

Single Equality Scheme  
For the  
CENTRAL SCIENCE LABORATORY  
OF THE DEPARTMENT OF ENVIRONMENT, FOOD AND RURAL AFFAIRS

**Version 5**

**Owner** Lynn Gray

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Page 1 of 17

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## **Foreward**

As a public sector organisation we have a social responsibility to ensure that we not only eliminate any direct or indirect discrimination, but that we actively seek to be as inclusive as we can be. As well as looking at our internal employment practices we are considering the impact that we have in the way that we deliver our services and interact with customers and the general public.

Central Science Laboratory believes that a widely diverse workforce will provide the breadth of expertise and experience that we need. This is essential for a business that depends upon innovative thinking to deliver scientific advance. It is a vital part of Central Science Laboratory's overarching diversity strategy that we are fully committed to promoting fairness and equity for all.

The approach that we have taken in developing this equality scheme is to integrate disability, gender and race into a Single Equality Scheme. ensure that Central Science Laboratory delivers the commitments we have made and that we meet the specific legislative duties for each in the Single Relation to the Race Relations (Amendment) Act and also the Disability Equality Duty. In order that we can track our progress Central Science Laboratory will report regularly on Data, findings and actions. and keep our plan under constant review.

**Mike Roberts**  
**Chief Executive**  
**Central Science Laboratory**

## **CSL Single Equality Scheme**

### **Who are we?**

The [Central Science Laboratory](#) is an Executive Agency of the Department of Food and Rural Affairs. We are a centre of excellence for the science underpinning sustainable agriculture, safe food and a healthy environment. We employ approximately 700 people of which over 500 are scientists, most of whom are based in York. We provide a very diverse range of services and innovative solutions for Government and industry, both in the UK and internationally in response to their requirements and global trends.

### **Why do we have a Single Equality Scheme?**

We want to ensure that the elimination of unlawful discrimination and the promotion of equality of opportunity is fully addressed in the development and delivery of the Agency's business and its employment practices. As a public sector organisation we have a social responsibility to help eliminate discrimination, we need to strive to improve our overall inclusiveness for anyone who comes into contact with our organisation.

Currently there is a legislative requirement under both the Disability Equality Duty and the Race Relations (Amendment) Act to promote equality. To help meet our general and specific duties we have in place a Single Equality Scheme and to ensure we deliver this we also have an Action plan.

### **What is included in the CSL Single Equality Scheme?**

Our overarching Equality Scheme covers the legislative requirements of race, disability and gender. We do not currently include age, religion, or sexual orientation, however, this is planned for the future and we have included this in our 3 year plan.

### **What are the aims of the CSL Single Equality Scheme?**

- Ensuring identification and removal of any adverse impact of our functions and policies
- A workforce that better represents its customers
- Increased employee awareness of equality issues
- Elimination of harassment on the grounds of race or disability
- Take steps to take account of a person's disabilities, even where that involves treating them more favourably than others, and
- Eliminate unlawful discrimination in respect of race and disability
- Promote equal opportunities for all, regardless of race and disability

## How does this Scheme relate to our General approach to Valuing and Managing Diversity?

CSL is an Equal Opportunities Employer and as such is fully committed to equality of opportunity for all staff. Our policy reflects this commitment:

" CSL is committed to equality of opportunity for all staff to develop their potential and use their abilities to the full regardless of sex, marital status, race, colour, ethnic or national origin, disability, sexual orientation, religious beliefs or age. We are keen to develop, promote and monitor policies in this important area."

Equal opportunities is part of all our work at CSL. It is an integral part of recruitment, promotion, pay, training, appraisal and retention. We want the best person for the job and the only grounds for discrimination in CSL are linked to the individual's performance.

One of the core values that underpins our vision and mission statements, relates to the importance of diversity within our organisation.

*'We respect our differences – and support the drive for diversity and a better Work Life Balance that can make those differences work for us'.*

### Race Relations Act and the requirements

The **general duty** of the RRA requires CSL to have in the exercise of its functions 'due regard to the need' to:

- eliminate unlawful racial discrimination;
- promote equality of opportunity; and
- promote good race relations.

**The specific employment duty** requires the monitoring of a range of employment practices from recruitment to retirement. Also publication of a Scheme setting out the functions and policies that are relevant to the general duty and the arrangements relevant to meeting it, specifically:

- ❖ how CSL assesses and consults on the likely impact of its policies on the promotion of race equality;
- ❖ how policies will be monitored for adverse impact;
- ❖ arrangements for publishing the results
- ❖ arrangements for ensuring public access to the information
- ❖ arrangements for training staff in connection with the duties; and
- ❖ to review the scheme at least every three years.

