

## Single Equality Scheme

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Date sent to E Communications Officer (Daniel Arnold)	
Date sent to <a href="#">HR Assistant</a> (Organisational Development <a href="#">and Equalities</a> ) Officer ( <del>Charlotte Taylor</del> <a href="#">Stiliyana Stoyanova</a> )	N/A
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<b>Document Review</b>			
<b>Version</b>	<b>Amendment</b>	<b>By</b>	<b>Date</b>
3.	Updated the corporate equality objectives and added information on the progress made against the 2012 corporate equality objectives. Updated information on the borough and the equality activities of the Council.	Charlotte Taylor	January 2015
4.	<a href="#">Updated the information on actions and measurements under each objective. Removed any outdated information. Added a separate appendix listing types of discrimination. Refreshed style and formatting.</a>	<a href="#">Stiliyana Stoyanova</a>	<a href="#">July 2018</a>

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## 1. Introduction

East Staffordshire Borough Council is committed to the creation of a fairer East Staffordshire for everyone. We understand that we have a lead role to play in making the borough a place where everyone has equal life chances.

We are committed to providing good quality services shaped by an understanding of the needs of different people and ensuring that how we employ people and deliver services promotes equality and challenges inequality. We ~~will~~ seek to understand East Staffordshire's communities and to work effectively to reduce and eliminate disadvantage, unlawful discrimination and hate crime.

Our aim is for residents to believe and recognise that East Staffordshire Borough Council treats people fairly and that their opinions matter. We also aim to encourage good relations between and within different groups of people.

This Scheme recognises our legal responsibilities as set out in the Equality Act 2010 (see section [4.12](#) below), and states our response to the requirements of the Equality Act 2010 and the Public Sector Equality duties. The Scheme includes our corporate equality objectives, which are the key objectives that the Council will undertake in order to meet the general equality duties. This Scheme applies to all our employees and Councillors and covers all aspects of the Council's activities.

The Scheme also recognises a wider definition of an equal society:

'An equal society protects and promotes equal, real freedom and opportunity to live in the ways that people value and would chose, so that everyone can flourish. An equal society recognised people's different needs, situations and goals and removes the barriers that limit what people can do and be.'<sup>1</sup>

### [4.12](#) The Equality Act 2010

The Equality Act 2010 (the Act) sets out the general equality duty, which in summary requires that those subject to the equality duty must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

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<sup>1</sup> 'Fairness and Freedom: The final report of the Equalities Review' Cabinet Office February 2007, p6.

The Equality and Human Rights Commission states that “having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
- Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.”<sup>2</sup>

The Equality Act 2010 covers the following protected characteristics:

- age
- disability
- gender reassignment
- marriage and civil partnership (only with regard to eliminating unlawful discrimination)
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Definitions of these protected characteristics can be found in [Appendix one1](#).

In addition to the general equality duty, the Equality Act's specific duties require the Council to publish information to demonstrate our compliance with the general equality duty, and [prepare-review](#) and publish one or more equality objectives that the Council thinks it needs to achieve in order to meet one or more of the general equality duties, and then at least every four years subsequently. These objectives must be specific, measurable and published in a way that is accessible for the public.<sup>3</sup>

The publication of information includes information relating to people who share protected characteristics that are affected by the Council's policies and practices, and information related to its employees.<sup>4</sup> This information is published on the equality data page of our website.

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<sup>2</sup> The Equality and Human Rights Commission: <http://www.equalityhumanrights.com/private-and-public-sector-guidance/public-sector-providers/public-sector-equality-duty>

<sup>3</sup> 'Objectives and the Equality Duty: A Guide for Public Authorities. England (and non-devolved public authorities in Scotland and Wales)', Equality and Human Rights Commission, p7.

<sup>4</sup> 'The Essential Guide to the Public Sector Equality Duty England (and Non-Devolved Public Authorities in Scotland and Wales)', Equality and Human Rights Commission, 2014, p9-10.

### **32. The Council's Equality Objectives**

The following equality objectives were ~~identified~~ agreed following a review of the equality information published by the Council, local information and consultation with employees via the Equality ~~ies~~ and Health Working Group. The aims of the general equality duty were also considered in the initial creation and current review of these equality objectives. The equality objectives apply to all protected characteristics, except where stated otherwise.

