and Well Being policy (H) • Manage the Welsh Network of Healthy School Schemes (H) • Manage the Inequalities in Health Fund (H) • Promote better mental health through implementation of the Mental Health National Service Framework (H) • Commission and conduct health promotion research and evaluation (H) • Disseminate lessons and outcomes of the Equity Training and Advocacy Grants Pilot Scheme (H) • Implement 'Health Challenge Wales' (H) • Implement the Healthy and Active Lifestyle Plan (M) • Review and develop resources for pre-school children (M) • Develop and implement the Health Promotion Action Plan for Older People (M) • Manage the Health Challenge Wales Voluntary Sector Grants Scheme (M) • Support organisations in developing policies to improve the health and welfare of their employees through the Corporate Health Standard (M) • Support the 'Health Alliance' role in all Local Authority areas (M) • Manage the Food and Fitness Task Group for Children and Young People (M) • Develop a comprehensive public health training programme (M) • Communicate health protection and health improvement messages through design, publishing and dissemination of materials (M) • Provide health promotion information through the Health Promotion information Centre/Library services to ensure professional access to evidence base to inform work (M) • Deliver the 'Keep Well this Winter' campaign (M) • Public and media relations to manage and organise events to support health and well being (M) • Develop and promote the use of health impact assessments in Wales (L) • Sponsor the National Public Health Service to promote and protect the health of the population in Wales (L) 	
Public Health Protection	Medium
<ul style="list-style-type: none"> • Develop strategies to prevent and control communicable diseases in Wales including blood borne viruses, zoonoses, healthcare associated infections, and vaccine preventable diseases (H) • Implement vaccination and immunisation programmes (H) • Sponsor the Wales Centre for Health (M) • Work with the Welsh Health Emergency Planning Advisor. Ensure arrangements are in place to respond to major infectious disease outbreaks, including bio-terrorism and flu pandemics (L) • Protect the public from environmental threats to health by providing advice on potential hazards (L) 	

Public Involvement	High
<ul style="list-style-type: none"> • Support Community Health Councils, widening their membership to include people from a wider cross section of groups (H) 	
Quality, Improvement and Inspection	Medium
<ul style="list-style-type: none"> • Patient consent to examination treatment (H) • Sponsor the Health Care Commission (M) • Sponsor the National Patient Safety Agency (M) • Sponsor the National Institute for Clinical Excellence (NICE) (M) • Provide policy and administrative support for the Clinical Risk Committee which advises on patient related serious incidents (M) • Lead on the co-ordination of policy guidance and development in relation to Assembly Inspectorates (M) • Develop a Welsh Concordat between bodies inspecting, regulating and auditing health and social care in Wales (M) • Agree a programme of national clinical audits (M) • Review clinical governance reports (L) 	
Research and Development	Medium
<ul style="list-style-type: none"> • Implement new grant schemes (H) • Develop thematic networks (M) • Manage the All-Wales Alliance for Research and Development for Health and Social Care (M) • Implement the NHS Provider Support Scheme (M) • Implement research governance in primary and social care (M) • Develop intellectual property guidance and arrangements to secure benefits (M) • Implement research ethics implementation of clinical trials directive (L) 	
Unified Assessment and Care Management for Adults	High
<ul style="list-style-type: none"> • Create a unified and fair system for assessing and managing care (H) 	
Women's Health	High
<ul style="list-style-type: none"> • Implement "Delivering the Future in Wales", A Strategic Framework for Nursing, Midwifery and Health Visiting in Wales into the 21st Century (H) • Prepare an all Wales clinical pathway for routine inquiry into domestic abuse in the ante natal period (H) 	
Workforce Development	High
<ul style="list-style-type: none"> • Fund medical trainees up to professional level (H) • Introduce NHS Pay Modernisation (H) • Introduce a new consultant contract and agenda for change (H) • Appoint Chairs and Non Executive Directors to NHS Trusts, Local Health Boards and Community Health Councils (H) • Workforce planning for all staff in the NHS and primary care education commissioning for all NHS professions (M) • Sponsor Health Professions Wales (M) • Set staffing targets for NHS Wales (M) 	

<u>Subject: Human Resources</u>	
Policy Area:	Classification:
Learning and Development	High
<ul style="list-style-type: none"> • Learning and development delivery and monitoring (H) 	
People Management	High
<ul style="list-style-type: none"> • Managing people, including performance, discipline and dignity at work (H) 	
Recruitment	High
<ul style="list-style-type: none"> • Recruitment, including outreach and secondment (H) 	

