

**EQUALITY, DIVERSITY
&
INCLUSION
POLICY
2020 - 2023**



**EAST CAMBRIDGESHIRE
DISTRICT COUNCIL**

EQUALITY, DIVERSITY & INCLUSION POLICY 2020 – 2023

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1. OUR VISION FOR EQUALITY & INCLUSION IN EAST CAMBRIDGESHIRE

As the district of East Cambridgeshire continues to grow and prosper, the population is becoming increasingly diverse.

The Council recognises and values the diversity of all people and communities in the district and in our workforce, and is committed to providing efficient, effective and relevant services to our residents and to ensuring that we are a good employer.

We welcome and celebrate diversity and the strengths that this brings to our communities and workforce.

The Council's vision is to improve the lives of our residents and to build a community where everyone has the opportunity to take part and be involved. This vision can only be realised through a true commitment by the Council and East Cambridgeshire's residents to promote diversity and ensure we recognise and celebrate difference within the context of fairness and equality.

Councillor Anna Bailey
Leader of the Council

John Hill
Chief Executive

2. OUR RESPONSIBILITIES

As a public sector organisation, the Council has a statutory duty to ensure that equality and diversity are embedded into all its functions and activities as required by the Equality Act 2010. The Equality Act legally protects people from discrimination in the workplace and in wider society. It is underpinned by the public sector Equality Duty, which supports good decision-making by ensuring public bodies (and others providing public services) consider how different people will be affected by their activities, helping them to deliver policies and services which are efficient and effective, accessible to all and which meet different people's needs.

The Equality Act legally protects people from discrimination in the workplace and in wider society. It introduced 9 'protected characteristics', making it unlawful to discriminate against someone on the grounds of age, disability, race, sex, sexual orientation, gender re-assignment, marriage and civil partnership, religion or belief, and pregnancy or maternity (see Appendix 1).

The Equality Act introduced a Public Sector Equality Duty. This Duty includes the General Duty and the Specific Duties. The General Duty requires public bodies to consider how the decisions that they make, and the services they deliver, affect people who share different protected characteristics. The specific duties require public bodies to publish information to show they did this.

The General Duty has three main aims. It requires public bodies to have 'due regard' to:

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

Having due regard means consciously thinking about the three aims of the duty as part of the decision-making process. This means that consideration of equality issues must influence the decisions reached by the public bodies in ways that include in how they act as employers, how policies are developed, evaluated and reviewed, how services are designed, delivered and evaluated and how services are commissioned and procured from others.

Advancing equality of opportunity involves considering the need to remove or minimise disadvantage suffered by people due to their protected characteristics, meet the needs of these people and encourage people to participate in public life where participation is low from people within the protected characteristics.

Fostering good relations involves tackling prejudice and promoting understanding between people who share a protected characteristic and others. East Cambridgeshire District is a very rural district and people living outside the larger towns can find it difficult to access services. We will treat people fairly wherever they live and make sure they get the services they need.

3. MEETING OUR RESPONSIBILITIES

To meet our equality responsibilities, the Council makes the following commitments:

- We will comply with Equality Act 2010 and any future equalities legislation.
- We will ensure Elected Members, employees, union representatives, volunteers, contractors, suppliers (and others as relevant) are made fully aware of the council's commitment to inclusion and diversity and how that affects their work.
- We will collect data on our service users and workforce and publish these annually (see Appendix 2).
- We will take proactive steps to reduce social, economic and geographical disadvantage or exclusion.
- We have adopted the International Holocaust Remembrance Alliance working definition of anti-Semitism. In adopting this definition we have undertaken to oppose all forms of anti-Semitism, hatred and harassment towards people who belong to the Jewish faith, and people with a Jewish ethnic or cultural background (see Appendix 3).
- We have committed to being an anti-racist organisation and we will actively work in partnership and stand together to end all forms of violence and racism.
- We will provide training/development and updates as appropriate.
- We will use information and talk to people to identify where inequality exists so that we can plan to tackle it.
- When it will help us to improve our services and understand how we are meeting our equality duties, we will ask questions about people's protected characteristics. We will always make it clear that people do not have to answer these questions and that they will still receive the services they need. We will keep personal data confidential.
- We will consider equality issues when we deliver our services.
- We will publish our equality objectives every four years, which will help us focus on some of the areas which we want to improve.
- When we think about changing our services, we will make sure that those people making the decisions know how the change could affect people with any of the protected characteristics. We will collect information about how people might be affected before making decisions. If the change might cause difficulties for people with a protected characteristic, we will do our best to find ways to reduce this impact. If we cannot do so, then we should think carefully about whether we need to make the change to achieve a legitimate aim.
- We have a duty to make reasonable changes to the way we do things so that disabled people can use our services and work for us. We recognise that everyone is different and we will treat people as individuals.
- We will make sure that anyone who provides a service for us treats people fairly. We will do this through our procurement process and by monitoring their work.
- We will recruit, select, train and promote staff fairly. We will try to ensure that the make-up of our staff matches that of our community. We will have clear systems for staff to complain if they are treated unfairly.
- We will make it easy for customers to complain if something goes wrong and we will respond quickly and efficiently.
- We will expect all employees to be responsible for their personal conduct and acceptable standards. If we find that an employee has disregarded our equality policy we will investigate and take disciplinary action, where appropriate.
- We will ensure that all information produced by the Council is available in a variety of formats including Braille, audio, large print and a variety of languages.