#### **Objective 1: Everyone can access our services, facilities and information**

To support the “advancing [of] equality of opportunity between people who share a protected characteristic and those who do not”, our aim is for all our services, facilities and information to be accessible to all, and for people to be satisfied with our ~~services and facilities~~ approach to providing those. We aim for the different needs of people to be considered in all aspects of the planning and delivery of our services, facilities and information, and for reasonable adjustments to be made for people with disabilities. We will collect and analyse data from communities to develop our understanding of communities and service users.

#### **Actions:**

- To continue to collect, analyse and where appropriate publish equality information from our service users across the protected characteristics in order to monitor who is using our services and facilities and understand their level of satisfaction with our services and facilities. This includes information from the Leisure Centres, Sports Development, Customer Service Centres, Brewhouse Arts Centre as well as from anti-social behaviour complaints and job applicants.
- To use the equality information gathered from our service users, and information on our communities, to ~~inform~~ adjust the design and delivery of our services and policies.
- To continue to review our policies and activities in order to monitor their impact on different population groups, using equality and health impact assessments (EHAs).
- To ensure that our processes for buying works, goods and services consider our equality commitments.
- To ensure that our processes for awarding grants and funding consider our equality commitments.
- Our communication methods and content ~~reflect~~ consider and serve the communities of East Staffordshire.

#### **Measurement:**

- Equality information is annually updated on our website. Equality information from our services demonstrates that the people using our services and facilities are reflective of the borough's communities, where the services are designed to do so. Trends from the data are identified and any actions required are ~~identified~~ outlined in the EHAs and included in Service Plans

and/or ~~inform taken into account in~~ future reviews of the corporate equality objectives.

- ~~The Corporate Report Template requires the inclusion of EHIAs when the revised document meets the criteria for it.~~ EHIAs are completed for new and reviewed policies, services and functions and are published on our website ~~alongside the relevant explanation.~~ ~~The EHIA template includes questions which require detailed evidences~~ ~~are informed by equality information and consultation.~~
- The Council's website meets W3C web standards and AA accessibility standards (protected characteristic: disability). ~~The Council also uses monitoring software to identify any issues.~~
- Alternative formats of documents are available on request. Employees are aware of the processes for creating or requesting alternative formats via staff briefings.
- 100% of tenders assess equality issues. The Procurement Strategy requires organisations supplying to the Council to meet our equality requirements.
- ~~Detailed~~ information on access to all Council facilities is available to the public on our website (protected characteristic: disability, ~~and~~ age).
- To ensure our facilities are accessible by ~~achieving 'Provisional' status in the maintaining the~~ Inclusive Fitness Initiative (IFI) ~~status at Uttoxeter Leisure Centre by the end of 2015 and maintaining the 'Provisional' status of~~ Meadowside Leisure Centre (protected characteristic: disability).
- To provide accessible and tailored sports activities such as the Inclusive Cycling Facility at Shobnall Leisure Complex, 'ladies only' swimming sessions at Meadowside Leisure Centre (protected characteristic: sex) and ~~Falls Prevention~~ ~~ReBalance~~ classes at the Brewhouse Arts Centre (protected characteristic: age).
- Deliver ~~least one six~~ Health Promotion initiatives ~~involving people with disabilities~~ per year ~~targeting specific health needs~~ (protected characteristic: ~~disability~~ ~~all~~).
- Achieve a ~~20% participant rate across all Sports Development initiatives~~ ~~40% participant rate of residents from black and ethnic minority backgrounds in the Health Walk programme by March 2016~~ (protected characteristic: ~~disability,~~ ethnicity).
- ~~Hold the 'Able Too' games,~~ ~~pilot one new sport per year~~ and develop the breadth of activities delivered to meet the needs of people with different disabilities (protected characteristic: disability).
- ~~The Sports Council to provide equality information against grants issued to Sports Clubs.~~
- ~~To support residents in need in their refuse and recycling collection through the Council's assisted collection scheme (protected characteristic: age, disability).~~
- ~~To continue to provide people with disabilities (including learning disabilities) with the opportunity to engage in gardening through the weekly activities at the Greenhouse Gardening Centre (protected characteristic: disability).~~
- ~~To continue partnership working with Staffordshire County Council through BUDS Nursery, for people with disabilities and learning disabilities, to work in the plant nursery (protected characteristic: disability).~~

## **Objective 2: Decision making and services are influenced by the needs of residents and communities**

Our aim is for all communities to engage in public and civic life, and for ~~information from all communities~~ [their opinions](#) to influence [the](#) decision making, planning and the delivery of services. We aim for [the](#) information from and about communities to include ~~information across~~ [details concerning](#) all protected characteristics, communities of interest and communities of place.

