

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



EAST CAMBRIDGESHIRE  
DISTRICT COUNCIL

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

### **CONTENTS**

1	<b>FOREWORD</b>	3
2	<b>INTRODUCTION</b>	4
2.1	The Legal Context	4
2.2	Purpose	5-6
3	<b>ABOUT EAST CAMBRIDGESHIRE AND THE COUNCIL</b>	7
3.1	Our Community	7-8
<b>3.2</b>	<b>The Council as a Community Leader</b>	9
3.3	The Council as a Service Provider	9
3.3.1	<b>Housing and Community Safety</b>	9-10
3.3.2	<b>Facilities and Open Spaces</b>	10
3.3.3	<b>Sports and Leisure</b>	10-11
3.3.4	<b>Community Services</b>	11
3.3.5	<b>Regulatory Services</b>	11
3.4	The Council as an Employer	12
3.4.1	Our Staff	12
3.4.2	Promoting Equality as an Employer	12-13
4	<b>DEVELOPMENT OF THE EQUALITY, DIVERSITY &amp; INCLUSION POLICY</b>	14
4.1	Gathering Data and Using Information	14
4.2	Consultation and Engagement	14
4.3	Equality Impact Assessments (EIAs)	14-15
5	<b>OUR EQUALITY &amp; INCLUSION OBJECTIVES FOR 2020-2023</b>	16
 <b>APPENDICES</b>		
1	<b>Equality &amp; Inclusion Action Plan 2020-2023</b>	17-20
2	Equality Impact Assessment: A Checklist for Officers	21-22
3	Equality Impact Assessment: Initial Screening Template	23-24
4	Equality Impact Assessment Template	25-27

## 1. **FOREWORD**

East Cambridgeshire District Council recognises the importance of equality, diversity and inclusion. We operate in an increasingly diverse community, and we understand that the people who provide and use our services have diverse characteristics and different experiences, needs and aspirations.

Understanding, valuing and effectively managing these differences ensures that our communities are places where people get on well together and prosper.

The Council acknowledges with concern the published data on increases in hate crimes and crimes towards people with protected characteristics under the Equalities Act 2010 (see 2.1). 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.

Councillor Anna Bailey  
Leader of the Council

John Hill  
Chief Executive

## **2. INTRODUCTION**

### **2.1 The Legal Context**

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.

It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it is unlawful to treat someone.

It is against the law to discriminate against anyone because of:

- Age
- Disability
- Race
- Sex
- Sexual Orientation
- Gender Re-assignment
- Marriage and Civil Partnership
- Religion or Belief
- Pregnancy and Maternity

These are called 'protected characteristics'.

The Equality Act introduced a Public Sector Equality Duty. This Duty requires all public bodies to consider all individuals when carrying out their day-to-day work – in shaping policy, in delivering services and in relation to their own employees.

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

- 1) eliminate discrimination;
- 2) advance equality of opportunity; and
- 3) foster good relations between different people when carrying out their activities.

Having 'due regard' means consciously thinking about the three aims of the equality duty as part of the process of decision making. This means that consideration of equality issues must influence the decisions reached by the Council such as how it acts as an employer, how it develops, evaluates and reviews policy or how it designs services. Undertaking equality impact assessments is an excellent tool for demonstrating due regard.

The Equality Act 2010 (Specific Duties) Regulations came into force in September 2011 designed to help public bodies meet the general duty. The specific duties require public bodies to publish relevant, proportionate information showing compliance with the Equality Duty, and to set equality objectives.

## 2.2 **Purpose**

East Cambridgeshire District Council acknowledges with concern the published data on increases in hate crimes and crimes towards people with protected characteristics under the Equalities Act 2010 (see 2.1). 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.

The Council also wishes to join 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.

The Equality, Diversity and Inclusion Policy has been developed in reference to the [Home Office Diversity and Inclusion Strategy 2018 – 2025](#), and sets out the Council's commitment to an inclusive and supportive environment for staff, Members, contractors and visitors that is free from discrimination, where all are able to participate and where everyone has the opportunity to fulfil their potential. It promotes positive attitudes towards inclusivity and valuing diversity, and seeks to ensure that all who are subject to the Council's policies, practices and procedures are treated fairly.