## How CSL meets the general duty

'Functions' are the full range of duties and powers, including both formal and informal decisions on how duties are carried out. An initial review and prioritisation of all CSL functions has been carried out to identify those that are likely to have an impact on race equality.

Much of the work carried out by CSL is advisory and provided internally for DEFRA and other Government Departments, for example, to inform on setting of policy, therefore many of the functions do not have a significant impact on race equality. We do however provide a few public facing services, such as the Bee Health Inspection Service and these are among the priority functions being reviewed initially. However, within CSL, race equality is likely to impact more on employment matters.

In order to ensure that we continue to meet the requirements of the "general duty" CSL will review:

- the classification of all policies and functions to take into account any new information that may have relevance;
- areas highlighted for priority action in any particular year of the Scheme will be reviewed after three years (or longer if a longer timescale is appropriate) to see whether any action taken has been effective.

## Action Plans

Where a policy/function is identified as adversely affecting those from minority ethnic communities, CSL will consider:

- whether there are alternatives that could meet the objectives without any adverse impact;
- whether the adverse impact is unavoidable. and whether it can be justified in relation to the aims and importance of the policy;
- whether there are any measures that would help to reduce predicted adverse impact.

Annex A sets out our assessment of which areas might potentially be relevant to the general duty, how we are currently meeting it, and our priorities for further action.

## How CSL meets the Specific Duties

The Equality Scheme sets out the arrangements which are in place to meet the specific duties:

**Version 5**

**Owner** Lynn Gray

**PRINTED COPIES ARE NOT CONTROLLED**

Page 5 of 17

**Issue Date** Aug 07

**Approver** Geoff Gaunt

- We will carry out an equality impact assessment on any proposed changes to those CSL policies/service delivery already having been identified as being relevant (Annex A)

We will ensure that any new policies or services are also equality impact assessed.

- We will carry out training for Heads of Groups and Group Coordinators in how to carry out equality impact assessments for all policies and services in their groups to identify whether or not there is any adverse impact on staff from an ethnic minority background. The training will incorporate the use of the Defra Equality Impact Assessment Tool.
- All equality impact assessments undertaken will consider identifying potential for improvements or identify where there might be missed opportunities or potential for improvements in the policy or service in terms of their impact on individuals from an ethnic minority background.
- A statement of how key stakeholders have been involved in developing the scheme. Consultation has taken place with the following parties, TUS, initial discussions took place at the Diversity and Equality Meeting held on 23 February 2007 and at a focus group attended by CSL staff held on 26 April 2007. The focus group were not asked to comment on the draft equality scheme itself, but were asked to identify issues that affect minority groups and possible solutions. This has helped identify further where the work of CSL has a particular impact on minority groups. The focus group was attended by a representative from the Defra ethnic minority network and other individuals with an ethnic background. A one to one discussion also took place with a member of CSL staff from an ethnic minority background who was unable to attend the focus group. A number of specific issues were raised in relation to race – Working internationally poses problems where members of certain races are not made welcome. Recruiting staff from an ethnic minority background and posting them to an area of little or no ethnic population could potentially expose them to high levels of discrimination.
- We will monitor CSL's internal and external service delivery through assessment of customer satisfaction surveys, staff satisfaction surveys, analysis of complaints, carry out random focus groups as appropriate.
- We will publish the results of any such assessments on the intranet and in the Annual Reports and Accounts
- We will educate CSL staff and managers to help them understand their roles and responsibilities relating to implementation of our equality policies both in terms of legislative requirements and CSL culture and

values. Our current Diversity and Equality Training Programme has been updated to incorporate diversity issues and the requirements of recent legislation such as Age Discrimination and is designed to make staff think about equal opportunities and how it affects their work. There will be workshops for new starters on diversity and equality which will be incorporated into the induction course. In addition there will be a short module on equality and diversity for all new line managers to make them aware of their responsibilities.

- Ensuring that any equality impact assessments undertaken consider identifying potential for improvements or identify where there might be missed opportunities or potential for improvements in the policy or service in terms of their impact on disabled persons.

## **Handling Complaints**

The Agency is committed to ensuring that everyone is treated fairly and with respect. Anyone involved in a complaint is entitled to have it taken seriously and dealt with fairly, thoroughly, sensitively and promptly, based on the facts of the case.