Our ~~c~~Consultation ~~Strategy states~~ [approach is that](#) our commitment to meaningful engagement with residents ~~to will~~ inform or influence decision making with the aim of improving standards, efficiency and quality of life for residents and other stakeholders in the borough. Consultation will be conducted in a manner that allows all interest groups to participate; ~~The Strategy also states our commitment to providing~~ feedback on the results of consultation [is also provided](#) to those involved.

### **Actions:**

- ~~The Neighbourhood Working Team~~ [Various services' teams](#) to continue to engage with communities, building their capacity and identifying [neighbourhood key](#) priorities.
- To undertake consultation which aims to include people with all protected characteristics, and include equality monitoring of people being consulted where appropriate.
- To undertake service user satisfaction surveys and analyse people's experiences by protected characteristic where appropriate. To identify any inequalities in rates of satisfaction and add any actions required to address these inequalities to Service Plans.
- Activities to encourage voter registration take into account different groups within the borough.
- Services use equality information and information from communities to inform services, policies and equality and health impact assessments.
- EHIA's include consultation undertaken with relevant affected communities and stakeholders, which shapes policies and services.

### **Measurement:**

- The ~~Neighbourhood Working Team~~ [Enterprise team](#) to hold consultation events with residents, which inform neighbourhood projects.
- ~~Community~~ consultation is undertaken in the planning of all play area development.
- [Consultation with the Muslim community to review and possibly revise burial procedures and processes.](#)
- ~~The~~ [Able Too Forum](#) meets to discuss and identify new and existing activities [for disabled people.](#)
- [Quarterly consultation meetings with various external partners such as Virgin Care, Everyone Health, Burton Albion Community Trust to discuss health promotion initiatives.](#)
- EHIA's are published on our website.

### Objective 3: Discrimination, harassment and hate crime is not tolerated

To support the general equality duty [the Council](#) aims to “eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act and to foster good relations between people who share a protected characteristic and those who do not.”

Our aim is for discrimination, harassment and hate crime related to disability, sex, gender reassignment, race, age, religion or belief, pregnancy and maternity, marriage and civil partnership or sexual orientation to not be tolerated, both in the community and in the workforce. Our aim is for everyone to have the confidence to report incidents of harassment, discrimination, victimisation and hate crime, and to be confident that it will be dealt with robustly. We aim for good relations to be promoted between and within communities.

#### Actions:

- To continue to record and monitor hate crimes and incidents reported to the Council, and incidents of harassment, discrimination and victimisation in the workforce.
- Anti-social behaviour motivated by hatred for the victim [and](#) related to a protected characteristic is identified and dealt with appropriately.
- Workforce policies support this objective, particularly the Dignity at Work policy which recognises the importance of maintaining a working environment where colleagues, service users and customers are treated with respect and dignity, and in which no-one feels threatened or intimidated or are subject to harassment and bullying.

#### Measurement:

- All hate crimes and incidents reported to the Council are recorded and action [is](#) taken as appropriate. [Where applicable, information is shared with the Prevent Partnership Board and further support through action plans is provided. This data is analysed quarterly and reported to the Partnership against Crimes of Hate, a multi-agency hate crime forum.](#)
- Racist and offensive graffiti is removed within 24 hours of being reported.
- The Dignity at Work, Equality in Employment Policy Statement and Single Equality Scheme are communicated to employees during the induction programme [and equality awareness training as well as via the weekly staff bulletin when reviewed.](#)
- Residents are informed of hate crime and discrimination reporting channels via press releases and our website.
- Data and equality information on anti-social behaviour complaints is recorded, analysed and published on our website.
- [Incidents of discrimination, harassment, bullying and victimisation in our workforce are recorded and appropriate action \[is\]\(#\) taken.](#)

#### Objective 4: Our workforce, and workforce policies, support equality

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We aim for our workforce policies and practices to not discriminate, provide equal opportunities for employees to progress and develop and to be responsive to the needs of the workforce. We also aim for our workforce to understand and support our equality commitments [through their actions](#). Our Equality in Employment Policy Statement ~~states~~ [emphasises](#) that “equality applies to all our employment policies and practices and at all stages of employment including recruitment and selection, learning and development, career development, working relationships, disciplinary procedures, redundancy and retirement.” East Staffordshire Borough Council recognises that our employees are our most valuable asset and is committed to:

- ensuring that all employees are treated with dignity and respect and that no form of intimidation, bullying or harassment is tolerated;
- making training, development and progression opportunities available to all staff;
- ensuring that all of our employment policies and practices reflect our commitments to equality and fairness;
- fostering good relations between people of different groups within the workforce and external parties such as job applicants.