### 3. ABOUT EAST CAMBRIDGESHIRE AND THE COUNCIL

#### 3.1 Our Community

The District of East Cambridgeshire has the smallest population of the five districts within Cambridgeshire, estimated at approximately 89,362<sup>1</sup>.

The profile of the population is set out below:

Protected Characteristic		Variable	% of East Cambridgeshire Population
a)	Sex <sup>1</sup>	Females Males	50.9 49.1
b)	Age <sup>1</sup>	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 <sup>2</sup>	White Mixed Asian Black Other	96.2 1.4 1.5 0.6 0.3
d)	Religion <sup>2</sup>	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

<sup>1</sup> Cambridgeshire Insight ([www.cambridgeshireinsight.org.uk](http://www.cambridgeshireinsight.org.uk))

<sup>2</sup> ONS 2011 Census

Protected Characteristic		Variable	% of East Cambridgeshire Population
e)	Disability <sup>2</sup>	Yes No	15.4 84.6
f)	Sexual Orientation <sup>3</sup>	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 <sup>4</sup>		No local data is available on the transgender 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 <sup>2</sup>		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 <sup>2</sup>	Dependents No Dependents	30 70

<sup>2</sup> [ONS 2011 Census](#)

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

<sup>4</sup> [Gender Trust](#)



### **3.2 The Council as a Community Leader**

This is how the Council is actively promoting equality and inclusion in its role as a community leader, seeking to influence positive behaviour across the district and engaging with other organisations.

- Taking the lead and working in Partnership with the Police Action Against Hate Coordinator to run workshops county wide to explore hate jointly, while remaining a key member of the Hate Crime Strategic Group.
- 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.
- Improving information sharing between partner agencies and fostering joint working to increase community safety.
- 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.

### **3.3 The Council as a Service Provider**

This is how the Council is actively promoting equality and inclusion in the access to, and delivery of, its services.

#### **3.3.1 Housing and Community Safety**

- Providing home visits and welfare checks offering advice and assistance to vulnerable people or people who are unable to visit the Council, this often includes hard-to-reach groups such as disabled residents, Travellers and migrant workers.
- 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](#). The Council's DV web pages include 'hide my visit' icons to immediately redirect viewers to another website if they are interrupted and worried about their safety.
- 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 dedicated officers within the Council's Housing team to work closely with migrant workers and people suffering from domestic violence.
- Providing weekly support through the Community Hubs sited in various villages around East Cambridgeshire.
- Providing drop-in sessions for victims of DV.
- Delivering Community Safety Partnership work through the Community Eyes and Ears Scheme to the workplace and schools, delivering training and awareness in relation to: Radicalisation, Hate Crimes, Modern Slavery, Cyber Crime and Scams, Neglect and Abuse, Exploitation, Abuse, Dementia and Loneliness.
- Providing Third Party reporting centres as a confidential way to report everything from hate crime to domestic abuse.
- Providing market stall events for raising awareness on key issues affecting both adults and young people including drug and alcohol awareness, anti-social behaviour and signposting them to services and support.
- Producing a Live Safe leaflet for migrant workers in Polish, Portuguese, Lithuanian and English because the district is attracting people as a place to live and work from across the world and in particular from Eastern Europe. This is becoming an established pattern, which is supporting the local economy (particularly in agriculture) and meaning that East Cambridgeshire is becoming a more culturally diverse district. 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.
- Providing three caravan sites for travellers: Burwell (8 pitches) (this site is currently closed), Earith Bridge (13) and Wentworth (8).

### **3.3.2 Facilities and Open Spaces**

- 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.
- Providing electrically powered scooters and manual wheelchairs to help people who have limited mobility to shop and use the other facilities in Ely, through the Ely Shopmobility Scheme. There is no charge for using the mobility aids but the service must be pre-booked.

### **3.3.3 Sports & Leisure**

- The Council works 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 and their aspirations in sport. One of the main networks is the Ability PLUS Group, the County Disability Sports Forum for Cambridgeshire and

Peterborough. Anyone interested in disability sport can join the network.

