

# ANNEX I



# Equalities Policy



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## **Policy Statement**

South Ayrshire Council considers it appropriate as a good employer to introduce an equalities policy to bring about a changing climate in which equality of opportunity for all will be able to flourish within the authority.

The Council's declared policy is to ensure that no job applicant, person who works for the Council whether directly employed or not (e.g., contractors) receives less favourable treatment on the grounds of sex, gender re-assignment, race, colour, nationality, ethnic or national origins, marital status, disability, sexual orientation, age, trade union activity, political or religious belief.

This policy commits South Ayrshire Council to eliminating discrimination, either direct or indirect, in every area of its responsibilities or influence, and to promoting equality throughout South Ayrshire.

This policy document outlines the main objectives of the Council's Equalities programme for its employees. It is a statement of intent to be achieved through established consultation procedures.

## **Policy Aims**

That no employee, job applicant or service user receives less favourable treatment than another on the grounds of sex, gender re-assignment, race, colour, nationality, ethnic or national origins, marital status, disability, sexual orientation, age, trade union activity, political or religious belief.

That no employee, job applicant or service user is placed at a disadvantage by requirements or conditions which have a disproportionately adverse effect on his or her racial or sexual group, sexual orientation, age group or on people with disabilities and which cannot be shown to be justifiable on other grounds approved by the Council.

That any qualifications or requirements applied to a job which effectively restrict it to applicants of a particular religion or belief, sexual orientation, gender or marital status should be kept only if they are justifiable in terms of the job to be done.

That where appropriate and permissible, employees are given special training and encouragement to achieve equality of opportunity within the organisation.

That any age limits should be kept only if they are imposed by statute or are necessary for the job. An unjustifiable upper age limit could constitute unlawful indirect discrimination, for example, against women who have taken time out of employment for child-rearing. Any upper or lower age limits would breach The Employment Equality (Age) Regulations unless there is objective justification.

When recruiting or interviewing for employment, each individual should be assessed according to his or her capability to carry out a given job. Any decision to appoint should be taken solely on the basis of the skills and aptitude necessary to effectively carry out the duties of the post unless that decision can be objectively justified. It should not be assumed that

people from certain groups or age groups will be not be able to do certain kinds of work, or that people with disabilities are restricted to a limited number of jobs.

That action is taken to provide increased employment opportunities for people with disabilities.

That equality of promotion opportunities will be encouraged, taking into account work experience as well as academic achievement.

That a working atmosphere is created so people of different sexual orientations can be open about their sexuality if they wish.

That it should be recognised that job applicants and employees may face discrimination on a number of these grounds and that the form which discrimination takes may vary greatly in degree and nature as a result. In recognition of this, the Equalities Policy is constructed in such a way as to both minimise the possibility of discrimination and find means of combating it whenever it arises.

## **The Council's Responsibilities As Employers**

To discuss and where necessary, agree with trade union representatives the Policy's content and implementation.

To make sure that the policy is known to all employees and job applicants and to take appropriate action in accordance with established procedures against employees who are found to infringe it.

To provide training and guidance for everyone, particularly relevant decision-makers, to make sure that they understand their responsibilities under the law and under the Council's Equalities Policy.

To examine and review regularly procedures and criteria and change them where they are found to be actually or potentially discriminatory, including when they fail to meet the needs of the groups specified by the policy.

To monitor the ethnic and sexual composition of the workforce and of job applicants on a regular basis and to monitor applications from people with disabilities in order to evaluate the progress of the policy.

To inform its employees of their responsibilities and opportunities under the equal rights legislation and the Council's policy.

## **What We Expect From Our Employees**

While the main responsibility for providing equality of opportunity is that of the employer, individual employees at all levels have responsibilities too. The elimination of discrimination depends as much on them as on management.

They must co-operate with measures introduced by management to make sure there is equal opportunity and non-discrimination.

They must not themselves discriminate for example, as supervisors or as persons responsible for selection decisions in recruitment, promotion, transfer or training.

They must not induce or attempt to induce other employees or unions or management to practice discrimination, for example, by refusing to accept employees from particular racial groups; by refusing to work with a person with a disability, a lesbian or gay man or a person from an ethnic minority, or a woman superior; or by seeking formal agreements which would adversely affect women or members of ethnic minority groups on racial grounds or on the grounds of political or religious beliefs or age.