4. WHAT WE ARE ALREADY DOING

- Providing accessible buildings and sites through dedicated disabled parking bays, ramps at entrances and exits, power assisted doors, accessible toilets, a hearing loop for people who are hearing impaired, and an accessible lift.
- Working alongside Living Sport to support sport opportunities for people with disabilities and special needs, so that everybody, regardless of disability or additional needs, can access sport or physical activity that suits them.
- Providing a range of leisure activities for the over 50s through the Mature and Active Programme to keep active and to maintain and improve their health and wellbeing.
- Promoting consultation and community engagement through the Council's Consultee Register.
- Providing translation services if a translation is required into another language or an alternative format, i.e. large print, Braille, audio cassette/CD: Translation Service
- Supporting the Cambridgeshire Equality Pledge with our local partners.
- Providing assisted collections to residents that are unable to put out their waste and recycling because of a serious long-term illness or disability.
- Providing a free of charge Clinical Waste collection service to collect and dispose of clinical waste which poses a threat of infection to humans.
- Offering assistance for Mandatory Disabled adaptations up to a maximum of £30,000 (subject to a test of resources): Disabled Adaptations
- Supporting and encouraging increased reporting of hate crime within the community at locations where victims of hate crime incidents feel safe and comfortable and specifically to extend the ways for victims of hate crime to access services through the development of 3rd party reporting centres. Currently in East Cambs there are two Hate Reporting Centres, one in Ely the other in Littleport. Our aim is to increase this to at least one Hate Reporting Centre in each Parish.
- Developing training packages for schools and businesses to prevent and deter hate crime/incidents by raising awareness of the impact of hate crime, consequences of perpetrating and building community cohesion across all communities. This will increase confidence in being able to report hate crime via the different methods available and raise awareness of local services that exist to protect and support victims and witnesses and challenge perpetrators.
- Providing advice and support for men and women affected by domestic violence (DV), including domestic abuse outreach sessions and a Domestic Violence Directory that lists contact details of organisations that can help individuals affected by this or those supporting people who are affected: Domestic Violence.
- Offering emergency refuge accommodation to women escaping abusive relationships through the Cambridge Women's Aid Refuge (CWA) and providing 'move-on' accommodation in the community for those leaving refuge.
- Providing support through the Community Hubs sited in various villages around East Cambridgeshire. The hub will provide people with support and will cover a range of topics from homelessness, debt and benefits to mental health issues and problems with anti-social behaviour.
- Delivering training and awareness to the workplace and schools through the Community Eyes and Ears Scheme, in relation to: Radicalisation, Hate Crimes, Modern Slavery, Cyber Crime and Scams, Neglect and Abuse, Exploitation, Abuse, Dementia and Loneliness.
- Producing a Live Safe leaflet for migrant workers because the district is attracting people as a place to live and work from across the world. Migrants can experience a number of different issues when working and living in the district and this leaflet informs them of their rights and responsibilities.

5. THE COUNCIL AS AN EMPLOYER

As an employer, we have a responsibility to understand the makeup of our workforce (see Appendix 4) and to meet the diverse needs of our employees. We also have a role to ensure that the workforce is equipped to meet the Council's commitment to promote equality, diversity and inclusion.

We are committed to promoting equality of opportunity, providing an inclusive workplace and eliminating any unfair treatment or unlawful discrimination. This applies to all employment policies and practices including those relating to:

- Recruitment and selection, including promotion career progression;
- Terms and conditions of employment;
- Working environment;
- Training and development; and
- Redundancy and re-deployment.

We will achieve this by:

- Ensuring our recruitment and selection process is fair, consistent and transparent and that job opportunities are accessible to as wide and diverse an audience as possible.
- Providing a working environment where everyone is treated with dignity and respect, free from any form of inappropriate behaviour and one in which all employees can give of their best.
- Implementing reasonable adjustments in the workplace – in conjunction with the member of staff, line manager and Occupational Health (if required). We will endeavour to identify and meet different work-related needs such as providing physical adaptations or equipment and reviewing working arrangements for people with disabilities.
- Providing 'Work-life Balance' policies and guidance - including a range of flexible/alternative working patterns, parental leave and childcare scheme.
- Providing diversity awareness training.
- Monitoring the composition of the Council in line with statutory requirements (see Appendix 4). We will also monitor our recruitment process, from application to employment, to identify barriers.