<u>Subject: Local Government, Public Services and Culture</u>	
Policy Area:	Classification:
CADW	Low
<ul style="list-style-type: none"> • Policy on conserving and presenting monuments (L) • Provide grants to repair historic buildings (L) • Provide grants for the maintenance and consolidation of scheduled ancient monuments (L) 	
Complaints Handling	High
<ul style="list-style-type: none"> • Advice to officials and the public on the handling of complaints in accordance with the “Assembly’s Code of Practice on Complaints” and related procedures (H) • Liaison with the Office of the Welsh Administration Ombudsman and oversight of matters relating to the Welsh Administration Ombudsman including monitoring complaints under investigation (H) 	
Culture	Medium
<ul style="list-style-type: none"> • Sponsor cultural Assembly Sponsored Public Bodies to deliver the Assembly policy ‘Creative Future’ (M) • Implement the free entry policy to the National Museum and Galleries of Wales (M) 	
Cymal: Museums Archives and Libraries Wales	High
<ul style="list-style-type: none"> • Develop the capacity of, and extend access to, local museums, archives and libraries (H) • Museums, archives and libraries to encourage the public to engage in learning (H) 	
Local Government Finance	High
<ul style="list-style-type: none"> • Provide financial support to Local Authorities in Wales and to ensure that the resources are distributed according to need in line with the agreed formula (H) 	

Local Government Modernisation	Medium
<ul style="list-style-type: none"> • Commission an audit of Gypsy and Traveller accommodation (H) • Evaluate Community Strategies (M) • Implement the Wales Programme for Improvement (M) • Streamline the requirements placed on Local Authorities in the plan rationalisation programme (M) • Review the performance measures of Local Authorities (M) • Review the code of conduct for Local Authority Councillors (L) 	
Public Appointments and Honours	High
<ul style="list-style-type: none"> • Provide guidance so that public appointments are made in accordance with the Assembly Code of practice (H) • Raise the profile and level of awareness of public appointments with the general public (M) 	
Sport	High
<ul style="list-style-type: none"> • Provide free access to Local Authority swimming pools (H) • Sponsor the Sports Council for Wales to deliver the Assembly's 'Sport and Physical Activity Strategy, Climbing Higher' (H) 	
Welsh Language	High
<ul style="list-style-type: none"> • Sponsor the Welsh Language Board (H) • Mainstream the Welsh language (H) 	

<u>Subject: Office of the Counsel General</u>	
Policy Area:	Classification:
Legal Advice	High
<ul style="list-style-type: none"> • Provide legal advice to all departments of the National Assembly (H) 	

<u>Subject: Public Sector Management Initiative</u>	
Policy Area:	Classification:
Public Sector Management Initiative	High
<ul style="list-style-type: none"> • Identify, develop and provide a range of development opportunities for managers in the public sector across Wales (H) • Influence public sector policy development (H) • Establish a firm foundation based on partnership (M) 	

<u>Subject: Social Justice and Regeneration</u>	
Policy Area:	Classification:
Community Regeneration	Medium
<ul style="list-style-type: none"> • Draft the Social Enterprise Strategy for Wales (H) • Administer the Wales Voluntary Sector Scheme (H) • Improve targets in the Annual Report on Social Justice (H) • Administer the Communities First Programme (H) 	
<ul style="list-style-type: none"> • Reach a new funding agreement with the Groundwork Trusts in Wales (M) • Support the Credit Union movement (M) • Review the Community Facilities and Activities Programme (M) • Co-ordinate a strategy to tackle financial exclusion (M) 	
<ul style="list-style-type: none"> • Administer the Physical Regeneration Fund (L) • Support the Post Office Development Fund (L) • Support the Coalfields Regeneration Trust (L) 	
Community Safety	Medium
<ul style="list-style-type: none"> • Produce the All-Wales Youth Offending Strategy (H) • Oversee delivery of Safer Communities Fund Action Plans (H) 	
<ul style="list-style-type: none"> • Distribute technical guidance on home safety (L) • Implement initiatives in relation to community fire safety (L) 	
Housing Improvement	High
<ul style="list-style-type: none"> • A programme of initiatives to improve rented and social housing (H) 	
New Housing Provision	High
<ul style="list-style-type: none"> • Social Housing Grant Programme (H) 	
Support to Vulnerable Groups	High
<ul style="list-style-type: none"> • Implement initiatives in relation to domestic violence (H) • Implement the Supporting People policy and funding framework (H) • Homelessness and rough sleeper policy and funding (H) • Implement Drug and Alcohol National Occupational Standards (H) 	
<ul style="list-style-type: none"> • Administer the Home Energy Efficiency Scheme (M) • Roll out Substance Misuse Treatment (M) • Produce additional guidance for the development of Substance Misuse Action Plans (M) 	