- Providing disabled facilities at the Hive (the Council owned gym and swimming pool), including accessible parking, a poolside hoist to help people in and out of the pool, and accessible changing facilities.
- Providing a range of leisure activities for the over 50s through the Council's [Mature and Active Programme](#) to keep active and to maintain and improve their health and wellbeing.
- Offering [Heart Beat Health Walks](#) across the district for people who may be less active but who would like a healthier lifestyle. Walks are for up to 1 hour on routes accessible for wheelchairs and prams and are open to everyone of all abilities.
- Providing free bus travel across East Cambridgeshire through the Concessionary bus fare scheme (administered by Cambridgeshire County Council): [Concessionary Fares](#)

### **3.3.4 Community Services**

- Promoting consultation and community engagement through the Council's [Consultee Register](#).
- Developing and promoting the [Community Engagement Toolkit](#).
- Providing the services of a professional translator if a translation is required into another language or an alternative format, i.e. large print, Braille, audio cassette/CD: [Translation Service](#)
- Providing online language translation on the [Council's website](#) into over 100 languages using the free page by page website translation service provided by the web browser. To activate, visit the browser's translation service and select the preferred language.
- Supporting the [Cambridgeshire Equality Pledge](#) with our local partners.

### **3.3.5 Regulatory Services**

- 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). For those that are eligible, some are able to receive a grant to pay for the full cost of the adaptation, others may have to make a contribution towards the cost of the work (based on income and savings): [Disabled Adaptations](#)
- Delivering inclusive environments through the Council's planning processes. An 'inclusive' environment is one that can be properly accessed and used by everyone, **seeking to remove barriers and open up access.**

### **3.4 The Council as an Employer**

We have a duty to make sure that the policies and practices that affect our staff are fair and promote equality **and inclusion**. We want to protect our staff from unfair treatment, uphold our obligations to provide job profiles, SMART performance indicators and appraisals, and give them support, development opportunities and training.

#### **3.4.1 Our Staff**

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 (BME) 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.

#### **3.4.2 Promoting Equality and Inclusion as an Employer**

This is how the Council is actively promoting equality and inclusion as an employer:

- Offering learning and development opportunities to all staff, and working in a targeted way to ensure that all staff can access the training required for their career progression.
- Extending the right to request flexible working to all employees.
- Offering employees over the age of 55 the right to request flexible retirement.
- Offering a Childcare Scheme where eligible employees (male or female) can apply for a contribution towards the cost of childcare of ninety pence per hour, which can be claimed for each whole hour of childcare paid for by staff up to a maximum of £155 per month.

- Ensuring that processes are in place to effectively manage reasonable adjustments and redeployment requests through the Council's Managing Attendance and Stress at Work Policy and Procedure.
- Liaising with Access to Work to provide specialist equipment for disabled staff where required.
- Ensuring that effective HR policies are in place, e.g. Disciplinary, Grievance and Dignity at Work, for dealing with any complaints made under the Equality Act 2010.
- Ensuring that systems are in place within HR to monitor cases of discipline and grievance against equalities data.

#### **4. DEVELOPMENT OF THE EQUALITY, DIVERSITY & INCLUSION POLICY**

##### **4.1 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)

##### **4.2 Consultation and Engagement**

The Council recognises the importance of consultation in the development and implementation of this Scheme. Involvement and consultation helps to give everyone, including minority groups, an opportunity to provide input about the provision of services.

Consultation will take place with Council staff, Councillors, local residents, community groups, partner organisations, parish councils and other associations between **1 August and 30 September 2020** on this new scheme.

##### **4.3 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 2). In the first instance, the officer would complete an Initial Screening Template (see Appendix 3) 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 4).

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.

## 5. OUR EQUALITY & INCLUSION OBJECTIVES FOR 2020-2023

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

1	As a <b>Community Leader</b> , 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 <b>Service Provider</b> , 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 <b>Employer</b> , 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.



**APPENDIX 1: Equality & Inclusion Action Plan 2020-2023**

	Equality & Inclusion Objective	Action	Responsible Officer	Timescale
1.	As a <b>Community Leader</b> , we will:			
1.1	Continue to secure membership of Action Against Hate Strategic Group and other Delivery Boards for County while working in Partnership with Police, RSLs, Faith Groups and other key partners.	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	Ongoing
		To monitor hate crime performance & review the progress through the CSP Delivery Group.	Community Safety Officer	Ongoing
		To horizon scan for emerging issues, which may necessitate immediate action, or may be relayed to key partners through Problem Solving Meetings.	Community Safety Officer	Ongoing