East Staffordshire Borough Council has undertaken a process of job evaluation, which included comparison of the pay of men and women doing like work, work rated as equivalent and work of equal value, and checked for any equal pay gaps to ensure that a fair pay structure resulted. This process is now complete. [The Council has also demonstrated legal compliance and published its gender pay gap in March 2018.](#)

We aim to encourage job applications from all communities and the retention of staff from all communities and groups. The Terms and Conditions of Employment include flexible working and compliment our family friendly policies. As with all policies, HR policies are required to have an equality and health impact assessment when they are created or reviewed.

#### Actions:

- To develop the understanding of equality for staff through:
  - An equality module in the e-induction programme for new employees ~~Equality awareness training which encompasses all protected characteristics.~~
  - [Annual training sessions](#) ~~More detailed training~~ on equality, including awareness of particular characteristics [and practices \(e.g. mental health, such as deaf awareness, or mental health awareness, recruitment and selection and dignity at work\).](#) [The Workplace Health group supports the organisation and delivery of health- and wellbeing-related events for staff.](#)
- To develop the understanding of equality for Councillors through [Councillor Member](#) briefings and induction sessions.
- To maintain the Equality and Health Working Group as an equality champion group.

- To collect and analyse workforce equality information to monitor the makeup of our workforce in relation to the local labour market and to monitor the impact of HR policies and activities. This information [is published on our website and](#) includes:
  - Workforce:** The composition of the workforce by [sex/gender](#), age, ethnicity and disability and the return to work rate following maternity leave. This information is also broken down by part-time / full-time / [casual](#) staff and pay scale.
  - Recruitment:** Applicants, people shortlisted and appointed by [sex/gender](#), ethnicity, disability, age, sexual orientation and religion or belief.
  - Staff leavers:** by gender, age, ethnicity and disability, [as well as type of contract and reason for leaving.](#)
  - Grievances and harassment:** by gender, age, ethnicity and disability. [This information is generally not suitable for publication due to small number of cases.](#)
- Workforce equality information informs policy decisions via EHIA's.
- [To advertise training opportunities are available to all employees and encourage participation across the whole organisation.](#)
- [To prepare and publish an annual report about the Council's gender pay gap and inform decisions and action plans to address any arising issues.](#)
- Staff experiences collected through staff surveys are analysed by protected characteristic where appropriate.
- To develop the equality information collected from the workforce.
- Adjustments and flexible working for members of staff with disabilities is supported. During the recruitment process, all applicants who state that they have a disability are guaranteed an interview if they meet the essential criteria on the person specification for the role.

#### Measurement:

- Hold ~~one~~ [annual](#) equality awareness training sessions for staff [annually focusing on different aspects of equality \(e.g. disability awareness\).](#)
- The induction of employees and Councillors includes information on equality.
- [Workforce information is monitored and reported annually to the Corporate Management Team. A workforce profile is published annually on our website.](#)
- [The gender pay gap is annually assessed through extensive analysis and published on the governments's website.](#)
- [Maintain the Job Centre Plus 'two tick' Disability Award Scheme award](#) [Renewal of the Council's accreditation as a Disability Confident Employer Level 2](#) (protected characteristic: disability).
- [Maintaining the Council's registration as a Charter Signatory of the Mindful Employer initiative and working towards promoting a culture of inclusion and equality \(protected characteristic: disability\).](#)
- The Equality and Health Working Group meets a minimum [of five times per quarter within a year](#) and supports the implementation of the Single Equality Scheme.
- [Updates on equality are provided to staff via staff briefings.](#)
- [To include information on training in the workforce profile.](#)
- [One of the Council's Core Competencies includes an understanding of equality.](#)

- [Equalities is a standing item on the Council's Corporate Management Team agenda.](#)

#### **4.2.1 Performance Monitoring of Equality Objectives**

Progress against the corporate equality objectives will be reviewed on an annual basis with the creation of an annual report. This will be reviewed by the Corporate Management Team and Cabinet and published on our website for review by our residents. Feedback on our corporate equality objectives will be sought from residents via the website and will inform the annual report. The Equality and Health Working Group has a role in supporting the implementation and review of the corporate equality objectives, monitoring the equality information collected and analysed, and recommending actions where appropriate.

The Council will also consider and implement best practice regarding the Public Sector specific equality duties, including recommendations from the Equality and Human Rights Commission and benchmark the equality information collected and published, both in range and content, against other similar local authorities.