They must draw the attention of management to suspected discriminatory acts or practices.

They must not victimise individuals on the grounds that they have made complaints or provided information about discrimination or harassment.

They must not harass, abuse or intimidate other employees or service users on any grounds including those of disability, race, age or sex, or being lesbian or gay, or political or religious beliefs.

They must ensure that the principles of equal opportunity are applied in all dealings with members of the public and that no actions are taken which could be held to be discriminatory.

Where employees in positions of authority in the course of their employment commit acts of discrimination this is considered as a particularly serious offence and will render the employee liable for disciplinary action.

## **Responsibility Of The Council As A Provider Of Services**

The Council has a duty as a Provider of Services to ensure that its actions and provision of services are carried out in a non-discriminatory manner and that all sections of the community which it serves are not at a disadvantage either in terms of access to services or receipt of services.

In addition to the above, the Council has a legal obligation as a Landlord, under the terms of the Disability Discrimination Act 1995, not to unreasonably discriminate against disabled persons in the way it lets its property.

The Race Relations (Amendment) Act 2000 places a general duty on the Council to promote race equality.

## **Sex Discrimination (Sex Discrimination Act 1975)**

Direct sex discrimination occurs where a person of one sex is treated less favourably on grounds of sex, than a person of the other sex would be in the same, or not materially different, circumstances.

Indirect sex discrimination can occur even where a requirement or condition of employment is applied equally to men and women. Such a requirement or condition may discriminate indirectly because the proportion of one sex which can comply with it is much smaller than the proportion of the other sex which can comply with it. For example, a requirement for an employee to move between various work locations might bar more women than men.

A complainant would have to show that it is to his/her detriment that he/she cannot comply.

In a case brought before an Industrial Tribunal the Council would be required to show that the requirement complained of is necessary for the job, irrespective of sex. Unless it can be justified it will be unlawful, whether or not it was the intention of the Council to discriminate.

Marriage discrimination occurs where a married person is treated less favourably, on grounds of marital status, than an unmarried person of the same sex would be in the same, or not materially different, circumstances. The discrimination may be direct or indirect as explained above.

The Sex Discrimination (Gender Re-assignment) Regulations 1999 make it unlawful for an employer to treat a worker less favourably than other persons would be treated on the grounds that the individual intends to undergo, is undergoing, or has undergone a sex change.

## **Disability**

The Disability Discrimination Act 1995 provides that, in all employment matters (including recruitment, training, promotion and dismissal), it will be illegal to treat a disabled person less favourably than someone else because of their disability, unless there is a good reason.

The Act defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities. People who have a disability, and people who have had a disability but no longer have one, are covered by the Act.

## **Racial Discrimination (Race Relations Act 1976 & Race Relations (Amendment) Act 2000)**

The Race Relations Act 1976 makes it unlawful to discriminate against a person, directly or indirectly, in the field of employment.

Additionally, the Race Relations (Amendment) Act 2000 outlaws race discrimination in all public functions.

Direct discrimination consists of treating a person, on racial grounds, less favourably than others are or would be treated in the same circumstances.

Racial grounds are the grounds of race, colour and nationality - including citizenship, or ethnic or national origins - and groups defined by reference to these grounds are referred to as racial groups.

Segregating a person from others on racial grounds constitutes less favourable treatment.

Indirect discrimination consists of applying, in any circumstances covered by the Act, a requirement or condition which, intentionally or not, has a disproportionately adverse effect on a particular racial group and cannot be shown to be justifiable on other than racial grounds.

Examples of indirect discrimination would be recruiting from sources which exclude areas of high settlement of racial minority groups or setting language tests or educational qualification levels above the minimum needed for a job or post.

## **Employment Equality (Age) Regulations**

The regulations make it unlawful on the grounds of age to:

- Discriminate directly against anyone – that is, to treat them less favourably than others because of their age – unless objectively justified
- Discriminate indirectly against anyone – that is, to apply a criterion, provision or practice which disadvantages people of a particular age unless it can be objectively justified
- Subject someone to harassment. Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them having regard to all the circumstances including the perception
- Victimise someone because they have made or intend to make a complaint or allegation or have given or intend to give evidence in relation to a complaint or allegation or have given or intend to give evidence in relation to a complaint of discrimination on grounds of age
- Discriminate against someone, in certain circumstances, after the working relationship has ended.