Subject: Strategy and Communication	
Policy Area:	Classification:
Operational Management and Delivery	Medium
<ul style="list-style-type: none"> • Policy Gateway - develop policy-testing procedures and tools for application to Departments' most important policies and assist Departments in applying these (H) • Provide intranet-based policy guidance, tools and resources to assist Policy Divisions to make policy (H) • Organise and participate in the delivery of policy training (M) • Prepare and publish the First Minister's Report each year (in addition to the Sustainable Development annual report) (M) • Keep under review the processes by which the Government's agenda is communicated to the Assembly's delivery agents and partners (M) • Monitor the way in which the Government's agenda is delivered by the Assembly's delivery agents and partners and make recommendations for improvements to this process (M) • Commission and compile the Welsh Assembly Government's operational plan and present quarterly monitoring returns (M) 	
Press Office and Publications	High
<ul style="list-style-type: none"> • Development and implementation of policies and practices to enable access by staff and the general public to Assembly publications and documents (H) • Presentation of the Welsh Assembly Government's policies in the media (M) 	
Research	High
<ul style="list-style-type: none"> • Provide research and evaluation advice to Assembly departments and divisions (H) 	
Strategic Policy	Low
<ul style="list-style-type: none"> • Support the Cabinet and sub-committees by providing secretariat services, including advising on agendas (L) • Ensure that the Sustainable Development Scheme is kept under review, that progress is reported annually and that, every four years, there is a report published on effectiveness and that the Scheme is remade or revised (L) • Prepare for the formal adoption of the Wales Spatial Plan by the Assembly and secure its implementation by the Assembly's Departments and delivery agents (L) • Lead on the implementation of a range of commitments and policy projects contained within the Wales Spatial Plan and the Sustainable Development Action Plan (L) 	

<u>Subject: Training and Education</u>	
Policy Area:	Classification:
Better Access to Learning	High
<ul style="list-style-type: none"> • Help to remove financial barriers to lifelong learning by introducing Individual Learning Accounts (H) • Introduce Education Maintenance Allowances to encourage 16-18 year olds to continue in education (H) • Maintain Assembly Learning Grant scheme to assist higher education and further education students to continue in education (H) • Manage transfer of student support functions and provide guidance on variable fees to Minister for Education and Lifelong Learning (H) 	
Early Years Provision	High
<ul style="list-style-type: none"> • Provide all 3 year-olds with free part-time early learning places (H) • Implement the Foundation Phase raising children's achievement standards (H) • Provide free breakfasts for all primary school children (H) 	
Educational Standards and Outcomes	High
<ul style="list-style-type: none"> • Sponsor ACCAC (the Qualifications, Curriculum and Assessment Authority for Wales) to raise education and training standards (H) • Administer the Better Schools Fund to raise attainment (H) • Review National Curriculum and assessment arrangements (H) • Raise standards in Key Stage 3 (H) • Improve linguistic ability of primary school pupils (H) • Improve planning for pupil transition from Key Stage 2 to Key Stage 3 (H) • Provide funding to raise standards of achievement among minority ethnic pupils (H) • Raise standards and improve opportunities in Curriculum and related assessment (H) • Provide better information to parents on expectations and opportunities for children (H) • Review assessment in Key Stages 2 and 3 (H) • Develop an all-age e-learning strategy maximising use of resources and expertise (H) • Extend ICT in schools to improve learning (H) 	
<ul style="list-style-type: none"> • Extend the provision of the Welsh Baccalaureate through a broader range of qualifications (M) • Modernise the exam system to securely deliver results (M) • Commission Estyn to provide evidence and advise on future education policy (M) • Exercise the role of Registrar of Independent Schools in Wales (M) • Issue benchmark and results information to Local Education Authorities and schools (M) • Develop learning.wales offering greater public access to Assembly education and training (M) 	