6. OUR EQUALITY OBJECTIVES FOR 2020-2023

The Council has identified the following equality objectives for the period 2020-2023.

1. As a **Community Leader**, we acknowledge with concern the published data on increases in hate crimes and crimes towards people with protected characteristics under the Equalities Act 2010. The Council condemns all forms of discrimination against all protected characteristics, and commits to ensuring that every resident of the District is treated with respect, dignity and in an equal manner.
2. As a **Service Provider**, we are committed to providing inclusive services which actively address inequality and exclusion by assessing the implications of our decisions on the whole community, to eliminate discrimination, tackle inequality, develop a better understanding of the community we serve, target resources efficiently, and adhere to the transparency and accountability element of the Public Sector Equality Duty.
3. As an **Employer**, we are committed to building an inclusive organisation where the workforce reflects the District we serve and where colleagues feel confident about being themselves in the workplace.

Underpinning each of these objectives is a set of actions and priorities that we will pursue. These are summarised in the Action Plan (see Appendix 5).

7. GATHERING DATA AND USING INFORMATION

One of the duties that must be carried out by any public sector authority is the gathering of information. This includes information on the profile of the workforce, information on the profile of the resident population, and how people are affected by the Council's policies and practices both in employment and service delivery.

The Council has gathered and will continue to gather this information in the following ways:

- Local population data, e.g. Cambridgeshire Insight, Census statistics etc
- Staff statistics and recruitment monitoring forms
- Gender pay gap data
- Flexible working applications
- Applications for training and development
- HR monitoring data, e.g. grievance, disciplinary etc.
- Staff surveys
- Staff engagement workshops
- Customer satisfaction surveys
- Equality Impact Assessments (EIAs)

7.1 **Consultation and Engagement**

The Council recognises the importance of consultation and engagement with the community, voluntary groups, stakeholders, local businesses and partners in the development and implementation of this policy in order that views can be considered and used to inform decision making.

Consultation will take place between 28th September and 30th October 2020 on this new policy.

7.2 **Equality Impact Assessment (EIAs)**

As part of any effective policy development process, it is important to consider any potential risks to those who will be affected by the policy's aims or by its implementation. The Equality Impact Assessment (EIA) process helps us to assess the implications of our decisions on the whole community, to eliminate discrimination, tackle inequality, develop a better understanding of the community we serve, target resources efficiently, and adhere to the transparency and accountability element of the Public Sector Equality Duty.

The word 'policy', in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision.

A checklist is available to guide Council officers through the impact assessment process (see Appendix 6). In the first instance, the officer would complete an Initial Screening Template (see Appendix 7) to scope the impact and decide whether a full impact assessment (EIA) is required. If this identified the need for a full impact assessment, then the officer would complete the detailed EIA Template (see Appendix 8).

The Council's Committee Report Template makes reference to equality impact assessments. If a new/revised policy is being presented to committee, the officer should use the committee report template to indicate if an impact assessment has or has not been completed. If an impact assessment has been completed, then a copy should be attached to the committee report. If the impact assessment identifies barriers, the officer's report should make reference to the main findings and any proposed mitigation actions so this can inform decision making.

The results of our Equality Impact Assessments are published on our website. Copies can also be made available on request.

APPENDIX 1 - The Protected Characteristics

Age

Age equality means ensuring that no individual experiences unfair discrimination because of their age. It now applies to both employment and service provision, a requirement which came into effect from October 2012. The Council will discharge its legal obligations and, through best practice, ensure that services are accessible to residents regardless of their age, in accordance with eligibility criteria. There is a need to create greater opportunities for people of all ages to understand and live successfully together. Older and younger generations will each benefit from sharing ideas, experience and knowledge with each other.

Disability

As an employer and service provider we need to better understand and promote disability equality. This requires an understanding of the definition and a willingness to promote the positive contribution made by disabled people.

Disability is defined in legislation as a physical or mental impairment which has a substantial and long-term adverse effect on an individual's ability to carry out normal day to day activities. It is important in discharging our duties that the Council should take a more in depth look at an individual's disability and, either through service delivery or as an employer, discharges its responsibilities in a person-centred manner that meets the individual's needs.

Race, Ethnicity and Nationalities

It is important that, in discharging our duties, we learn to appreciate the differences and understand the needs within this wide range of individuals. Services should be developed to meet specific and sometimes unmet needs. This also requires a greater understanding of migration and the needs of new communities from the European Union countries, especially those seeking permanent settled status.

A greater understanding of disadvantage faced by individuals because of their race, ethnicity, nationality or colour will provide better opportunities to improve the delivery of fairer and more equitable services to everyone.