EHIAs for completion, any actions identified from the analysis of equality information and relevant corporate equality objectives will be included within Service Plans. Equality actions in Service Plans will be monitored [quarterly as part of our Corporate Performance Monitoring process, which is reviewed by the Corporate Management Team, Cabinet and Scrutiny Committees by Heads of Service and managers and supported by the Equality and Health Working group.](#)

#### **~~3. Progress against the Corporate Equality Objectives 2012 – 2015~~**

~~East Staffordshire Borough Council set the following equality objectives in 2012. Progress against these equality objectives is detailed below.~~

~~**To develop the equality information that we collect and analyse, focusing on: our workforce, the users of leisure centres, green spaces and the Brewhouse, complaints from the public made to our neighbourhood working team and environmental health customer satisfaction.**~~

~~Equality information on our leisure centre and Sports Development service users, people who attend workshops at the Brewhouse Arts Centre and people reporting anti-social behaviour is analysed and published on our website. The collection of equality information from people completing environmental health customer satisfaction surveys was implemented in 2013, and will be published in future, when sufficient responses have been received.~~

~~Equality information from Green Spaces is not suitable for collection and analysis due to the small numbers of people involved.~~

~~Annual workforce profiles are published on our website which contain information about the current workforce, recruitment and staff leavers. Equality information across six protected characteristics is collected for recruitment. Equality information~~

across four protected characteristics is published for the workforce and staff leavers. Information collection on the sexual orientation and religion or belief of existing employees started in 2013, and this information will be included in future workforce profiles, when sufficient information has been received.

**To continue to review our policies and activities to monitor their impact on different groups.**

The equality impact assessment toolkit was reviewed in 2013 to incorporate health equality. Equality and health impact assessments (EHIAs) are completed for new and reviewed policies, functions or services and the completion of EHIAs is identified within our Corporate Report template. EHIAs to be completed are identified in annual Service Plans and published alongside reports on our Committee Management Information System and on our website.

**Each department to set and monitor equality objectives in their annual plans.**

Service Plans contain equality objectives and identified EHIAs for completion each year. These equality actions are extracted from Service Plans and reported on quarterly as part of the Corporate Performance Monitoring process. Quarterly performance reports can be found on the Council's Committee Management Information System (CMIS).

**To continue to monitor hate crimes and incidents, for example, racist graffiti.**

East Staffordshire Borough Council is a member of the Partnership against Crimes of Hate (PACH) and reports hate crimes and incidents to the Partnership quarterly. The Council reported 14 hate crimes and incidents to the Partnership in 2012/13, 2 in 2013/14 and 6 in quarters 1 and 2 2014/15.

**To provide equality training to staff and Councillors.**

An e-learning module on equalities is available to all new employees as part of the induction programme and new employees are also invited to attend equality awareness training. A variety of other equality training events were also organised for employees including:

- E-learning on disability which has been completed by 112 employees
- Mental health awareness courses
- Disability in Sport awareness courses
- A dementia awareness workshop

A Member Briefing on equality was held in March 2014. Information on equality is also included in the Councillor Induction Programme 2015.

**Ensuring that the information that the Council produces is accessible.**

The Council communicates with residents and businesses using a diverse range of methods. These methods are outlined in the Council's Marketing Communications Strategy, which was approved in 2012. The strategy underpins the Council's

approach to communication, improving its traditional methods of communication and enhancing its digital offerings. A new responsive and accessible website was launched in September 2014 and the authority's newspaper, ES News, has been distributed six times a year to households and businesses across the borough.

**To ensure that our processes for buying goods and services considers our equality commitments.**

The Procurement Strategy states that "the council is committed to eliminating both direct and indirect discrimination. Within the resources available to it, the council will provide appropriate, sensitive and accessible services. It will not discriminate on the grounds of any of the protected characteristics of equality. A specific section of the pre-qualification questionnaire has been designed to ensure all tenderers satisfy these criteria and contractors who are appointed for the provision of goods, services or works will have to comply with them." All of our tender documents have assessed equality issues.

**To consider and implement best practice regarding the Public Sector Specific Equality Duty, including recommendations from the Equality and Human Rights Commission.**

Following the publication of the Equality and Human Rights Commission's report 'Publishing equality information: commitment, engagement and transparency' our equality information is now published with an accompanying narrative to make the information clearer.