- **Internal Complaints**

Internal complaints from staff will be handled in the first instance through the Agency's internal complaints procedures, which will be recorded and monitored

- **External Complaints: Service Standards**

The DEFRA Complaints Adjudicator will initially investigate external complaints from the public about standards of service. The Adjudicator will consider the facts of the case and will advise the complainant of the outcome of the investigation within 15 working days. At this stage the complainant will also be advised on how to pursue their complaint if they are not happy with the outcome of the investigation.

- **External Complaints: Maladministration**

If the complainant is not satisfied with the adjudicator's decision the complainant may write to a Member of Parliament who may agree to refer the complaint to the Parliamentary Commissioner for Administration (the Parliamentary Ombudsman) or the complainant can write to the Secretary of State.

- **Customer relations**

All staff engaged in the implementation/enforcement of policy e.g. CSL Bee Inspectors comply with the conduct guidance related to their area

of work. This guidance is supported by a procedure for dealing with complaints in addition to that outlined above.

In addition to the above, complaints can be made to the Commission for Racial Equality which has certain enforcement powers under the 2000 Act in Relation to the fulfilment by public bodies of their specific duties. Complaints can be made to the Disability Rights Commission.

### **Meeting the Employment Duties**

CSL is committed to promoting race equality and diversity in all aspects of employment, service delivery and purchasing. It aims to have a diverse and representative workforce who are valued and enabled to reach their full potential. To ensure that CSL can demonstrate this we monitor a number of key employment areas. Where this is possible, this is achieved using existing mechanisms, for others the appropriate mechanisms will be established as soon as is practicable.

The Act requires monitoring in a number of key employment areas see Annex B for further details:

- numbers of staff in post;
- applicants for employment;
- applications for, and those who receive, training;
- applicants for promotion;
- staff who benefit or suffer detriment as a result of its performance assessment procedures.
- staff involved in grievance procedures;
- staff subject of disciplinary procedures; or
- staff ceasing employment: CSL currently records and monitors details for staff leaving the Agency.

The results of this monitoring will be published annually on the intranet and in the Annual Reports and Accounts.

### **Disability Equality Duty and the requirements**

The **general** Disability Equality Duty (DED) came into force on 4 December 2006, as a result of the remaining provisions of the Disability Discrimination Act 2005. The DED applies to the employment policies and practices of CSL.

The general duty places a duty on the Agency, when carrying out our functions, to have due regard to six key issues:

- The need to promote equality of opportunity between disabled people and other people - *This affects many aspects of employee relations, for example recruitment, induction, training, promotion, appraisal and grievance and disciplinary procedures.*

**Version 5**

**Owner** Lynn Gray

**PRINTED COPIES ARE NOT CONTROLLED**

Page 8 of 17

**Issue Date** Aug 07

**Approver** Geoff Gaunt

- Eliminate discrimination that is unlawful under the DDA
- Eliminate harassment of disabled persons that is related to their disabilities
- Promote positive attitudes towards disabled persons -This will encompass using a positive attitude in relation to disabled people and disability within internal and external communication.
- Encourage participation by disabled persons in public life
- The need to take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons

There are also **specific** duties which encompass a Disability Equality Scheme (DES) and an Action Plan. CSL will publish annual information on progress in relation to the Scheme and Action Plan and to review the former at least every three years.

The key elements are:

- A statement in the DES of how disabled people have been involved in developing the scheme. Consultation has taken place with the following parties: TUS, initial discussions took place at the Diversity and Equality Meeting held on 23 February 2007, and at a focus group attended by CSL staff held on 26 April 2007. The focus group identified a number of issues and potential solutions and has helped identify further where the work of CSL has a particular impact on minority groups. The focus group were not asked to comment on the draft equality scheme itself, but were asked to identify issues that affect minority groups, and possible potential solutions. This has helped identify further where the work of CSL has a particular impact on minority groups. We are now reviewing the Action Plan to ensure that we have correctly identified the priority issues. The focus group was attended by staff with a full range of disabilities for example staff with mobility issues, physical disability and deafness. There were a number of disability related issues raised via the focus group for example physical access via pass operated doors on site, limited number of lifts on site, physical safety (in relation to the fire alarm) accessing shelves in laboratories, ensuring information (on forms or policies) is available in alternative formats, targetting of potential applicants for posts, transport issues. CSL will continue to seek any funding for adjustments are made to working practices, and measures are taken to enable disabled people to fully participate in the work of CSL. CSL can receive help in funding any adjustments required through the Department for Work and Pensions Access to Work Scheme. CSL will also consider if any existing systems in place require amendment to gather information on potential disparities

between disabled and able-bodied persons (e.g staff survey). Examples of adjustments that CSL makes are allowing employees to work non standard hours in order to accommodate a health condition or medical appointment, or adjusting lighting arrangements to accommodate someone with a visual impairment.