## **Discrimination Based on Preconception**

It is essential that all staff making decisions affecting access to jobs, training, promotion etc guard against discrimination based on assumptions that individuals because of their age, disability, sex, race, sexual orientation, religion or belief or possess characteristics which make them unsuitable for employment in certain types of jobs.

## **The Employment Equality (Religion or Belief) Regulations 2003**

### **Definitions:**

#### **Religion or Belief**

The Regulations explain that the term “religion or belief” means “ any religion, religious belief, or similar philosophical belief”. The Regulations also cover those without religious or similar beliefs.

## **Sexual Orientation**

The term “sexual orientation” means a sexual orientation towards persons of the same sex (homosexuality), persons of the opposite sex (heterosexuality) or to persons of the same sex and the opposite sex (bisexuality). (Under the Regulations, gender reassignment is a separate issue unrelated to sexual orientation and is covered by the Sex Discriminations (Gender Re-assignment) Regulations 1999.)

The above Employment Equality Regulations apply to all employment and vocational training including recruitment, terms and conditions, promotion, transfers, dismissals and training and in certain circumstances after the employment has finished for example in refusal to provide a reference.

Every job applicant, every person who works for the Council whether directly employed, work under some other kind of contract or are Agency, has the right not to be discriminated against either directly or indirectly, victimised, harassed or subjected to any other detriment because of his or her sexual orientation, religion or belief. The law also safeguards those who suffer because of the sexual orientation, religion or belief of their family and friends. The Council is also responsible for the behaviour of its staff towards an individual working for someone else but on its premises.

The Regulations make it unlawful on the grounds of sexual orientation, religion or similar belief (perceived or otherwise) to:

- Discriminate directly against anyone. That is, to treat them less favourably than others because of their sexual orientation, religion or belief or because they do not follow a particular religion or belief;
- Discriminate indirectly against anyone. That is, to apply a criteria, provision or practice which disadvantages people of a particular sexual orientation, religion or belief unless it can be objectively justified (i.e., that it is a legitimate aim and that the practice is proportionate to that aim and that there is no alternative means available).
- Harass anyone. Harassment includes behaviour that is offensive, frightening or in any way distressing. It may involve nicknames, teasing, name calling or other behaviour which may not be intended as malicious but is nevertheless upsetting. What is important is that the action had the effect it had, regardless of whether the harasser intended to offend. It may be about the individual’s sexual orientation, religion or belief or it may be about the sexual orientation, religion or belief of those with whom the individual is associated. It may also consist of a general culture which, for instance, appears to tolerate the telling of religious or homophobic jokes. In addition to the Council being held responsible for the actions of its employees, individual employees may also be held responsible for their own actions and ordered to pay compensation. If harassment takes places in the workplace or at a time and/or place associated with the workplace, for example a work related social gathering, the Council may be liable and may be ordered to pay compensation unless it can show that it took reasonable steps to prevent harassment. The Council also has a responsibility to protect employees from harassment by service users.
- Victimisation anyone. That is to treat someone detrimentally because they have made a

complaint or intend to make a complaint about discrimination or harassment or have given evidence or intend to give evidence relating to a complaint about discrimination or harassment. If this happens or if the Council fails to take reasonable steps to prevent it from happening, they will be liable and may be ordered to pay compensation. Individuals who victimise may also be ordered to pay compensation.

In the case of Sexual Orientation, where benefits are offered such as insurance to opposite sex unmarried partners then refusing to give the same benefits to same sex partners would be discrimination. However, the Regulations exempt anything which prevents or restricts access to a benefit by reference to marital status. This means that if a policy refers to spouse, wife or husband, then that policy would not be unlawful.

### **Genuine Occupational Requirement**

Exceptions may be made in very limited circumstances if there is a Genuine Occupational Requirement for the worker to be of a particular sexual orientation, religion or belief in order to do the job or to comply with the religion or belief ethos of the organisation for example to fulfil the spiritual needs of its service users. It is important therefore that job applicants are clear about what the duties of the job are to enable them to reach an informed decision about whether a particular job might conflict with their religion or belief before applying. It is not the intention of the regulations that people are appointed to posts whose religion or belief mean that they are unable to undertake essential parts of the job.