Higher Level and Lifelong Learning	High
<ul style="list-style-type: none"> • Widen access to higher education for a larger proportion of young people from under-represented groups(H) • Exploit the skills and innovation knowledge base of the higher education sector to benefit Wales and raise skill levels by collaboration with industry and further education (H) • Increase the number of qualified doctors remaining in Wales through the new North Wales medical schools, the clinical school in Gwent and the Swansea graduate entry scheme (H) • Improve the performance of Higher Education Institutes and the University of Wales (H) • Increase higher education research income to benefit teaching, learning and innovation (L) • Improve overall student experience through expertise in research and standards of teaching and non-financial student support (L) • Sponsor the Higher Education Funding Council of Wales and maximise contribution of funds to programme objectives (L) 	
Learners with Additional Needs	High
<ul style="list-style-type: none"> • Raise awareness of requirements within the Race Equality Scheme and achievement of minority ethnic children (H) • Provide equitable provision for children/young people with low incidence special education needs across Wales (H) • Develop and promote inclusive educational practices in schools and Local Education Authorities across Wales (H) • Ensure appropriate systems in place to support additional learning needs of children and young people (H) • Ensure all pupils receive appropriate Speech and Language Service support to enable them to access the curriculum (H) • Ensure coherent inclusive support and provision for children and young people with hearing impairments (H) • Ensure coherent inclusive support and provision for children and young people with visual impairments (H) • Ensure a coherent approach to meeting the needs of children and young people with autism as part of a national strategy (H) • Provide accessible continuous professional development for all teachers and support staff (H) • Support Local Education Authorities in developing appropriate educational support services for Gypsy Traveller pupils (H) • Support Local Education Authorities in provision of appropriate support services for asylum seeker pupils (H) • Commission Estyn to provide evidence and advice to inform policy development (H) 	

Practitioner Development	Medium
<ul style="list-style-type: none"> • Promote teaching as a profession, meeting initial teacher training intake targets (H) • Increase child protection through handling of teacher misconduct cases (H) • Review of initial teacher training provision in Wales (H) 	
<ul style="list-style-type: none"> • Raise teachers' professional standards (M) • Review Welsh Medium Incentive Scheme to encourage more initial teacher training students to teach through the medium of Welsh (M) • Publish new guidance to provide clearer requirements for initial teacher training courses and Qualified Teacher Status standards (M) • Develop sabbatical programme to enable teachers to change to Welsh medium education (M) • Consider the introduction of a Further Education Principalship qualification to raise teaching standards and increase professional development (M) • Make Induction (amendment) regulations ensuring appropriate development of newly qualified teachers in their first year of teaching (M) 	
<ul style="list-style-type: none"> • Develop guidance on "Reducing Teachers' Workloads" (L) • Implement school workload advisory panel policy to reduce bureaucratic burdens on schools (L) • Implement Year 1 of Early Professional Development programme and develop for year 2 (L) • Develop and run pilot programme of leadership seminars for head teachers (L) • Make regulations for mandatory National Profession of Qualified Head Teachers and revise standards for head teachers (L) • Maintain oversight of the General Teaching Council of Wales (L) 	
School Buildings and Management	High
<ul style="list-style-type: none"> • Enable adequate funding of schools to deliver curriculum provision (H) • Improve the effectiveness of Local Education Authorities in supporting schools, particularly those that are under-performing (H) • Develop close links between schools and communities (H) • Improve the effectiveness of school governing bodies through monitoring and target attainment (H) 	
<ul style="list-style-type: none"> • Implement a new statutory framework for the funding and governance of schools (M) • Modernise school transport arrangements with enhanced focus on safety (M) • Develop pupil participation in running schools to reduce discipline problems (M) • Fund the development and maintenance of school buildings (L) • Reduce primary school class sizes to 30 or below (L) • Enhance the capacity of Local Education Authorities to organise school places effectively (L) 	