Sex and Gender Re-Assignment

The Council aims to improve sex equality by making sure the employment and service provision is fair and equally accessible. Experiences, expectations and attitudes of individuals are factors that can influence sex equality and create disadvantage within our society.

We need to inform ourselves about our gender re-assignment group and take this work forward through dialogue in a sensitive, practical and sensible way. We have a limited understanding about the needs of our gender re-assignment group and at present there is very little or no data on the actual size of the community within East Cambridgeshire as none of the existing household surveys or main administrative sources ask about gender re-assignment status.

Gender Identity Research and Education Society (GIRES) suggests that there are 6,200 people who have transitioned to a new gender role via medical intervention and approximately 2,335 full Gender Recognition Certificates have been issued to February 2009. However, the group, Press for Change, estimates that there are around 5,000 post-operative transsexual people.

The figures are more diverse when looking at the wider 'trans community' in the UK, which is an inclusive term for transsexual people, gender re-assignment people and people who cross dress (transvestites).

In 2007, transitioning was estimated to be 3.0 per 100,000 people aged over 15 in the UK that is 1,500 people presenting for treatment of gender dysphoria. Data provided to GIRES by HM Revenues and Customs for 2010 confirm the upward trend. The number who had by then presented for treatment can be estimated to be 12,500. That represents a growth trend from 1998 of 11% per annum. At that rate, the number who have presented is doubling every 6½ years.

It is estimated that there are between 300,000 and 500,000 gender re-assignment people living in the UK, a prevalence ratio of between 0.6% to 1% of the population. From this, we could estimate there are between 530 and 900 gender re-assignment people living in East Cambridgeshire.

The implications of the above figures are that organisations should assume that 1% of their employees and service users may be experiencing some degree of gender variance. At some stage, about 0.2% may undergo transition. The numbers who have so far sought medical care is likely to be around 0.025%, and about 0.015% is likely to have undergone transition. In any year, the number commencing transition may be around 0.003%.

Religion or Beliefs

Understanding the equality implications on religion, beliefs or non-beliefs is important because it enables service providers to be sensitive to individual needs and communities. East Cambridgeshire churches includes places of worship for all forms of major Christian denomination, for Muslims, Sikhs, Hindus and Jews. Other venues such as community halls are used to bring people together with the focus of religion or beliefs. It is important that as an employer we are able to provide the necessary support to our staff by taking into account any specific needs to ensure that the working environment is respectful and understanding.

The Council has adopted the internationally recognised International Holocaust Remembrance Alliance (IHRA) definition of antisemitism as follows:

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

Sexual Orientation

The Council understands more often than not, sexuality is perceived to be a private and personal matter. We know that it can be a very sensitive issue for some individuals and not for others who are more open to their respective sexuality. The Council also

understands the many challenges and discrimination that lesbian, gay and bisexual people have faced and continue to face.

The report "Beyond Tolerance" by the Equality and Human Rights Commission states 'the absence of reliable data on sexual orientation presents a major obstacle to measuring progress on tackling inequality'.

As part of our equality monitoring we have begun to ask sexual orientation questions in order to begin to respond better to the needs and issues affecting the lesbian, gay, bisexual and heterosexual population.

We recognise that when we ask questions about sexuality, it is often thought to be a personal matter and needs to be handled confidently and sensitively. However, it is important to gather and analyse data if we are going to be in a better position to ensure we deliver our duties in a fair and equitable way.

Civil Partnership and Marriage, Pregnancy and Maternity

The Equality Act brought further categories within its protected groups in acknowledgement that people in these groups can also face inequality and discrimination from intolerance and lack of understanding.

APPENDIX 2 – ABOUT EAST CAMBRIDGESHIRE AND THE COUNCIL

Our Community

The District of East Cambridgeshire has the smallest population of the five districts within Cambridgeshire, estimated at approximately 89,362¹.

The profile of the population is set out below:

Protected Characteristic		Variable	% of East Cambridgeshire Population
a)	Sex ¹	Females Males	50.9 49.1
b)	Age ¹	0-14 15-19 20-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64 65-69 70-74 75-79 80-84 85+	18.6 5.3 4.2 4.9 5.9 7 6.7 7.5 7.5 6.6 5.8 5.5 5.5 3.6 2.7 2.7
c)	Ethnic Group ²	White Mixed Asian Black Other	96.2 1.4 1.5 0.6 0.3
d)	Religion ²	No religion Christian Muslim Buddhist Hindu Jewish Sikh Other Not stated	28.1 62.3 0.4 0.3 0.2 0.1 0.1 0.4 8.1

¹ Cambridgeshire Insight (www.cambridgeshireinsight.org.uk)