### **Religious Observance**

It is anticipated that requests for time off in respect of religious festivals or spiritual observance be accommodated through the Council's terms and conditions covering requests for annual leave/flexi-leave or unpaid leave. As normal, in granting such requests consideration should be given to the needs of the service and other employees.

The Council will consider requests for access to a quiet place for employees in which to meet their religious obligations during agreed break times provided such a place is available without it having any adverse impact on service provision or other staff. Managers should try to be flexible about when breaks or annual leave are taken, however the Council does not have to release employees for religious observance outside normal break times or holiday periods.

### **Dress Code**

Other than for reasons of Health and Safety the Council will try to be flexible where it can to enable staff to dress in accordance with their religious beliefs but still meet the Council's requirements to protect its image.

### **Rehabilitation of Offenders Act 1974**

Under the Rehabilitation of Offenders Act 1974 certain convictions become "spent" after a special period of time and those with spent convictions are not required to disclose the conviction on application forms if asked to do so, as any failure to disclose a "spent" conviction is not a lawful reason for dismissing or excluding a person from any office,

profession, occupation or employment. Examples of rehabilitation periods under the Act are shown in the table below.

Where a person has made a sincere and successful attempt to live down a conviction, then both justice and the need to remove a barrier to rehabilitation of offenders demands that his/her efforts should not be prejudiced by the unwarranted disclosure of that earlier conviction. The Act provides rehabilitation periods, which vary depending on the type and length of conviction originally incurred. These are outlined in the table below:

<b>Sentence</b>	<b>Rehabilitation Period</b>
Imprisonment, corrective training or detention in a young offenders' institution for more than six months but not more than 30 months	10 years *
Imprisonment or sentence of detention in a young offenders' institution for a term not exceeding six months	7 years*
A fine or other sentence not expressly covered by the Act	5 years *
Order for detention in detention centre	3 years *
Absolute discharge	6 months *
Conditional discharge or probation	1 year *
* The rehabilitation period is halved in respect of a person under 18 years of age at the date of the conviction.	
The Act also applies to sentences imposed by courts outside the UK.	

### Exceptions

There are, however, exceptions to the provisions on "spent" convictions which are relevant to local government employment. These are set out in the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** (SI 1975 No 10230), as amended by the **Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Orders 1986** (SI 1986 No 1249 and SI 1986 No 2268). Under the 1986 Orders there is now a general exception to the provisions on "spent" convictions which covers the following.

Any employment by a local authority in connection with the provision of social services or by any body in connection with the provision by it of similar services, being employment which is of such a kind as to enable the holder to have access to any of the following classes of person in the course of his or her normal duties, namely:-

- (a) persons over the age of 65
- (b) persons suffering from serious illness or mental disorder of any description
- (c) persons addicted to alcohol or drugs

- (d) persons who are blind, deaf or dumb
- (e) other persons who are substantially and permanently handicapped by illness, injury or congenital deformity.

Any employment which is concerned with the provision of health services and which is of such a kind as to enable the holder to have access to persons in receipt of such services in the course of his or her normal duties.

Any office or employment concerned with provision to persons aged 18 and under of accommodation, care, leisure and recreational facilities, schooling, social services, supervision or training, being an office or employment of such a kind as to enable the holder to have access in the course of his or her normal duties to such persons, and any other office or employment the duties of which are carried out wholly or partly on the premises where such provision takes place.

These provisions mean that in effect all local authority posts which may have contact with persons aged under 18 will be "excepted" employment, and all applicants for such jobs will have to disclose previous convictions, whatever the case and whenever the conviction took place, and may be asked questions about them.

In addition, procedures have been drawn up by the Home Office, Department of Education and Employment, Department of Health and the Welsh Office for checking the criminal background of those whose jobs give them access to children. The circular lists those persons on whom checks with the police as to the existence and content of a criminal record should generally be requested. These checks take place after successful applicants have been selected, but before they take up appointment, and relate to positions giving substantial opportunity for access to children.

## **Positive Action**

Positive measures are allowed by the law to encourage employees who are members of disadvantaged groups which have been under-represented in particular work areas to receive special treatment programmes.