- We will carry out training for Heads of Groups and Group Co-ordinators in how to carry out equality impact assessments for all policies and services in their groups to identify whether or not there is any adverse impact on disabled persons. The training will incorporate the use of the Defra Equality Impact Assessment Tool. All equality impact assessments undertaken will consider identifying potential for improvements or identify where there might be missed opportunities or potential for improvements in the policy or service in terms of their impact on disabled persons.
- Arrangements for assessing CSL's impact on disability equality and improving that impact by gathering information on how CSL's policies and practices affect disabled people. The Action Plan identifies the monitoring required to measure the effects of CSL policies on disabled and able-bodied persons and how such differential impacts can be reduced.
- Details of how CSL is going to use the information gathered, in particular in reviewing the effectiveness of our Action Plan and prepare subsequent schemes.

### **Gender Equality Duty**

- The gender equality duty (GED) came into force in April 2007. The **general** duty requires CSL when carrying out functions to have due regard to the need to:
  - to eliminate unlawful discrimination and harassment; and
  - to promote equality of opportunity between men and women.

There are a number of specific duties and these include:

- preparing and publishing a gender equality scheme, showing how it intends to fulfil the general and specific duties.

In preparing the scheme, CSL will:

- consult employees, service users and others. TUS were consulted at the Diversity and Equality Meeting held on 23 February 2007 and at the focus group attended by CSL staff held on 26 April 2007. The focus group identified a number of issues and potential solutions and has helped identify further where the work of CSL has a particular

impact on minority groups. The focus group were not asked to comment on the draft equality scheme itself, but were asked to identify issues that affect minority groups and possible potential solutions. We are now reviewing the action plan to ensure that we have correctly identified the priority issues. The focus group was attended by staff with a particular interest in gender equality issues. Examples of issues included access to childcare, access to training and development for part time members of staff, assumptions of ability and commitment based on gender, expectations of part time staff in terms of delivery of work; issuing of contracts for work, for example muslim countries not permitting women to work on an international contract.

- gather information on the effect of policies and practices on men and women in employment
- ensure implementation of the scheme objectives  
implement the scheme and their actions for gathering and using information within three years of publication, unless it is unreasonable or impracticable to do so;
- review and revise the scheme at least every three years;
- report on progress annually.

To meet the gender equality duty as an employer, CSL will ensure that we eliminate unlawful discrimination and harassment in employment practices and actively promote gender equality. This will include discrimination and harassment of transsexual people on grounds of their gender reassignment. The Gender duty requires that we:

Undertake equality impact assessments on all major proposed developments in employment, policies and services

Draw up a schedule and undertake equality impact assessments on key areas with the potential to advance gender equality. The key areas with the potential to advance gender equality that have been identified for this Scheme and as such require a focussed impact assessment to be undertaken are:

Recruitment and retention policy and practice

Promoting and managing flexible working

Leave for parents and carers

Encouraging initiatives to support staff returning back to the workplace

Work based training opportunities

Equal Pay

### **Other Equality Issues identified by focus group**

The focus group identified a number of other issues in relation to age, religion beliefs, sexual orientation:

#### **Age**

Issues ranged from stereotyping of the impact of increasing age or limitations of youthfulness, e.g. Older people can't learn anything. Career progression - assumptions are made about potential performance based on age. Line

**Version 5**

**Owner** Lynn Gray

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Page 11 of 17

**Issue Date** Aug 07

**Approver** Geoff Gaunt

management issues, staff either not wanting to be managed by someone younger than them or younger managers feeling daunted by older staff's experience.

### **Religious Beliefs**

Issues identified were a Catholic member of staff being asked to work in an area where the potential for discrimination. Visitors to CSL. Ensuring let visitors know about the prayer room for courses.

### **Sexual Orientation**

Issues identified ranged from men wearing makeup, and potential issues when meeting customers; transsexual staff and use of toilets and what colleagues are told; time off for gender reassignment and how this is dealt with within the policy.

### **Use of Existing Baseline Data – Staff Survey**

CSL will use existing baseline data collected on an annual basis as part of the staff survey. The staff survey already has a number of questions regarding race, disability and gender. (add here as necessary).