² ONS 2011 Census

Protected Characteristic		Variable	% of East Cambridgeshire Population
e)	Disability ²	Yes No	15.4 84.6
f)	Sexual Orientation ³	N/a	There is no data on sexual orientation in East Cambridgeshire because it was not included in the 2011 UK Census. However, an ONS Survey on Sexual Orientation in the UK (2017), estimates that 2% of the population is gay, lesbian or bisexual.
g)	Gender Re-assignment ⁴		No local data is available on the gender re-assignment and transsexual community in East Cambridgeshire. The Gender Trust estimates that 1% of an organisation's employees and service users may be experiencing some degree of gender variance.
h)	Marriage and Civil Partnership ²		Persons aged 16+ (%)
		Single Married Civil Partnership Separated Divorced Widowed	27.1 54.9 0.3 2.4 8.7 6.6
i)	Pregnancy and Maternity ²	Dependents No Dependents	30 70

² [ONS 2011 Census](#)

³ [ONS Survey on Sexual Orientation in the UK \(2017\)](#)

⁴ [Gender Trust](#)

APPENDIX 3 – ANTISEMITISM

The Council has joined with the Government and other local authorities across the UK in adopting the internationally recognised International Holocaust Remembrance Alliance (IHRA) definition of antisemitism, as follows:

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

Contemporary examples of antisemitism in public life, the media, schools, the workplace, and in the religious sphere could, taking into account the overall context, include, but are not limited to:

- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavour.
- Applying double standards by requiring of it a behaviour not expected or demanded of any other democratic nation.
- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis.
- Drawing comparisons of contemporary Israeli policy to that of the Nazis.
- Holding Jews collectively responsible for actions of the state of Israel.

APPENDIX 4 – PROFILE OF THE COUNCIL’S WORKFORCE

The Council employs 188 staff (as at 31 December 2019), and the profile of the workforce can be summarised as follows:

- 127 (68%) are female and 61 (32%) are male.
- 3.2% consider themselves to have a disability.
- 94% are white, 3% are black and 3% are of mixed ethnic origin.
- 45% are Christian, 0.5% are Buddhist and the remainder have declined to state or are of no religion.
- 6.4% are aged 20-24, 13.3% are aged 25-34, 19.7% are aged 35-44, 32.9% are aged 45-54, 22.9% are aged 55-64, and 4.8% are 65 and over. The average age is 46.
- 7 females (70%) and 3 males (30%) make up the top 5% of earners.
- There are no Black and Minority Ethnic (BAME) staff or disabled employees at senior grades.
- As at 31 March 2019, the women’s mean hourly rate was £14.27 per hour, 6.1% lower than the male’s mean hourly rate of £15.20 per hour. In other words when comparing mean hourly rates, women earn £0.94 for every £1 that men earn.
- As at 31 March 2019, the women’s median hourly rate was £12.58 per hour, 4.7% lower than the male’s median hourly rate of £13.20 per hour. In other words when comparing median hourly rates, women earn £0.95 for every £1 that men earn.

APPENDIX 5: Equality, Diversity & Inclusion Action Plan 2020-2023

	Equality & Inclusion Objective	Action	Responsible Officer	Timescale
1.	As a Community Leader , we will:			
1.1	Work with other agencies to reduce the number of hate crimes and incidents	To ensure hate crime recommendations, national guidance and good practice is implemented within East Cambridgeshire.	Community Safety Officer	Ongoing
		To increase our number of Hate Reporting Centres to at least one in each Parish.	Community Safety Officer	March 2023
		To ensure significant focus is placed on a partnership approach through our Multi Agency Meetings to tackling hate crime and therefore increasing confidence amongst communities while identifying any particular hard to reach community groups or potential challenges.	Community Safety Officer	Monthly at a District level through Problem Solving Group (PSG) and Quarterly at the County level through the Against Hate Strategic Group
		To monitor hate crime performance & review the progress through the CSP Delivery Group.	Community Safety Officer	By 31 st March each year
1.2	Understand the profile of our resident population and service users, and appreciate the changing nature of the District	Continue to collect and analyse statistical data on the local population	HR Manager Communities and Partnerships Manager Community Safety Officer	31 st December 2022 (for policy update)
		Improve how we gather, use and share information appropriately to better understand who lives in the district and be aware of their needs.	Communities and Partnerships Manager Community Safety Officer HR Manager	31 st December 2022 (for policy update)