Positive action means adopting a programme designed to put disadvantaged groups on the same starting line as white, able-bodied men. It recognises that special measures are needed to offset past discrimination, and that these measures are necessary to try to break patterns of inequality which persist from generation to generation. The ultimate aim of a positive action programme would be to eliminate job segregation and ensure that disadvantaged groups are proportionately represented in all areas of employment.

The Council has the power to take appropriate steps to ensure that applicants from groups covered by the policy are well-represented within the Council's own trainee and apprentice schemes. Equally, it will ensure that there is no discrimination or sex stereotyping in the sponsored training schemes managed by the Council.

A particular sexual or racial group is under-represented if, at any time during the previous twelve months, either there was no-one of that group doing the work in question, or there were disproportionately few in comparison with the group's proportion in the workforce at that establishment, or in the relevant labour market.

## **Race Equality Scheme 2002**

South Ayrshire Council have developed a [Race Equality Scheme](#), which aims to ensure the Council eliminates unlawful racism and racial discrimination in every area of its responsibilities and influence, and works to promote racial equality throughout South Ayrshire.

This Scheme has been designed in response to the Race Relations (Amendment) Act 2000, and details how South Ayrshire Council plan to work towards race equality and the elimination of discriminatory attitudes in the working environment. Copies of this Scheme are available on the Wire, and from Departmental Personnel Sections.

## **Good Employment Practices**

This section of the Policy describes those good employment practices which will help eliminate discrimination. It recommends the establishment and use of consistent and justifiable criteria for selection, training, promotion, redundancy, grievance, discipline and career development. Without consistency, decisions can be subjective and leave the way open for discrimination to occur.

## **Recruitment**

### **Attracting a Field of Candidates**

It is unlawful for the Council to discriminate when recruiting employees in any of the following ways:-

1. Advertising a job in a place where only one sex would have the opportunity of seeing the advertisement;
2. In relation to any terms offered (for instance, in respect of pay or holidays). For example, it is unlawful to offer a job (whether or not the candidate accepts it), where the terms would be a breach of the Equal Pay Act should an employment contract be established;
3. By refusing or deliberately omitting to offer a person employment on grounds of sex, marital status or age, for example, by rejecting an applicant or deliberately refusing consideration of an application;
4. By refusing or omitting to offer a suitably qualified registered disabled person employment without justifiable reason, or by deliberately refusing consideration of an application by such a person.

Publicity information such as career brochures must reflect the Equalities Policy. For example, disadvantaged groups must figure in photographs or any case histories presented.

Recruitment drives must not artificially restrict the number of applicants from disadvantaged

groups;

Personal recommendations from existing employees as a primary or sole method of attracting applicants is likely to be discriminatory. All recruitment vacancies will be filled in accordance with the policy determined by the Council from time to time;

Equal access can only be given when special efforts are undertaken to make sure that information about job vacancies reaches those who are under-represented or absent either in the workforce as a whole, or in specific occupations or specific sections. This is specifically permitted in the Sex Discrimination Act and Race Relations Act;

Equal access will depend on special efforts being made to ensure that potential applicants are aware of the Council's positive Equalities policies;

Applications from people with a disability, or people with a mental health impairment will be encouraged;

The details of all vacancies will be notified to Human Resources for action;

Advertisements must be clear and unambiguous so applicants will be able to determine their own suitability;

A standard statement will be inserted in all job advertisements, which fully reflects the Council's Equalities Policy;

Where advertisements state "for further information please contact", this should be strictly limited to giving candidates factual information about qualifications/experience required of candidates in accordance with the personnel specifications and must not be used as an informal sorting procedure.

### **Applications and Short listings**

No information which could be used in a discriminatory manner should go before a shortlisting or interviewing panel; and shortlisting must be based only on the information contained in the application form using the job and skills description etc as the criteria.

The criteria for initial selection must be consistently applied to all applicants.

### **Interviews**

Candidates with disabilities should be offered any facilities necessary for a fair interview. The "Access to Interview" form gives candidates an opportunity to state if they require any additional assistance at interview. This form is available as Appendix 8 of the Recruitment and Selection Policy, or from Departmental Personnel Sections.

Interviewers should not imply discrimination by asking questions either about personal circumstances which are unrelated to the requirements of the job, or else designed to test more rigorously certain candidates on the basis of age, sex, race, sexual orientation, religion or belief or disability.

## **Promotion and Transfer**

The Equalities Policy applies equally to the selection of internal candidates.