**To benchmark the equality information collected and published, both in range and content, against other similar local authorities.**

We have undertaken a benchmarking exercise with other Staffordshire local authorities and our CIPFA nearest neighbours group to assess our position in relation to the publication of:

- Equality objectives and the progress against these objectives
- Equality information on the workforce and service users
- Equality impact assessments

The findings of this exercise have informed the revised corporate equality objectives.

**The Equalities and Health Working Group to monitor the equality information collected and analysed and recommend actions where appropriate.**

The Equalities and Health Working Group reviews the equality analyses of our workforce and service users as they are completed. The group also reviews EHIA's and provides feedback to EHIA authors. The Group assisted with the identification of the new corporate equality objectives.

**To continue to implement our Single Equality Scheme**

The processes and activities described in our Single Equality Scheme 2012—2015 continued to be implemented, a number of these are also identified within the new corporate equality objectives.

### **Other activities and projects**

- In 2013, Shobnall Leisure Complex opened its Inclusive Cycling facility, offering a range of adapted bikes including tricycles, wheelchair tandems and companion bikes that cater for a broad range of impairments.
- The Able Too Forum delivered an annual programme of activities across the Borough over a range of sports including football (Able Too United) and multi sport activity sessions based at Meadowside Leisure Centre. During 2013/14 1,651 individuals took part in these activities. The Able Too Games took place every September with both competitors and families invited to take part in a variety of sports. The games are attended by 90 participants (plus their families) on average each year.
- The Sports Team has developed a power chair football team which now plays competitively in the national league and attracts 25 athletes each week.
- 'Changing Places' facilities have been created at the Meadowside Leisure Centre and the refurbished Uttoxeter Leisure Centre. Changing Places toilets are different to standard disabled toilets as they have extra features and more space. This facility makes the Meadowside and Uttoxeter Leisure Centres more accessible for people with disabilities.
- The Health Promotions and Sports Development Teams undertake activities to encourage participation in sport for women, including women only running sessions, women and girls' football and celebrating events such as International Women's Day.
- The Council supports a number of community and voluntary organisations that operate within the borough through Grant Aid, which includes grants to East Staffordshire Rights and Equality Council, which provides discrimination and hate crime advice and support to residents.
- The Meadowside Leisure Centre has been awarded 'provisional' status in the Inclusive Fitness Initiative.
- The Brewhouse Arts Centre delivered Falls Prevention classes.

### **54. Responsibilities for equality**

East Staffordshire Borough Council is committed to equalities and has a structure of responsibility for the implementation and scrutiny of equalities, from departmental to Cabinet level. [The Council's equality principles have been strongly embedded into each of its services and practices highlighting the broad understanding of and mindfulness about equality across all within the authority.](#) The Leader of the Council has the equalities portfolio, as does one Head of Service. A key responsibility of the equality portfolio holders is to demonstrate leadership on equality for our workforce, Councillors and communities.

#### **Senior managers and managers**

All Heads of Service and managers are responsible for ensuring that our equality commitments and the requirements of this Scheme are embedded within their teams

and service delivery. Managers and Heads of Service support the implementation of the corporate equality objectives and identify and undertake Service-level equality actions.

### **Employees**

Employees have a key role in creating a workplace environment where hate crime, harassment, unlawful discrimination and bullying are not tolerated. Employees should understand the relevance and importance of equality to their roles, be committed to delivering good quality services, shaped by the needs of different people [and communities](#), and report any equality issues to their managers.

The corporate officer for equalities provides support for the [Equality](#) and Health Working Group and equality and health impact assessment completion, monitors the completion of the corporate equality objectives and equality actions from Service Plans and monitors and updates the Single Equality Scheme. They also support the collection and publication of equality information.

### **Councillors**

The support of Councillors in the development of a fairer East Staffordshire and in the achievement of the corporate equality objectives is essential. Councillors have a vital community leadership role in relation to equality and in engaging with communities and acting as conduits for community information. Councillors also have a key role in the scrutiny, review and monitoring of the corporate equality objectives.

### **[Equality](#) and Health Working Group**

The purpose of the [Equality](#) and Health Working Group is to support, progress and scrutinise equalities and 'Healthy Borough' activities across the Council and the borough, and to provide a pool of expertise and assistance on these issues for Council colleagues. The Group's objectives in relation to equality are:

- To monitor and scrutinise progress on the Council's equality objectives and meeting the requirements of the Equality Act 2010
- To scrutinise and quality assess equality and health impact assessments
- To communicate with and advise managers and colleagues
- To influence and inform corporate policy in relation to equalities
- To keep up to date with best practice and new legislation
- To progress and support equality training for the organisation
- To contribute to the annual Service Planning process and monitor progress on equality actions in Service plans
- To undertake activities and policies to progress equalities

The group comprises members of staff from each Service area.