		Monitor take up of information requested in other languages and formats	HR Manager	By 31 st March each year
1.3	Continue to work to improve access to and take-up of Council services from all residents and communities	Continue to assess the equality impacts of all decisions, policies and projects which have an impact on the public	Corporate Management Team (CMT) Service Leads Committee Report Authors	Ongoing
1.4	Improve the involvement and engagement of the diverse communities within the District, and ensure that all people are able to take an active role within the Council and the local community	Ensure the communities feel their views are taken into account	CMT Council Members Communities and Partnerships Manager Community Safety Officer	Ongoing
		Challenge negative views and promote more cohesive communities	CMT Council Members Communities and Partnerships Manager Community Safety Officer	Ongoing
1.5	Work together with community partners and local residents to confront racism, antisemitism and prejudice	Tackle unfair treatment and inappropriate behaviour to those with protected characteristics, experiencing discrimination, bullying and harassment	CMT Service Leads Council Members Local Partners	Ongoing
1.6	Ensure that corporate and service level structures are in place to deliver and review the equalities agenda	Provide strong leadership and ensure equality, diversity and inclusivity are embedded throughout the Council by Elected Members, Management and staff.	CMT Council Members Service Leads Staff	Ongoing
		Ensure the Council has a compliant Equality, Diversity and Inclusion Policy in place	HR Manager	By December 2020 (and then 3 yearly)
		Commit publicly to improving the equality outcomes for the local community by continuing to support the Cambridgeshire Equality Pledge with our local partners	CMT Council Members Local Partners	Ongoing

		All Council publications to reflect a diverse community in terms of content and images	Reprographics Manager	Ongoing
		Ensure Council publications are available in accessible formats	Service Leads Customer Services Team	As required
2.	As a Service Provider , we will:			
2.1	Ensure that everyone entitled to its services are able to access them	Improve our communication and accessibility for all services users	CMT Service Leads Customer Services Team	Ongoing
		Encourage feedback, compliments as well as complaints, and respond to them	CMT Service Leads Customer Services Team	Ongoing
		Continue to provide accessible buildings, facilities and open spaces to improve access for disabled people	Open Spaces and Facilities Manager	Ongoing
2.2	Ensure our suppliers and contractors adhere to our equality and inclusion policy	Take all possible opportunities to ensure our suppliers and contractors take an active approach to contributing to our equalities and inclusion goals, including having standard terms in contracts with external suppliers that require adherence to the Council's Equality Policy.	CMT Service Leads Procurement Advisor	By 31 st March 2022
2.3	Consult with local residents and service users so that they feel empowered to influence decision making	Use the Council's Register of Consultees to give local residents, community groups the opportunity to get involved in local decision making	Communities & Partnerships Manager	Ongoing
3.	As an Employer , we will:			
3.1	Understand the profile of our workforce	Analyse available data to understand how representative the Council's workforce is and identify any issues that need to be addressed	HR Manager HR Support Officer	Every 3 years with Policy update

3.2	Ensure that the Council's policies and practices are non-discriminatory and compliant with Equalities legislation	Ensure our recruitment and selection process is fair, consistent and transparent and that job opportunities are accessible to as wide and diverse an audience as possible	Recruiting Managers HR	Ongoing
		Carry out EIAs on new and revised employment policies and publish them on the Council's website	HR Manager HR Support Officer	By 31 st March 2021
		Take seriously and act upon allegations of inappropriate language, situations or practices and investigate issues as soon as they arise, promptly at the root cause	CMT Service Leads Monitoring Officer	Ongoing
		Ensure that appropriate reasonable adjustments are being put in place for colleagues with disabilities, such as providing physical adaptations or equipment and reviewing working arrangements	Service Leads HR Manager HR Support Officer HR Administrator	Ongoing
3.3	Educate our workforce to improve understanding of barriers faced by particular groups so that all employees can help to remove these barriers	Ensure that all employees undertake equality training and all managers undertake training in unconscious bias	HR Manager HR Support Officer HR Administrator	By March 2021

APPENDIX 6: EQUALITY IMPACT ASSESSMENTS (EIA) – A CHECKLIST FOR OFFICERS

What is an Equality Impact Assessment (EIA)?

As part of any effective policy development process, it is important to consider any potential risks to those who will be affected by the policy's aims or by its implementation. The Equality Impact Assessment (EIA) process helps us to assess the implications of our decisions on the whole community, to eliminate discrimination, tackle inequality, develop a better understanding of the community we serve, target resources efficiently, and adhere to the transparency and accountability element of the Public Sector Equality Duty.

The word ‘policy’, in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision.

Complete

1	<u>EIA - INITIAL SCREENING TEMPLATE</u>	<input type="checkbox"/>
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To be completed when developing a new or reviewing an existing policy. Use the Initial Screening Template (IST) to scope the impact and decide whether a full equality impact assessment (EIA) is required.

The following questions can help you to determine whether a full EIA is required:

- Does the policy affect service users or the wider community?
- Is it a major policy, with a significant effect on how functions are delivered?
- Will it have a significant effect on how other organisations operate?
- Does it involve a significant commitment of resources?
- Does it relate to an area where there are known inequalities, e.g. disabled people’s access to public transport etc?

If a full EIA is required, go to Stage 2. If not, your IST will need to be countersigned by your Service Lead Officer and forwarded to the HR Manager (go to Stage 3).