Skills Development	High
<ul style="list-style-type: none"> • Improve basic skills (literacy and numeracy) of whole population and make progress towards eliminating the basic skills gap (H) • Deliver the second phase of the Skills and Employment Action Plan for Wales (H) • Develop action to reduce economic inactivity and contribute to an increase of working age population in employment in Wales (H) • Raise skills and qualification levels through ELWa (H) • Develop links with Jobcentre Plus and influence UK Government's Welfare to Work programmes ensuring reflection of particular circumstances that prevail in Wales (H) • Promote greater take up of vocational learning in the 14-19 Learning Pathways (H) • Promote greater use of credit-based learning in the workplace and increase the availability of work based learning as part of the Credit Based Qualification and Transfer Framework (M) • Test the effectiveness and value for money of removing financial barriers to learning in the workplace by piloting free skills training (M) 	
14 – 19 Phase	High
<ul style="list-style-type: none"> • Launch the Learning Pathways guidance aimed at 14-19 year olds (H) • Transformation of 14 – 19 provision (H) • Increase young people's engagement in decision making and consultation processes at national and local level (H) • Increase engagement, participation and retention of pupils (H) • Deliver Careers Wales Online (H) • Increase the numbers of youth workers and others able to support the development of young people in Wales (H) • Raise awareness of the need to tackle bullying in schools (H) • Have appropriate advocacy arrangements in place to allow all pupils to have their voice heard fully in raising concerns about their education (H) • Produce guidance on the education of looked after children (H) 	

APPENDIX C: PROFORMA TO ASSESS THE RELEVANCE OF ASSEMBLY FUNCTIONS TO THE GENERAL DUTY OF THE RACE RELATIONS (AMENDMENT) ACT

<p>Policy Areas Please list the main functions for each policy area.</p>	<p>How relevant is the policy area / functions to each of the 3 parts of the General Duty:</p> <ol style="list-style-type: none"> Eliminating discrimination Promoting equality of opportunity Promoting good race relations? <p>Score: H (high), M (medium) or L (low).</p>	<p>Could the policy area / functions be having a differential impact on some groups and how big might it be?</p> <p>[Score H,M,L]</p> <p>Which groups are, or may be, differently affected?</p>	<p>What evidence of differential impacts do we have?</p>	<p>What action has been taken to date?</p>	<p>Is further action required? [could include gathering / analysing evidence]</p>	<p>What overall priority should be attached to further action? [Score H,M,L]</p>
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APPENDIX D: ASSEMBLY “ASSESSMENT OF POLICY AREAS / FUNCTIONS” PROFORMA - GUIDANCE NOTE

This form is designed to help Departmental Race Equality Champions complete assessments.

How will you know if a policy area / functions are relevant to the general duty ¹²?

The basic question to ask is "how could a policy area/ function affect the elimination of racial discrimination or the promotion of equality of opportunity or the promotion of good race relations?"

For each policy area you should also ask the following question: which parts of the general duty – eliminating unlawful racial discrimination, promoting equal opportunities, and promoting good race relations – are relevant to this policy area / functions?

How should you decide how relevant a policy area / functions are?

To decide how relevant particular policy areas / functions are, you could ask three questions:

- Is there a reason to believe that people from some racial groups are being, or could be, adversely affected by this policy area / functions? Which racial groups does this policy area / functions affect?
- How much evidence do we have – none, a little, some, or a lot (for example, from research, consultation, complaints, or ethnic monitoring)?
- Has the public expressed concerns that the function or policy (or proposed policy) adversely affects the elimination of racial discrimination or the promotion of equality of opportunity or the promotion of good race relations. If so what is that effect?

Note: refer to Assembly “Assessment of Policy Areas / Functions” Proforma: Statistical and Research Sources.

Grading your answers

Set out below is a rough guide to evaluating your answers.

¹² The general duty, as set out in section 71(1) of the Race Relations (Amendment) Act, says you must have “due regard to the need”:

- to eliminate unlawful racial discrimination; and
- to promote equality of opportunity; and to promote good relations between persons of different racial groups.

High relevance

- The policy area / functions are relevant to all or most parts of the general duty.
- There is substantial evidence that some racial groups are (or could be) differently affected by the policy area / functions.
- There is substantial public concern about the policy area / functions.

Medium relevance

- The policy area / functions are relevant to most parts of the general duty.
- There is some evidence that some racial groups are (or could be) differently affected.
- There is some public concern about the policy area / functions.

Low relevance

- The policy area / functions have little relevance to most parts of the general duty.
- There is no evidence that some racial groups are (or could be) differently affected.
- There is no public concern about the policy area / functions.