### **[65. Equality and health impact assessments \(EHIA\)](#)**

The ~~general equality duty requires the~~ Council [is required](#) to have due regard to the aims of the general equality duty when making decisions and setting policies. Guidance from the Equality and Human Rights Commission states that "to do this, it

is necessary for decision-makers to understand the potential impact of their decisions on people with different protected characteristics and to identify potential mitigating steps to reduce or remove adverse impacts...The general equality duty does not set out a particular process for assessing impact on equality that public authorities are expected to follow. Having due regard to the aims of the general equality duty is about informed decision-making, not about carrying out particular processes or producing particular documents.”<sup>5</sup> East Staffordshire Borough Council records its assessments of the impact on equality in an equality and health impact assessment form.

Equality and health impact assessments are a tool to ensure that **everyone can access our services, facilities and information** and that **decision making and services are influenced by the needs of residents and communities**. EHIA's are a key process for identifying groups and communities whose needs and requirements are, or may be, less well met by Council services, policies and practices than those of other groups.

Our equality and health impact assessment toolkit assesses the impact of a policy, service or function on all protected characteristics, as well as other vulnerable groups. Outcomes for community cohesion and an assessment of whether the policy, service or function does or could promote good relationships within and between communities are also required.

EHIA's require consultation to be undertaken with people who may be affected by a policy or service. This may be members of staff, residents or community or voluntary groups, depending on the subject of the EHIA. Data and evidence of the potential or actual effect of the policy or service also needs to be included in the EHIA. This could ~~include-entail~~ service user monitoring, local statistics on communities or neighbourhoods or information from surveys.

Actions to mitigate or remove negative impacts identified within the EHIA, or actions to maximise the benefits of the policy or service, are detailed in the EHIA action plan. The actions are undertaken by the officer nominated in the EHIA action plan, and the action plan is monitored by the EHIA author.

The functions and policies relevant to equality are identified in a number of ways. All policies, strategies, services and functions that may impact upon equality and require an EHIA are identified during the Service Planning process, and this list is monitored quarterly. Equality and health impact assessments are required for new and revised policies, strategies, functions and services and are attached to Corporate Reports.

Once complete, EHIA's are scrutinised by the Equality ~~ies~~ and Health Working Group and reviewed during the corporate reporting process. Completed EHIA's, which include the results of the consultation undertaken, are published on our website.

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<sup>5</sup> 'The Essential Guide to the Public Sector Equality Duty England (and Non-Devolved Public Authorities in Scotland and Wales)', Equality and Human Rights Commission, 2014, p16-17.

## **76. Communication of the Single Equality Scheme**

The updated Single Equality Scheme and corporate equality objectives will be communicated to staff through staff briefings, the e-induction and equality awareness training. Councillors will receive information about the Single Equality Scheme and the corporate equality objectives ~~as part of their induction programme in 2015 and in their weekly~~ Member Briefings. The Scheme and corporate equality objectives will also be published on our website for members of the public to view. Alternative formats of this information will be available on request.

## **87. Further information**

Alternative formats of this publication are available on request. Please ~~Charlotte Taylor~~ [Stiliyana Stoyanova](#) to discuss an appropriate format.

Call: 01283 508 [504791](#)

Email: ~~charlotte.taylor~~ [stiliyana.stoyanova@eaststaffsbc.gov.uk](mailto:stiliyana.stoyanova@eaststaffsbc.gov.uk)

## Appendix ~~one~~ 1: ~~1~~ Definitions of the protected characteristics

Please find below further information about the key terms used in this document.

### The protected characteristics

These are the grounds upon which discrimination is unlawful. The characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Definitions of these protected characteristics can be found below:

**Age:** This refers to a person belonging to a particular age group, which can mean people of the same age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds, or people over 50).

**Disability:** A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

**Gender reassignment:** ~~The process of changing or~~ This includes the intention to, commencing or completion of transitioning from one gender to another.

**Marriage and civil partnership:** In England and Wales marriage is no longer restricted to a union between a man and a woman but now includes a marriage between a same-sex couple. This will also be true in Scotland when the relevant legislation is brought into force. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act).

**Pregnancy and maternity:** Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

**Race:** Refers to a group of people defined by their race, colour, nationality (including citizenship) ethnic or national origins.