2	<u>EQUALITY IMPACT ASSESSMENT (EIA)</u>	<input type="checkbox"/>
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a)	Establish clear aims and objectives <i>Questions (a) to (b)</i>	<ul style="list-style-type: none"> ▪ What is the aim/purpose of the policy? ▪ Who is the policy intended to benefit and how? ▪ What outcomes do we want to achieve from the policy? ▪ How will the policy be put into practice?
b)	Gather information/data <i>Question (c)</i>	<ul style="list-style-type: none"> ▪ Is the EIA informed by any data? i.e. consultations, complaints, applications received, allocations/take-up, satisfaction/feedback data, access audits, census data, benchmarking, workforce profile etc.
c)	Assess likely impact and opportunities to promote equality <i>Questions (d) to (g)</i>	<ul style="list-style-type: none"> ▪ What do you already know about equality impact or need? ▪ Is there a higher or lower take-up by particular groups? ▪ Have there been any demographic changes/trends locally? ▪ Are there any barriers to accessing the policy or service? ▪ Is there a differential impact on different groups? ▪ Is the differential impact an adverse one? ▪ Is the policy directly or indirectly discriminatory? ▪ Is the policy intended to increase equality of opportunity through positive action?

d)	Involvement and consultation <i>Questions (h) to (j)</i>	<ul style="list-style-type: none"> ▪ How have you engaged stakeholders in gathering evidence or testing the policy proposals? <i>The Consultation Register is available to assist staff in consulting with the Council's stakeholders.</i> ▪ Who was involved, how and when where they engaged? ▪ Does the evidence show potential for differential impact? ▪ How will you mitigate any negative impacts? 								
e)	Make a judgement on the policy in light of data, alternatives and consultation <i>Questions (k) to (l)</i>	<table border="1"> <tr> <td>Option 1:</td> <td>No major change - the evidence shows that the policy is robust and no potential for discrimination.</td> </tr> <tr> <td>Option 2:</td> <td>Adjust the policy - to remove barriers or to better promote equality.</td> </tr> <tr> <td>Option 3:</td> <td>Continue the policy - despite potential for adverse impact or missed opportunity to promote equality, provided you have satisfied yourself that it does not unlawfully discriminate.</td> </tr> <tr> <td>Option 4:</td> <td>Stop and remove the policy – if the policy shows adverse effects that cannot be justified.</td> </tr> </table>	Option 1:	No major change - the evidence shows that the policy is robust and no potential for discrimination.	Option 2:	Adjust the policy - to remove barriers or to better promote equality.	Option 3:	Continue the policy - despite potential for adverse impact or missed opportunity to promote equality, provided you have satisfied yourself that it does not unlawfully discriminate.	Option 4:	Stop and remove the policy – if the policy shows adverse effects that cannot be justified.
Option 1:	No major change - the evidence shows that the policy is robust and no potential for discrimination.									
Option 2:	Adjust the policy - to remove barriers or to better promote equality.									
Option 3:	Continue the policy - despite potential for adverse impact or missed opportunity to promote equality, provided you have satisfied yourself that it does not unlawfully discriminate.									
Option 4:	Stop and remove the policy – if the policy shows adverse effects that cannot be justified.									

Your EIA will need to be countersigned by your Service Lead Officer and forwarded to the HR Manager.

3	COMMITTEE REPORT (IF APPLICABLE)	<input type="checkbox"/>
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If your new/revised policy is being presented to committee, you should use the committee report template to indicate if an impact assessment has or has not been completed. Attach a copy of the completed IST/EIA to the committee report. **If the IST/EIA identifies barriers, your report should make reference to the main findings and any proposed actions so this can inform decision making.**

4	PUBLICATION OF EIA	<input type="checkbox"/>
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The Council is committed to publishing the results of our EIAs on the Council's website. When the IST/EIA has been approved by Committee, then the final version should be forwarded to the HR Manager who will arrange for the documents to be published. You will need to send any background papers or appendices that are relevant. Copies of impact assessments can also be made available on request.

5	MONITOR & REVIEW	<input type="checkbox"/>
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Impact assessments are an ongoing process that do not end once a document has been produced. A review that considers the actual impact of the policy should be undertaken no later than one year after its introduction. This is not repeating the IST/EIA, but going back to the original assessment and using the information and experience gained through implementation to check the findings and make any necessary adjustments.

APPENDIX 7: EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING TEMPLATE (IST)

Initial screening needs to take place for all new/revised Council policies. The word ‘policy’, in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision. This stage must be completed at the earliest opportunity to determine whether it is necessary to undertake an EIA for this activity.