When selecting internally, care should be taken not to perpetuate past discriminatory practices, for example, by continually selecting or promoting men in a section hitherto staffed by men where an equally suitable female candidate is available.

Vacancies will be effectively published to make sure that appropriate employees have full access to information about promotion opportunities.

## **Contracts of Appointment**

Appointment letters should include the following statement:

“As an employee of the Council, you will be required actively to pursue the Council's policies including those on equal opportunities and race relations and to undergo any training associated with this.”

## **Public Office**

The Council will not discriminate against employees who carry out public duties as JPs, Councillors or in similar positions.

## **Meeting Additional Needs**

The Council will endeavour to provide physical access to buildings and a suitable working environment.

The Council will endeavour to provide aids to working including mechanical, technical and administrative assistance.

The Council will provide, where available, re-training and re-deployment for appropriate employees who become disabled after commencing employment.

In particular, with regard to recruitment of people with disabilities, the Council will actively pursue the following:-

1. To have an open mind on all jobs.
2. Draw up and assess job requirements in an unrestrictive way when vacancies occur.
3. Be prepared to make minor modifications.
4. Look at what people with disabilities can do rather than at their disability.

5. Avoid the assumption that people with disabilities are going to cause problems.
6. Look realistically at any problems that may arise in specific job situations.
7. Assess job and career prospects.
8. Consider the use of special aids and/or the restructuring of job tasks.
9. Publicise the Equalities Policy amongst people with disabilities.
10. Ensure that open access is created for all people with disabilities for all Council buildings, facilities and events.
11. Help establish education, counselling and awareness groups of and for people with disabilities.
12. Support, wherever practical, community-based developments in support of people with disabilities.

The Council's policy is that positive steps should be taken to increase the number of disabled persons employed by the Council.

The Council is aware that specialist advice is necessary to ensure that the policies contained within this document implemented for the maximum benefit of all people with disabilities.

## **Complaints Procedure**

If you believe you are being discriminated against, harassed or victimised or you believe someone else is, guidance on the procedure to raise a complaint is contained within the Council's Policy Statement and Operational Guidelines on [Respect at Work, Harassment and Bullying](#).

## **Amendment To Policy**

The Council intends that this policy document be amended from time to time as and when the Council approves additional policies after consultation and agreement with the trade unions.

Such policies will include the following:

1. Policy and Procedure for Job-sharing
2. Gambling and Addiction
3. Respect at Work
4. Flexible Working Hours
5. Policy and Procedure for Flexible Working.

## **Further Information**

Further professional advice or support on any employment issue as well as assistance with interpretation of these policies is available by contacting Corporate Human Resources, Tel 01292 612415/612430.

## ANNEX II

**SOUTH AYRSHIRE COUNCIL**  
**DEVELOPMENT, SAFETY AND REGULATION**  
**ENTERPRISE & PROPERTY SERVICES**  
**JOB DESCRIPTION**

**Job Title:** LEADER Programme Co-ordinator

**Grade:** PO4

**Responsible to:** Enterprise Manager

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**JOB PURPOSE:**

The LEADER Programme, an EU funded initiative, is a partnership approach to rural development which seeks to engage and involve communities and develop their capacity to deliver an area based rural development strategy. It is based on a bottom up approach to rural development and values innovation and risk taking.

The postholder will have a key responsibility for delivering the aims and objective of the LEADER Strategy and Business Plan on behalf of the Local Action Group (LAG). The post holder will be directly responsible for the day to day management of the LEADER Programme in Ayrshire and will be required to develop and drive rural development activity in Ayrshire.

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**MANAGERIAL RESPONSIBILITIES:**

All senior staff within South Ayrshire Council may be required to provide policy advice to Elected Members as and when required. They are expected to work in a flexible manner and to assist line managers in the discharge of their responsibilities, particularly the following:

- Participate in the preparation and control of budgets.
- Maintain a Best Value Culture.
- Contribute to a positive and inclusive working environment within which regular performance review takes place and undertake further training as appropriate.
- Ensure safe working practices in which the health, safety and welfare of colleagues are not jeopardised.
- Implement effective operational plans to meet the objectives of the service.
- Meet appropriate operational and other statutory targets