**Religion or belief:** Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

**Sex:** Refers to whether a person is a man or a woman.

**Sexual orientation:** Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

This information has been sourced from the Equality and Human Rights Commission website: <http://www.equalityhumanrights.com/private-and-public-sector-guidance/guidance-all/protected-characteristics>

## Appendix 2: Types of Discrimination

**Direct discrimination:** is less favourable treatment against an individual because that person's protected characteristic.

**Indirect discrimination:** This is when a provision, criterion or practice is applied in a way that creates disproportionate disadvantage for a person with a protected characteristic as compared to those who do not share that characteristic, and this is not a proportionate means of achieving a legitimate aim.

**Discrimination by association:** This is when someone is treated unfavourably on the basis of another person's characteristic. This does not apply to all protected characteristics – marriage and civil partnership, and pregnancy and maternity are not covered by the legislation.

**Discrimination by perception:** This is when someone is treated unfavourably because others believe they have a protected characteristic, even though in reality they do not have it. This does not apply to marriage and civil partnership, nor pregnancy and maternity.

**Harassment:** Unwanted conduct related to a protected characteristic that has the purpose or effect of violating a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. It may also involve unwanted conduct of a sexual nature or be related to gender reassignment or sex. The conduct can either be a serious on-off event or be a 'course of conduct', i.e. it happens on a number of occasions.

**Victimisation:** Subjecting a person to a detriment because they have done a protected act or there is a belief that they have done a protected act, i.e. bringing proceedings under the Equality Act 2010; giving evidence or information in connection with proceedings under the Act; doing any other thing for the purposes or in connection with the Act or making an allegation that a person has contravened the Act.

This information has been sourced from the Equality and Human Rights Commission website and the Advisory, Conciliation and Arbitration Service (ACAS) website:

<https://www.equalityhumanrights.com/en/advice-and-guidance/what-discrimination>

<https://www.equalityhumanrights.com/en/secondary-education-resources/useful-information/glossary-terms>

<http://www.acas.org.uk/index.aspx?articleid=5362>

## Appendix 3:2– The borough of East Staffordshire

East Staffordshire has 113,583 residents. In the ten years between the 2001 and the 2011 Census the population of the borough increased by 9.5%.

**Age:** The median average age of residents is 40 years old, which is slightly above the national age of 39. Children represent nearly a fifth of borough residents whilst 16.9% of the borough's population are aged 65 and above. The borough is getting older, with the number of people aged 70 and over projected to increase by 38% by 2021 and those aged 80 and over by 40%.

**Ethnicity:** 13.8% of the borough's residents are from Black and Minority Ethnic (BME) backgrounds, which is more than double the Staffordshire average but below regional and national figures of around a fifth. The largest BME group within East Staffordshire is Asian / Asian British: Pakistani, which accounts for 4.9% of the population. The second largest BME group within the borough is "White: Other", which accounts for 3.7% of the borough's residents.

**Disability:** 17.7% of the borough's residents say their day to day activities are limited, and 7.9% state that their activities are limited a lot, which is below the national, regional and county figures. 3,700 (3.3%) people of working age say their day to day activities are limited a lot and around 5,500 (4.8%) say they are limited a little.

**Religion or belief:** 64.2% of borough residents state that they are Christian, and 6% state that they are Muslim. Over a fifth of borough residents state that they have no religion, which is similar to regional and county figures.

**Sexual Orientation:** The Census does not collect information about sexual orientation. Stonewall estimate that approximately 5-7% of the population is gay, lesbian or bisexual. The Office of National Statistics Integrated Household Survey 2013 found 1.6% of UK adults aged 16+ gave their sexual orientation as lesbian, gay or bisexual.<sup>6</sup>

**Marriage and Civil Partnership:** Half (50.1%) of the borough's usual residents aged 16 and over are married. This is above the national and regional figures but below the Staffordshire marriage rate of 51.4%. 165 borough residents were in a registered same-sex civil partnership at the time of the 2011 Census.

**Gender Reassignment:** The data available regarding transgender communities is scarce. The estimated number of trans people in the UK ranges from around 65,000 to 300,000.<sup>7</sup>

Source: Office for National Statistics, Crown Copyright 2012

<sup>6</sup> The Office for National Statistics <http://www.ons.gov.uk/ons/rel/integrated-household-survey/integrated-household-survey/january-to-december-2013/sty-facts-about-lgb-community-in-the-uk.html>

<sup>7</sup> 'Trans Research Review', Mitchell, M. And Howarth, C. Equality and Human Rights Commission, 2009, p5.