Name of Policy:

Lead Officer (responsible for assessment):

Department:

Others Involved in the Assessment (i.e. peer review, external challenge):

Date Initial Screening Completed:

(a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

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(b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

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(c) **Is this assessment informed by any information or background data?** i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

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(d) Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics (please tick all that apply):

Ethnicity	<input type="checkbox"/>	Age	<input type="checkbox"/>
Sex	<input type="checkbox"/>	Religion or Belief	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Sexual Orientation	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	Marriage & Civil Partnership	<input type="checkbox"/>
Pregnancy & Maternity	<input type="checkbox"/>		

Please explain any impact identified: i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

(e) Does the policy affect service users or the wider community?	YES/NO/Na
(f) Does the policy have a significant effect on how services are delivered?	YES/NO/Na
(g) Will it have a significant effect on how other organisations operate?	YES/NO/Na
(h) Does it involve a significant commitment of resources?	YES/NO/Na
(i) Does it relate to an area where there are known inequalities, e.g. disabled people's access to public transport etc?	YES/NO/Na

If you have answered **YES** to any of the questions above, then it is necessary to proceed with a full equality impact assessment (EIA). If the answer is **NO**, then this judgement and your response to the above questions will need to be countersigned by your Service Lead Officer and then forwarded to the HR Manager.

Signatures:

Completing Officer: _____ **Date:** _____

Service Lead Officer: _____ **Date:** _____

APPENDIX 8: EQUALITY IMPACT ASSESSMENT (EIA) FORM

Name of Policy:

Lead Officer (responsible for assessment):

Department:

Others Involved in the Assessment (i.e. peer review, external challenge):

Date EIA Completed:

What is an Equality Impact Assessment (EIA)?

As part of any effective policy development process, it is important to consider any potential risks to those who will be affected by the policy's aims or by its implementation. The Equality Impact Assessment (EIA) process helps us to assess the implications of our decisions on the whole community, to eliminate discrimination, tackle inequality, develop a better understanding of the community we serve, target resources efficiently, and adhere to the transparency and accountability element of the Public Sector Equality Duty.

The word 'policy', in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision.

(a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

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(b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

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(c) **Is the EIA informed by any information or background data (quantitative or qualitative)?** i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

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(d) Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics? (please tick all that apply)

Ethnicity
Sex
Disability
Gender Reassignment
Pregnancy & Maternity

Age
Religion and Belief
Sexual Orientation
Marriage & Civil Partnership

Please explain any impact identified: i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

(e) Does the policy have a differential impact on different groups?

YES/NO/Na

(f) Is the impact *adverse* (i.e. less favourable)?

YES/NO/Na

(g) Does it have the potential to disadvantage or discriminate unfairly against any of the groups in a way that is unlawful?

YES/NO/Na

(h) How have you engaged stakeholders in gathering evidence or testing the policy proposals? Who was involved, how and when where they engaged? Does the evidence show potential for differential impact? How will you mitigate any negative impacts? Where there is the potential for an adverse impact that cannot be addressed immediately, these should be highlighted in your recommendations and objectives at the end of the EIA.

* The Consultation Register is available to assist staff in consulting with the Council's stakeholders.

(i) Summarise the findings of your research and/or consultation (please use a separate sheet if necessary).

(j) **What are the risks associated with the policy in relation to differential impact and unmet needs/requirements?** i.e. reputation, financial, breach of legislation, service exclusion, lack of resources, lack of cooperation, insufficient budget etc.

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(k) **Use the information gathered in the earlier stages of your EIA to make a judgement on whether there is the potential for the policy to result in unlawful discrimination or a less favourable impact on any group in the community, and what changes (if any) need to be made to the policy.**

Option 1:	No major change - the evidence shows that the policy is robust and no potential for discrimination.	
Option 2:	Adjust the policy - to remove barriers or to better promote equality.	
Option 3:	Continue the policy - despite potential for adverse impact or missed opportunity to promote equality, provided you have satisfied yourself that it does not unlawfully discriminate.	
Option 4:	Stop and remove the policy – if the policy shows adverse effects that cannot be justified.	

(l) **Where you have identified the potential for adverse impact, what action can be taken to remove or mitigate against the potential for the policy to unlawfully discriminate or impact less favourably on one or more communities in a way that cannot be justified?** Include key activities that are likely to have the greatest impact (max. 6). Identified actions should be specified in detail for the first year but there may be further longer term actions which need to be considered. To ensure that your actions are more than just a list of good intentions, include for each: the person responsible for its completion, a timescale for completion, any cost implications and how these will be addressed. It is essential that you incorporate these actions into your service plans.

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This completed EIA will need to be countersigned by your Service Lead Officer and forwarded to the HR Manager. All completed EIAs will be published on the Council's website to demonstrate to local people that the Council is actively engaged in tackling potential discrimination and improving its practices in relation to equalities.

Signatures:

Completing Officer: _____ **Date:** _____

Service Lead Officer: _____ **Date:** _____