**SERVICE RESPONSIBILITIES:**

The following outlines the key elements of the post of Programme Co-ordinator (LEADER):

- To provide advice and guidance to project promoters;

- To be responsible for the day to day management and development of the LEADER team;
- To provide animation for communities and promote LEADER through out Ayrshire;
- To identify additional funding sources;
- To manage any Delegated Authority Schemes;
- To be responsible for the development, monitoring, implementation and evaluation of the LEADER strategy and plans and input into local, regional and national plans and strategies where appropriate.
- To liaise and communicate with strategic partners including the Regional Programme Assessment Committee (RPAC), the three local authorities and Community Planning Partnership staffs;
- To monitor the physical and financial performance of the Programme and report on progress to the Decision Making Body (DMB) and the LAG;
- To manage the physical and financial reporting of the Programme;
- To prepare monthly monitoring reports on the work of the Programme in accordance with the agreed Business Plan.
- To monitor projects and attend monitoring visits;
- To ensure compliance with relevant State Aid regulations;
- To liaise with the Accountable Body;
- To liaise with the managing Authority;
- To technically appraise Project applications and ensure strategic fit;
- To take part in co-operation and networking both locally and nationally;
- To measure results and review the process on an annual basis.
- To carry out such other duties consistent with the post as may be required by the Enterprise Manager or the Head of Enterprise & Property.

This Job Description contains only a broad outline of the main duties and responsibilities of the post and may be altered following further decisions being taken by the Council in relation to its Management Structures. A flexible approach in the discharge of the duties of the post is therefore essential.

**SOUTH AYRSHIRE COUNCIL**  
**DEVELOPMENT, SAFETY AND REGULATION**  
**ENTERPRISE & PROPERTY SERVICES**  
**JOB DESCRIPTION**

**Job Title:** LEADER Programme Officer  
**Grade:** AP3  
**Responsible to:** LEADER Programme Co-ordinator

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**JOB PURPOSE:**

The LEADER Programme, an EU funded initiative, is a partnership approach to rural development which seeks to engage and involve communities and develop their capacity to deliver an area based rural development strategy.

The post holder will report to the LEADER Programme Co-ordinator and work as part of a team to provide a comprehensive administrative support service to the LEADER Programme and the Local Action Group (LAG). The post holder will also help develop and maintain key information and quality systems and will be responsible for elements of facilitation and animation with project promoters and communities.

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**GENERAL RESPONSIBILITIES:**

All staff within South Ayrshire Council are expected to work in a flexible manner and to assist line managers in the discharge of their responsibilities, particularly the following:

- Maintain a Best Value culture.
- Contribute to a positive and inclusive working environment within which regular performance review takes place and undertake further training as appropriate.
- Ensure safe working practices in which the health, safety and welfare of colleagues are not jeopardised.
- Participate in the implementation of effective operational plans to meet the objectives of the service.
- Assist in meeting appropriate operational and other statutory targets.

**SERVICE RESPONSIBILITIES:**

The following outlines the key elements of the post of Programme Officer (LEADER):

- To provide a first point of contact for the LEADER Programme and respond promptly to all enquiries.
- To provide advice and guidance to current and potential project promoters.
- To appraise submitted projects in terms of eligibility, relevance and strategic fit.

- To administer and record project claims ensuring prompt payment.
- To construct a framework for monitoring physical and financial performance of projects, ensuring a robust audit trail in accordance with agreed policies, procedures and financial regulations.
- To establish and maintain programme physical and financial records and project files;
- To provide administrative and secretarial support to the LAG, including the compilation and circulation of agenda, preparation of papers, taking minutes of meetings, etc.
- To issue letters of offer of grant as instructed by the LAG or decision making body.
- To assist in the collation of statistical information for the evaluation of associated projects in accordance with agreed outputs / targets.
- To liaison with Council partners and Community Planning teams and work in partnership with other organisations to promote the objectives of the LEADER Programme.
- To be responsible for sourcing and collating information and materials for inclusion in programme publicity and the web site.
- To carry out such other duties consistent with the post as may be required by the Enterprise Manager or the Head of Enterprise & Property.

This Job Description contains only a broad outline of the main duties and responsibilities of the post and may be altered following further decisions being taken by the Council in relation to its Management Structures. A flexible approach in the discharge of the duties of the post is therefore essential.

Created: April 2008