APPENDIX E: USEFUL REFERENCES

Commission for Racial Equality (2003) *The Duty to Promote Race Equality: Public Procurement and Race Equality – Guidelines for Public Authorities.*

Commission for Racial Equality (2002) *Ethnic Monitoring: A Guide for Public Authorities (Non Statutory).*

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Commission for Racial Equality (2002) *Statutory Code of Practice on the Duty to Promote Race Equality.*

English as an Additional Language Association of Wales (2002) *The Achievement of Ethnic Minority Pupils in Wales*, Ethnic and Minority Language and Achievement Service Swansea, Swansea.

Home Office (2001) *Full and Equal Citizens.*

Sir William Macpherson (1999) *Report of the Stephen Lawrence Inquiry*, The Stationary Office.

National Assembly for Wales (2003) *A Consultation on a New Race Equality Scheme for the National Assembly for Wales.*

National Assembly for Wales (2004) *Equality of Opportunity Committee Report on Mainstreaming Equality in the Work of the National Assembly.*

Small Business Services (2002) *Smaller Supplier – Better Value?*

Welsh Assembly Government (2003) *Black, Minority Ethnic Housing Action Plan for Wales.*

Welsh Assembly Government (2003) *Code of Guidance for Local Authorities on the Allocation of Accommodation and Homelessness.*

Welsh Assembly Government (2003) *Housing and Socio-Economic Circumstances of Black and Minority Ethnic People in Wales.*

Welsh Assembly Government (2003) *Iaith Pawb – A National Action Plan for a Bilingual Wales.*

Welsh Assembly Government (2004) *A Statistical Focus on Ethnicity in Wales.*

Welsh Assembly Government (2003) *Wales: A Better Country – The Strategic Agenda of the Welsh Assembly Government.*

Welsh Assembly Government (2002) *Welsh Language Scheme.*

Youth Justice Board (2004) *Differences or Discrimination?*

National Assembly for Wales (2002) *Race Equality Scheme.*

APPENDIX F: GLOSSARY OF TERMS

Assessing impact

A systematic way of finding out whether a policy (or proposed policy) affects different racial groups differently. This may include obtaining and analysing data, and consulting people, including staff, on the policy.

Consultation

Asking for views on policies or services from the general public, service-users and staff. Different circumstances call for different types of consultation. For example, consultation includes meetings, focus groups, surveys and questionnaires.

Direct discrimination

Treating one person less favourably than another on racial grounds. Direct discrimination is unlawful under the Race Relations Act.

Ethnic group

A group of people defined by their race, colour, nationality (including citizenship), ethnic or national origins.

Ethnic monitoring

The processes used for collecting, storing and analysing data about people's ethnic backgrounds.

Functions

The full range of a public authority's duties and powers.

General duty

The duty as given in section 71(1) of the Race Relations Act.

Grievance procedures

Arrangements or procedures for dealing with grievances, such as complaints about bullying, harassment or discrimination; or appeals against decisions on promotion or appraisal marks.

Indirect racial discrimination

Occurs when a rule or condition which is applied equally to everyone:

- can be met by a considerably smaller population of people from a particular racial group;

- is to the disadvantage of that group;
- cannot be justified on non-racial grounds.

All three conditions must apply.

Monitoring

The process of collecting, analysing and evaluating information, to measure performance, progress or change.

Policies

The formal and informal decisions about how a public authority carries out its duties and use its powers.

Promoting race equality

Having 'due regard to the need', in carrying out functions, to:

- tackle unlawful racial discrimination;
- promote equality of opportunity; and
- promote good relations between people from different racial groups.

Public appointments

Appointments to the boards of public bodies. These are bodies that have a role in the processes of national government, but operate at arm's length from government.

Public procurement

The contractual or other arrangements that a public authority makes to obtain goods, works or services from an outside organisation.

Publish

Make publicly available; for example by producing a written document for distribution.

Race equality scheme

A timetabled and realistic plan, setting out an authority's arrangements for meeting the general and specific duties.

Race Relations Act

The Race Relations Act 1976, as amended by the Race Relations (Amendment) Act 2000.

Racial grounds

Reasons of race, colour, nationality (including citizenship), ethnic or national origins.

Relevance

This refers to the fact that race equality will be more relevant to some public functions than others. Relevance is about how far a function or policy affects people, as members of the public, and as employees of the authority.

Specific duty

A duty imposed by the Race Relations Act 1976 (Statutory Duties) Order 2001.

Training

A wide range of career development opportunities, which could include informal in-house training as well as more formal courses.