1.2	Understand the profile of our resident population and service users	Continue to collect and analyse statistical data on the local population	HR Manager Communities and Partnerships Manager Community Safety Officer	Ongoing
		Monitor take up of information requested in other languages and formats	HR Manager	By 31 <sup>st</sup> 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	Commit publicly to improving the equality outcomes for the local community	Continue to support the Cambridgeshire Equality Pledge with our local partners	CMT Council Members Local Partners	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	Ensure the Council has a compliant <b>Equality and Inclusion Policy</b> in place	HR Manager	By August 2020
		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 <b>Service Provider</b> , we will:			
2.1	Ensure our services are accessible	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 <b>Equality, Diversity and Inclusion Policy</b> .	CMT Service Leads Procurement Advisor	Ongoing
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
2.4	Work with local communities to reduce domestic violence and abuse	Improve responses and interventions which support victims of sexual violence including DV and rape	Community Safety Officer	Ongoing
3.	As an <b>Employer</b> , 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	Carry out EIAs on new and revised employment policies and publish them on the Council's website	HR Manager HR Support Officer	Ongoing
		Ensure that equal opportunities and inclusion are integral to how we recruit and treat our workforce	HR Manager HR Support Officer HR Administrator	Ongoing
		<b>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</b>	CMT Service Leads Monitoring Officer	Ongoing

		Ensure that appropriate reasonable adjustments are being consistently put in place for colleagues in a timely manner and acted upon	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 2: 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

<b>1</b>	<b><u>EIA - INITIAL SCREENING TEMPLATE</u></b>	<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).

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

d)	Involvement and consultation <i>Questions (h) to (j)</i>	<ul style="list-style-type: none"> <li>▪ 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></li> <li>▪ Who was involved, how and when where they engaged?</li> <li>▪ Does the evidence show potential for differential impact?</li> <li>▪ How will you mitigate any negative impacts?</li> </ul>								
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><b>No major change</b> - the evidence shows that the policy is robust and no potential for discrimination.</td> </tr> <tr> <td>Option 2:</td> <td><b>Adjust the policy</b> - to remove barriers or to better promote equality.</td> </tr> <tr> <td>Option 3:</td> <td><b>Continue the policy</b> - 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><b>Stop and remove the policy</b> – if the policy shows adverse effects that cannot be justified.</td> </tr> </table>	Option 1:	<b>No major change</b> - the evidence shows that the policy is robust and no potential for discrimination.	Option 2:	<b>Adjust the policy</b> - to remove barriers or to better promote equality.	Option 3:	<b>Continue the policy</b> - despite potential for adverse impact or missed opportunity to promote equality, provided you have satisfied yourself that it does not unlawfully discriminate.	Option 4:	<b>Stop and remove the policy</b> – if the policy shows adverse effects that cannot be justified.
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Your EIA will need to be countersigned by your Service Lead Officer and forwarded to the HR Manager.

<b>3</b>	<b>COMMITTEE REPORT (IF APPLICABLE)</b>	
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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.**

<b>4</b>	<b>PUBLICATION OF EIA</b>	
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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.

<b>5</b>	<b>MONITOR &amp; REVIEW</b>	
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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 3: 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.

<b>Name of Policy:</b>	
<b>Lead Officer (responsible for assessment):</b>	
<b>Department:</b>	
<b>Others Involved in the Assessment (i.e. peer review, external challenge):</b>	
<b>Date Initial Screening Completed:</b>	

(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?

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

(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.

(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):

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

<b>(e) Does the policy affect service users or the wider community?</b>	YES/NO/Na
<b>(f) Does the policy have a significant effect on how services are delivered?</b>	YES/NO/Na
<b>(g) Will it have a significant effect on how other organisations operate?</b>	YES/NO/Na
<b>(h) Does it involve a significant commitment of resources?</b>	YES/NO/Na
<b>(i) Does it relate to an area where there are known inequalities, e.g. disabled people's access to public transport etc?</b>	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 4: EQUALITY IMPACT ASSESSMENT (EIA) FORM**

<b>Name of Policy:</b>	
<b>Lead Officer (responsible for assessment):</b>	
<b>Department:</b>	
<b>Others Involved in the Assessment (i.e. peer review, external challenge):</b>	
<b>Date EIA Completed:</b>	

**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?

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

- (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.

**(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:** \_\_\_\_\_