### **Equality Impact Assessments**

CSL will revisit the policies and services identified in Annex A to the Single Equality Scheme and carry out quality impact assessments in each of these areas.

The Personnel, Learning and Development Team will deliver training to Group Co-ordinators on how to conduct equality impact assessments. This will enable CSL to identify where there may be policies, functions or services which could have an impact on minority groups. As far as possible any negative consequences will be eliminated or minimised and opportunities for promoting equality are maximised.

## **CSL Single Equality Scheme Plan 2006 – 2009 Summary**

### **Year 1**

- Publicise the Equality Scheme
- Incorporate Disability and Gender into a Single Equality Scheme
- Consult with the TUS and other stakeholders both internally and externally
- Ensure all necessary monitoring systems in place
- Design and deliver new Diversity and Equality training
- Review and record any necessary amendments to the Single Equality Scheme

### **Year 2**

- Address any outstanding issues from Year 1.
- Determine any further actions needed in areas identified as having possible relevance but not already covered above
- Review and report any amendments to the Single Equality Scheme and/or the Action Plan

### **Year 3**

- Review classification of CSL Functions to inform second three-year scheme
- Review Progress on the actions taken in areas identified as relevant in this Scheme
- Draft a Progress Report on Action Plan

**Meeting the General Duty****Functions relevant to the general duty**

<b>Area</b>	<b>Functions</b>	<b>Potential relevance</b>	<b>Comments</b>
Procurement	Letting contracts	Potential impact	CSL awards contracts for procurement of services e.g. catering, nursery and also for procurement of goods. CSL awards contracts in accordance with all Central Government guidance
Employment and other internal policies		Yes	Although limited impact on the general public (other than on recruitment), internal policies have a high impact on CSL staff. CSL policies and procedures will continue to be reviewed and developed in consultation with the Trade Union and appropriate staff representatives. The Agency is in the process of introducing a new appraisal system and this will include monitoring procedures. Further monitoring to meet the employment duties will be carried out. (Annex B)
Communications	Publications, accessibility	Yes	CSL publishes information on the CSL

Version 5

Owner Lynn Gray

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Page 14 of 17

Issue Date Aug 07

Approver Geoff Gaunt

	of information, websites, translation.		website, in the Annual Report and Accounts and in appropriate scientific publications. CSL aims to meet the individual needs of customers and should they require information in other languages, this would be made available
Inspectorate and Regulatory Work	Bee Inspection Service, Pesticides Survey work, and similar field work	Possible impact through dealing directly with general public	We carry out a Bee Inspection Service where CSL is required to enforce UK and EU legislation. Also CSL surveyors gather scientific data directly from farmers on use of pesticides in agriculture and horticulture
Food Science	Carrying out testing and research on food products	Possible impact in reporting advice/results to Government and other customers	Work centres on the detection and identification of residues of pesticides and veterinary medicines in foods and the environment
Conference and Events Management	Arranging conference events	Possible impact through dealing directly with the general public	The conference work could impact on minority groups attending conference events.

**Version 5**

**Owner** Lynn Gray

**PRINTED COPIES ARE NOT CONTROLLED**

Page 15 of 17

**Issue Date** Aug 07

**Approver** Geoff Gaunt

## MONITORING

The monitoring requirements arising from the Single Equality Scheme will be mostly met through existing systems. Where necessary new systems will be established and results of monitoring were published for the first time in 2003/2004.

- i) applicants for employment: CSL will continue to monitor necessary recruitment data and this will be published.
- (ii) applications for, and those who receive, training: CSL will develop procedures to monitor training applications.
- (iii) applicants for promotion: we will monitor applications from, and success rates of different groups of staff.
- (iv) staff who benefit or suffer detriment as a result of its performance assessment procedures: distribution of appraisal assessments and appeals.
- (v) staff involved in grievance procedures; we will monitor all staff involved in grievances not resolved with management at local level.
- (vi) staff subject to disciplinary procedures; we will monitor all staff involved in the formal disciplinary procedures.
- (vii) staff ceasing employment: we will continue to monitor ethnicity of all leavers.

**Additional Work Planned**

CSL will shortly begin carrying out an Equal Pay Audit, which will include a comprehensive review of all aspects of pay and reward by gender, ethnicity and disability. This will involve a full review of our Equality policies and procedures and implementation of an improvement action throughout 2007.

**Version 5**

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**PRINTED COPIES ARE NOT CONTROLLED**

Page 17 of 17

**Issue Date** Aug 07

**Approver** Geoff Gaunt